



## President’s Cabinet Meeting Minutes

**Date:** Wednesday, March 9, 2016  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Phil Mayer, Laura Qin, Louise Summa  
**Absent with Cause:** Ann Branchini

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - February 16, 2016 - February 23, 2016		Approved with 1 Abstention
<b>2. Educational Technology Cmte</b>		Deferred
<b>3. Feedback on Interim Academic Dean Interviews</b>	<p>President Jukoski asked for feedback from Cabinet on the interview schedule and process. All agreed the schedule and online candidate survey was very efficient. It was noted that most would have liked more time to reflect and then complete the survey. President Jukoski noted the concern and again reviewed the condensed timeline needed for candidate selection. President Jukoski commented that the Registry is very adept at matching candidates to an institution to ensure that candidates are fit for duty and can transition smoothly and quickly into the role.</p>	
<b>4. Institutional Advancement</b>	<p>Betty Baillargeon shared that there was great participation and feedback on last week’s Annual Breakfast held in the MPR followed by the ribbon-cutting for the CAMI Classroom. We had great press in local newspapers. Betty then shared that they are receiving a high number of Scholarship Applications and the deadline March 30<sup>th</sup>. A \$15K donation was received from the LaMattina Foundation, which is restricted to tutoring needs. A donation is also expected from Dominion.</p>	
<b>5. Enrollment Update</b>	<p>Steve Finton shared that there is no new enrollment data as we are ending the previous enrollment cycle and our new enrollment cycle beginning on April 1<sup>st</sup>. Steve shared a report he received at the recent Deans’ Meeting that compared 6 years of data (2010-2016) with the caveat that the report needed clarification.</p>	



## President’s Cabinet Meeting Minutes

Topic	Discussion	Action
<b>6. Manufacturing Pipeline Initiative</b>	Steve Finton discussed the EB Pipeline and that this initiative is very exciting and promising for TRCC. We are on a very tight timeline and currently interviewing for trainers and coordinators. The program is supported by a \$6M DOL grant and EWIB just approved TRCC's budget request. It was noted that payroll and expense items need to be coded correctly. This is very complex and staff are working hard with a great deal of collaboration to make all of this happen. Cabinet discussion followed about applying this program to other programs / employers in the area; possibly having other employers in the area provide funding for training programs. It was noted that EB does not provide funding because they are a government contractor. Steve will provide information on the EB training program at a future Foundation meeting.	
<b>7. Guided Pathways</b>	GPS is moving forward. The Committee meets regularly. Next step is to review the schedule for Fall pilot recommendations.	
<b>8. Commencement 2016 Update</b>	Steve Finton confirmed that the Nursing Pinning Ceremony is scheduled for 2:00 pm on May 19 prior to Commencement.	
<b>9. Crisis Plan (Incidents/Situations)</b>	Kathryn Gaffney reported that she had compared the draft Crisis Communications Plan (CCP) that she had distributed to Cabinet several weeks ago with the current Emergency Action Plan (EAP) (PDF provided by Steve G; also online). She found there was little overlap and that the CCP could be a complimentary procedure to the EAP. It would need to be reviewed and revised to work for Three Rivers. Mary Ellen suggested that the Cabinet review this at the next meeting. Kathryn also recommended that a wallet-sized “Emergency Card” be developed with quick steps and key phone numbers. This card could be distributed to all at TRCC and used in offices and classrooms.	
<b>10. Security Breach</b>	Steve Goetchius reviewed a recent investigation with Cabinet and will meet with President Jukoski to discuss.	



## President’s Cabinet Meeting Minutes

Topic	Discussion	Action
<b>11. Armed Security Guards</b>	Phil Mayer shared that a survey will be sent to all TRCC, including students, regarding armed security guards on campus. Phil will update Cabinet on the outcomes and feedback at a future Cabinet meeting.	
<b>12. All Other Business</b>	<p><b><u>SEAT Transportation:</u></b> Steve Finton shared that 3 major goals of the BOR are 1) Child Care, 2) Transportation, and 3) Public Assistance (211). Coincidentally, we are currently seeking to resolve our transportation arrangements for TRCC students, since the CONNCAS grant no longer funds SEAT and we are currently reviewing our options. We have a \$7.5K fee due by April 1<sup>st</sup>, 2016 or we lose the current service. We have a large student population who depend on this service. Cabinet agreed that we will pay \$7500 for the fourth QTR and \$30K for next year's service. In the meantime, we will review fee options for next FY.</p> <p><b><u>Gender-Neutral Bathrooms:</u></b> Arnie DeLaRosa will update Cabinet on the status at a future Cabinet Meeting.</p>	

**MEETING ADJOURNED AT 10:30am**