

Approved



President’s Cabinet Meeting Minutes

Date: Tuesday, February 28, 2017
Present: Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, President Jukoski, Will O’Hare, Laura Qin, Louise Summa
Absent with Cause: Betty Baillargeon, Danielle Spada

Topic	Discussion	Action
1. Approval of Minutes: - February 14, 2017		Unanimously approved.
2. Spring Enrollments	Steve Finton advised that TRCC met last year’s enrollment—with no decline. Steve noted that 3 years ago, we were 6% down in enrollment. President Jukoski congratulated Steve on his great work leading his department to these results. Discussion followed regarding the future and sustaining growth. As a side note, Steve summarized a recent meeting here hosted by William Gammell, Director, Office of Research and System Effectiveness to share the work of the SO Recruitment and Retention Workgroup. Discussion followed that TRCC is leading the pack in the areas of internal partnerships and collaboration and other initiatives the SO workgroup highlighted. Our new marketing department and new website have been very positive for TRCC.	
3. LEARN Agreement	Steve Goetchius reported that the current contract with LEARN (on behalf of TRMC) dated (07/01/12-08/31/17) is up for renewal. Discussion followed and Cabinet approved signing a new Agreement. However, before agreeing to the duration of the agreement, Cabinet requested that 1) Brad Columbus, TRMC Principal, and Eileen Howley, Executive Director of LEARN, attend a future Cabinet meeting to discuss concerns/expectations of faculty and staff, and 2) that Brad facilitate annual workshops for faculty and staff for informational purposes and to review administrative components required of TRCC faculty and staff that support the TRMC, and 3) that 1xmonth or quarterly, Brad attend a Cabinet meeting to provide an update on TRMC data, etc.	1. Schedule meeting with Eileen Howley and Brad Columbus to attend a future Cabinet meeting. 2. Prepare list of concerns, questions and expectations to discuss at this meeting. 3. Schedule Brad to attend Cabinet meetings, 1xmo. or on a quarterly basis.

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4. Protocol for ICE on Campus	President Jukoski reviewed the recent protocol sent to CT State College and Universities with respect to U.S. Immigration and Customs Enforcement on CSCU Campuses.	
5. Science Department – Emeritus Nomination	President Jukoski reviewed the nomination submitted by the Science Department to award Emeritus status to a recent TRCC retiree. Discussion followed and it was noted that we do not have an official procedure in place for the call for nominations. Steve Goetchius will take ownership of the development of nomination criteria, for review and approval by Cabinet, and in sending out the “call for nominations” to TRCC faculty and staff. No decision was made on the existing nomination pending more information from Steve at the next Cabinet meeting.	Steve Goetchius will develop nomination criteria for review at next Cabinet meeting.
6. Feedback on recent All College Meeting	Cabinet reported receiving very positive feedback to the recent All College meeting. Positive comments were received on the meeting location and format. It was well attended. President Jukoski suggested scheduling the next All College meeting after Spring Break and going forward on a frequent basis, encouraging transparency and open dialogue.	April will work with Cabinet to establish dates through year-end 2017.
7. College Congress – Draft Resolution	Cabinet reviewed and endorsed the draft resolution submitting by the College Congress regarding TRCC’s search process when filling full-time tenure track faculty or staff positions. President Jukoski will forward an email to College Congress President, Will O’Hare thanking him and the College Congress for their efforts as this process will become a best practice whenever possible.	President Jukoski to draft email to Professor O’Hare.
8. Student Gala Feedback	Steve Finton reported that the event was very successful. The Gala was well-attended and raised approximately 4K for student scholarship funds.	
9. Commencement Committee	Jerry Ice reported that the Committee’s next meeting is this afternoon. Joe Selvaggio has agreed to chair the committee.	Cabinet approved.
10. Legislative Breakfast – Scheduled on Wednesday, March 1, 2017 at 8:30-9:30	President Jukoski reviewed the agenda and list of local legislators scheduled to attend.	

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11. Strategic Plan	Jerry Ice reported that all faculty and staff received a link to a brief survey for their input on our SP. A follow up email from President Jukoski encouraging their participation was also sent to all faculty and staff. In addition, all faculty and staff will receive an invitation to attend the next meeting on March 7 th of the SP committee.	President Jukoski will draft an email to send to all faculty and staff to participate.
12. Update on Status of Promotion and Tenure Process	Louise Summa and Steve Goetchius advised that they met with and “charged” all committees. Reviews are in process and on track to meet timeline milestones.	
13. Reappointments and Searches	Jerry Ice summarized the list of open positions and status of each. President Jukoski will communicate with System Office to ensure adherence with current procedures on those currently in process.	
14. Funding Challenges	Steve Goetchius summarized the Manufacturing Program Funding Challenges meeting he attended at the System Office on February 27, 2017. The purpose of the meeting, chaired by President Ojakian, was to discuss innovative ways to maintain our Advanced Manufacturing programs if they become non-funded by the State of CT. The discussion included possible alternate funding sources. Steve reported the CAMI was a major topic regarding credit vs. non-credit programming. Steve Finton will follow up with Jodi Calvert and Jerry Ice to discuss a possible program re-design due to a lack of future funding. By March 3 rd , we are to submit our funding ideas to the SO.	Steve Finton will meet with Jodi Calvert and Jerry Ice to discuss and get back to Steve Goetchius prior to March 3 rd .
15. Millstone Power Station Update Invitation	President Jukoski shared the invitation with Cabinet and asked those interested to let us know.	
16. All Other Business	None	

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