



## President's Cabinet Meeting Minutes

**Date:** Tuesday, March 15, 2016  
**Present:** President Jukoski, Betty Baillargeon, Ann Branchini, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Phil Mayer, Louise Summa. Also in attendance were Celeste Arrieta and Arnie DeLaRosa.  
**Absent with Cause:** Laura Qin

Topic	Discussion	Action
1. <b>Approval of Minutes:</b> - March 9, 2016		Approved
2. <b>Gender-Neutral Restrooms at TRCC</b>	Arnie DeLaRosa provided an update on identifying possible locations and/or refurbishing existing restrooms to create gender-neutral restrooms at TRCC. Cost estimates were also provided. After discussion, President Jukoski will review the information and will meet with the SGA to discuss next steps.	
3. <b>Interim Academic Dean: Visit by Jerry Ice to Campus</b>	President Jukoski confirmed that Jerry Ice would visit campus on the afternoon of Tuesday, March 15, 2016. Agenda TBD.	
4. <b>Institutional Advancement</b>	Betty Baillargeon provided Cabinet with Foundation update, including the Foundation Scholarships (deadline is March 30, 2016), recent donations to the Foundation, and the status of the upcoming Audit, and the progress of the Foundation Golf Committee for this year's event in August.	
5. <b>Commencement</b>	Steve Finton provided an update on behalf of the Commencement Committee. Students are currently placing orders for their caps/gowns and the Committee is working on logistics: procession, parking, seating, etc.	
6. <b>Scholarship Awards Celebration: May 4, 2016</b>	Cabinet discussed adding academic and other College awards (Honor Society, student awards, athletic) to the Scholarship Awards Celebration. All agreed that including these awards on the same evening as the Scholarship Awards Celebration demonstrates better alignment for the College, and would encourage student and parent/family participation. President Jukoski added that it is important to celebrate the College as one community—breaking down silos. In this fiscal climate, we need to identify ways	



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	to centralize functions—to do more with less. Steve Finton will review the current list of awards and summarize at the next Cabinet meeting. This year's Scholarship Awards Celebration is scheduled on May 4, 2016. Cabinet will assess their areas for award information and provide a description and the awardee to the President's Office by April 27, 2016. Valedictorian and Salutatorian awards will be presented at Commencement.	
<b>7. Cultural and Fine Arts Committee: Proposed Locations for New Acquisitions</b>	President Jukoski shared the information provided by Sandra Jeknavorian regarding her recommendations for locations for new acquisitions. Cabinet agreed to the locations. Discussion followed regarding the College's procedures to acquire and sell acquisitions. President Jukoski will meet with Sandra Jeknavorian to review and will report at a future Cabinet meeting.	
<b>8. Educational Technology Committee Recommendations: 21<sup>st</sup> Century Classrooms</b>	Celeste Arrieta attended Cabinet to provide an update on the recommendations of the Committee. Celeste's update included a presentation of various state-of-the-art classroom styles (see attachment), furniture and technology, all which are based on research and travel to selected educational settings. A discussion followed regarding possible locations for upgrades to high-function, collaborative learning spaces at TRCC. Next steps by the Committee are to request quotes from selected vendors, analyze the data and report to Cabinet at a future meeting. President Jukoski thanked the Celeste and the Committee for their very thorough work.	
<b>9. Volunteer Counseling Services for OASIS Center</b>	Steve Goetchius discussed counseling opportunities for the OASIS Center. Steve will research and update Cabinet at a future meeting.	
<b>10. All Other Business</b>	<b>Signage at TRCC: Electronic Signage:</b> Steve Goetchius reviewed the proposal for the electronic marquee for the NL Turnpike-side of the College. Cabinet approved. <b>Electronic Screens:</b> Steve Goetchius discussed the possibility of purchasing e-screens for placement at strategic locations around the College as a solution to the current practice of signage being taped to the walls and damaging the paint. Cabinet agreed to	Approved: e-Marquee



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	<p>allow the vendor to place a prototype of the screen on campus. Steve will provide additional information at a future Cabinet meeting.</p> <p><b><u>All-College Meeting:</u></b> All-College meetings are scheduled on Tuesday, March 22 and on Wednesday, March 30, 2016 for the purpose of reviewing TRCC's IT Policy on Security and Compliance and 2) to provide information about SERVE HERE CT by Tom Gullotta.</p> <p><b><u>Teaching by Full-Time Staff:</u></b> President Jukoski reviewed our policy on staff teaching during the day and noted that staff are asked to refrain from teaching during the day but may teach after 4:00 pm.</p>	

MEETING ADJOURNED AT 10:30am