

Approved



President’s Cabinet Meeting Minutes

Date: Tuesday, January 24, 2017
Present: Betty Baillargeon, President Jukoski, Steve Finton, Kathryn Gaffney, Steve Goetchius, Jerry Ice, Will O’Hare, Laura Qin, Louise Summa
Absent with Cause: Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - December 13, 2016 - January 10, 2017		December 13, 2016 unanimously approved. January 10, 2017 unanimously approved with changes.
2. Feedback on January 18, 2017 Professional Development Day	President Jukoski thanked Professor O’Hare for coordinating a very successful and well-attended event. Advised all that a survey went out to the TRCC community asking for feedback. Will review survey at a future Cabinet meeting.	
3. Enrollment Update	Steve Finton reported registration is going very well. Student Services had a great finish. His staff is at Electric Boat today signing up new students and the numbers from the prisons will be entered soon. After these numbers are entered, TRCC should be at an even “zero.”	WCE work with Institutional Advancement to develop grant request.
4. Great Colleges to Work for Survey - Update	Dr. Qin provided a summary of the purpose of the survey. Her recommendation is to participate in the full survey (college-wide) to meet the requirement to receive the one-page summary and then participate in the extra sampling for the upcoming NEASC – 10-year report due in March 2017.	Develop session agenda.
5. Strategic Plan	Jerry Ice confirmed the next meeting of the NEASC/Strategic Plan committee is on Thursday, January 26, 2017 at 4:00 in the MPR. Jerry reviewed with Cabinet the key internal and external constituency groups we have already met with (NEASC, TRC Foundation) and on Thursday, will meet with faculty and staff. We will then begin narrowing down to key priorities for the 3-year, 2017-2020 plan. We will develop a survey for the TRCC community to establish agreement on the key priorities over the next three years.	

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6. Commencement	President Jukoski opened up discussion with Cabinet regarding the future coordination of the Commencement Committee at TRCC. Should coordination reside with Academics rather than in Student Services? Discussion followed. Steve Finton and Jerry Ice will review suggestions and report at the next Cabinet meeting.	
7. CSCU Common Calendar	Cabinet discussed the CSCU Common Calendar for the month of February to ensure we are correctly communicating TRCC's schedule to the community and students. We will close on Monday, February 20, 2017. Due to differing Union contracts, some faculty/staff will be off on February 13, 2017.	
8. TRC Foundation	<p>Betty Baillargeon asked for Cabinet approval for a naming opportunity for the Judith Albright endowment established by her husband, Charles Albright. The endowment has grown to over \$60K and is now considered a major gift. Betty is recommending the simulation lab in the Nursing wing for this naming opportunity. Betty will work with Facilities to coordinate prior to Scholarship Night for the Albright Family to participate in.</p> <p>Betty also reported the Foundation received \$300K from a donor and funds are earmarked for student scholarships in the spring and possibly extend to the fall.</p> <p>Betty thanked Kathryn and Alexa for their work in support of the upcoming "A Dream Realized" event and for their work on the development of the "Giving Page" on the TRCC website.</p>	Cabinet approved.
9. NC – SARA (State Authorization Reciprocity Agreement)	Dean Ice shared that we will be a member of the state focus. This is online. We (SO) (Jerry, TRCC or SO pays the fee?) pay \$6K to be included in the consortium to accept students from the entire United States. Discussion followed. This is a positive step for TRCC. "SARA pertains to approval of distance education courses and programs offered across state lines by postsecondary institutions that already have degree authorization in at least one state. SARA centralizes the authorization process for each institution in	

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	a single state called the institution’s “home state.” Colleges or universities in a SARA state therefore only need their home state authorization to offer distance education to students in any other SARA member state, subject to certain limitations.”	
10. Legislative Breakfast	We have rescheduled TRCC’s annual Legislative Breakfast from February 2 nd to March 1 st , 2017 at 8:30 am in the MPR. President Jukoski asked Danielle Spada, President of Student Government Association, to invite students to attend.	
11. All Other Business	<p>Academics:</p> <ol style="list-style-type: none"> Jerry Ice reported that he had strong attendance during his session, Faculty Leadership Institute, during the recent Professional Development Day. Several attendees signed up to join a future planning session. Mike Stutz is currently finalizing the first draft of the NEASC report. <p>Administration:</p> <ol style="list-style-type: none"> Steve Goetchius reported that he attended an HR meeting last week at the SO. Part of the discussion included confirmation that the Educational Excellence/Distinguished Service Award Program and Merit Awards will be funded this year. SO will communicate information directly to all institutions soon. Funding for equipment purchases is available. Steve asked Cabinet to send him suggestions/requests. <p>College Congress:</p> <ol style="list-style-type: none"> Will O’Hare advised that College Congress will continue to meet monthly on the 2nd Wednesday. Cabinet members may send Will agenda items anytime. <p>Marketing and Public Relations:</p> <ol style="list-style-type: none"> Kathryn Gaffney updated Cabinet on the upcoming free seminar, “Yes. You Can Afford College” that is open to the public on Monday, January 30, 2017 from 7:30-8:30 pm in the MPR. Ed Muenzner and Ken Briggs are presenting. Kathryn is reviewing a proposal from MRW to retire TRCC’s old website and will update Cabinet at a future meeting. 	



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	<p>President’s Office:</p> <ol style="list-style-type: none"> President Jukoski confirmed there will be an All-College meeting on Wednesday, February 15, 2017 during the common hour, 12:15 – 1:15, in C101. Cabinet members will present for their areas. 	

MEETING ADJOURNED approximately 11:00 am

Minutes submitted by A. Hodson