

Approved



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, January 23, 2018  
**Present:** President Jukoski, Betty Baillargeon, Kem Barfield, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O’Hare, Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, January 9, 2018		Unanimously approved.
2. Enrollment Update	Steve Finton reported that headcount at 3,624 and FTE is 2,096. We have good numbers within an acceptable range. Steve noted that we have another scheduled deletion for non-payment according to System Office Policy which may impact our numbers. Registration is still occurring; this is drop week and tomorrow is last day to register. Flex/late start classes are still available. GPS advising is making a difference.	
3. Second Chance Pell Review – CIHE-NEASC Site Visit Spring 2018	Steve confirmed that NEACS Reps will be here on Wednesday, April 3, 2018. Visit will include Corrigan and York Correctional Facilities.	
4. Master Plan Study	Steve Goetchius reported that the System Office notified us that TRCC is the next institution to complete a master plan study. President Jukoski reviewed the tentative committee of 14 people representing all areas of the College. Steve Finton will identify/confirm 3 individuals from Student Services/Student Programs and forward those names to the President’s Office. The President’s Office will send out emails to those <u>non-Cabinet</u> representatives requesting their agreement to participate on the Committee.	
5. Transition/Replacement for Title IX Coordinator due to upcoming Retirement	Cabinet discussed this role. Cabinet will discuss again next week.	
6. Professional Development Day: Feedback	All agreed that the event was successful. Future professional development days will include a lighter “fare.”	

## President's Cabinet Meeting Minutes

Topic	Discussion	Action
7. <b>Upcoming All-College Meeting: Wednesday, February 14, 2018</b>	President Jukoski reviewed the tentative agenda for the upcoming All-College meeting. Cabinet members will provide brief departmental updates.	
8. <b>Future of Potluck Luncheons by the Lunch &amp; Laughs Committee</b>	April Hodson reported that the Committee is evaluating the future of coordinating potluck luncheons due to staff changes and work commitments. An update will be provided at a future Cabinet meeting.	
9. <b>Commencement Speaker for 2018</b>	Discussed this year's Commencement format and possibilities for speaker—possibly asking Professor Stutz to coordinate a “competition.” Will O’Hare will add to the agenda for discussion at the next meeting of the College Congress and report back to Cabinet.	
10. <b>All Other Business</b>	<p><b>Administration:</b> Steve Goetchius reported 1) we are progressing with plans for the gender-neutral bathroom. The Architect has identified the location at D111 (near the Food Pantry) and the System Office awarded the contract and 2) there will be a meeting today at TRCC to discuss the Advanced Manufacturing Center.</p> <p><b>College Congress:</b> Will O’Hare reported 1) the College Congress will meet next week and, 2) Will has a Japanese presentation scheduled as part of the Booker T. DeVaughn series.</p> <p><b>Institutional Research:</b> Kem Barfield reported the new Extranet will launch on January 31, 2018.</p> <p><b>Marketing:</b> Kathryn Gaffney reported the Yes You Can Afford College Seminar is scheduled in March.</p> <p><b>Student Services:</b> Steve Finton reported the Homeless Initiative Grant, Youth Count Housing Survey begins tomorrow.</p>	

MEETING ADJOURNED AT 11:00 am  
 Minutes submitted by A. Hodson