

Approved



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, February 6, 2018 (Note: Jan. 30 Cabinet cancelled to SNOW DELAY)  
**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 23, 2018		Unanimously approved.
2. Enrollment Update	Steve Finton reported the following: -4.4% FTE and -6.3% Headcount. We have 90 students on the 2 <sup>nd</sup> deletion list which will be processed today. Student Workers are calling today to try to get to these students. Reminder that this is a new business process to TRCC and to our students and one that is mandated by the System Office.	
3. Commencement Update	Jerry Ice advised the first meeting of the Commencement Committee is on Tuesday, February 20 <sup>th</sup> at 2:00. Discussion followed. Will O’Hare will raise the topic of a Commencement Speaker with College Congress.	
4. Nursing Pinning	Cindy Arpin, on behalf of the Nursing Department, requested approval to schedule the Nursing Pinning on the day after Commencement, Thursday, May 24 <sup>th</sup> at 5:00pm outside using the stage and chairs. Cabinet approved.	Approved
5. Master Plan Enrollment Projections	Steve Goetchius advised that we submitted our projections as requested to the SO. Discussion followed regarding future enrollment trends.	
6. Emeriti Reception	April Hodson advised she is working with June Decker and the Center for Teaching (CFT) on plans for this event scheduled on Wednesday, April 11 at 3:30-5:30 in the MPR. Emeriti / Unclassified FT are eligible.	
7. Request by Vicky DiFilippo to Display International Flags	Vicky DiFilippo will be invited to a future Cabinet meeting to discuss her request.	
8. All Other Business	<b>Academic Affairs:</b> Jerry Ice shared that as Laura Qin, previous Director of Institutional Director, has received a job offer, we will work toward ending her part time status in transitioning her duties to Kem Barfield.	

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	<p><b>Administration:</b> Steve Goetchius suggested that the March 6<sup>th</sup> Cabinet meeting is cancelled and replaced with the meeting of the Master Planning Committee. All approved.</p> <p><b>College Congress:</b> Will O’Hare reported the College Congress will meet tomorrow and agenda items include: 1) TRCC cancellation policy, 2) College Congress will create a FYE taskforce to develop objectives for review 3) suggestions for a Commencement Speaker 4) reminder Cabinet of a Japanese concert performance on Monday, February 12 at TRCC.</p> <p><b>Institutional Advancement:</b> Betty Baillargeon reported that 1) Meghan La Casse presented the revised Department Awards format at the recent Department Chair meeting, 2) plans are in progress for the Scholarship Reception on May 2<sup>nd</sup>, 3) a reminder that President Ojakian invited foundation leaders to join the Community College Foundation Working Group and the first meeting is on February 22<sup>nd</sup> at Middlesex CC.</p> <p><b>Marketing:</b> Kathryn Gaffney reminded all of the upcoming you Can Afford College Workshop on Tuesday, February 13 at 7:30pm at TRCC.</p> <p><b>Strategic Partnerships and External Affairs:</b> Louise Summa reminded Cabinet about the upcoming Snowflake Dinner, a Martin House Charity Event on Thursday, February 22<sup>nd</sup>. Both Louise and Gayle O’Neill serve on the Martin House Board.</p> <p><b>Student Services:</b> Steve Finton 1) reminded all of the upcoming Winter Ball on Saturday, February 24, 2) that SAGE has requested approval to schedule the Lavender Graduation on Thursday, April 12 at 6:00 in the MPR. Cabinet approved and April Hodson will send an invitation to President Ojakian to attend.</p>	

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