



President’s Cabinet Meeting Minutes

Date: Tuesday, April 5, 2016
Present: President Jukoski, Betty Baillargeon, Ann Branchini, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Phil Mayer, Laura Qin,
Absent with Cause: Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - March 28, 2016		Deferred
2. Student Services	<p>Commencement: Steve Finton provided an update on the progress of the Commencement Committee that included approval of equipment/chairs for the ceremony, possible vocalists from TRCC, and Faculty Marshalls. Steve Finton will confirm this information at a future Cabinet meeting.</p> <p>Class of 66 Reunion: Steve shared that Betty Baillargeon is having difficulty finding alum from the Class of 66 due to a number of factors. It was recommended that we plan a 25th or 50th reunion instead. Betty will consider this and update Cabinet at a future Cabinet meeting.</p> <p>Professional Development Day: Steve Finton confirmed that on Friday, October 14, 2016, Dr. Rob Johnstone has agreed to lead a session on GPS in the MPR.</p> <p>Student Performing Arts: Steve advised that the Student Performing Arts Club has requested permission to host a Rocky Horror Picture Show (Theatre-in-the-Round setup) in the MPR in October 2016. Cabinet approved.</p> <p>EB Pipeline Kick-Off: Steve and Marge Valentin attended and facilitated the Welcome on behalf of TRCC at the OSM Training Program Kick-off at Grasso Technical High School on Monday, April 4, 2016 at 3:00 pm. 15 students in attended.</p>	
3. Gender Neutral Restrooms	President Jukoski will meet in the near future with Student Government Leaders to discuss the estimates received from Arnie DeLaRosa.	

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<p>4. Marketing</p>	<p>Marketing/Graphic/Print Requests: Kathryn Gaffney discussed the new Production Schedule tool now used to track the type and number of work requests they receive. Tracking this type of information will help with future planning/staffing needs of the department. Kathryn asked Cabinet to advise Staff that work requests need to be submitted to Kathryn, copying in Tracy Rosiene and to plan on a 5-day turnaround. Kathryn is currently reviewing the print request process with department heads.</p> <p>Online TRCC Catalog: The online version of the catalog was posting last week in time for online registration. Fine-tuning is in progress.</p> <p>Marketing Steering Committee: Committee meets weekly to create TRCC's marketing strategy. Currently Committee membership includes President Jukoski, Kathryn Gaffney, Betty Baillargeon, April Hodson and Laura Qin. Additional staff from the Business Department will be asked to join the committee.</p> <p>Web Committee: The RFP is out to vendors with expected responses by next week.</p> <p>Survey: Kathryn is developing a survey to send to TRCC faculty, staff, and students as a means to communicate that we are changing the website and to ask for feedback.</p> <p>CSCU Meetings: Kathryn advised that the CAMI campaign was officially kicked off last week and that the television ads are running now through August 2016. TRCC is including this information on our website and will develop a landing page for people looking for more information about the program.</p>	
<p>5. Institutional Research</p>	<p>Laura Qin shared with Cabinet a newly developed and process she has implemented to track and process data requests received by IR. Laura receives numerous requests and this form will enable her to track requests for future planning and will also align and sync requests and help to eliminate duplicity while at the same time enabling multiple departments' access to the same type of data. Laura will update Cabinet monthly with a summary of requests. Discussion following. Phil Mayer will discuss at the upcoming Academic Division meeting.</p>	

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<p>6. Planning Meeting</p>	<p>President Jukoski advised Cabinet that we will schedule a planning meeting the first week of May with all Cabinet and other key College stakeholders invited to attend. The purpose of the meeting will be to document College activities, meetings, upcoming deadlines, etc. across all departments so that College resources and Staff can be utilized in efficient and strategic ways. Cabinet will ask their staff to begin compiling a list of events prior to this meeting.</p>	
<p>7. All Other Business</p>	<p>NEASC: President Jukoski confirmed that Jerry Ice and Laura Qin would join her at the upcoming “CIHE Workshop for Institutions preparing for a Fall 2017 Report” scheduled on April 26, 2016 in Burlington, MA. They will travel on the afternoon of April 25th and return the evening of April 26th.</p> <p>President’s Goals/Objectives: President Jukoski shared that all community college President’s received a request from President Ojakian requesting they submit goals/objectives. Mary Ellen asked Cabinet to review the template and submit their list of goals/objectives to determine how they align. TRCC’s finalized report is due to President Ojakian by April 21st. Mary Ellen agreed that Phil Mayer should share with the Governance Committee. Mary Ellen confirmed that Transform CSCU 2020 is on hold (except for the 5 initiatives).</p> <p>Institutional Advancement: Betty reported that they had a very positive response of scholarship applications—with a 40% increase over last year. Deadline to apply was on March 30, 2016 and the next step will be to have volunteers review for accuracy of the scholarship data. Notifications will go out soon prior to the Scholarship Awards Night on May 4, 2016.</p> <p>CSSE Workshop: Laura Qin reported that the CSSE Workshop is on Friday, April 15, 2016 at Gateway CC. TRCC attendees are Laura Qin, Jerry Ice, Meg Stroup and 3 faculty (TBD).</p> <p>The LaMattina Professional Development Award: Ann Branchini shared that Finnuala Darby-Hudgens is the recipient of this award that will fund research dedicated to</p>	<p>Approved: e-Marquee</p>



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	<p>uncovering the needs, and barriers to completion for underprepared and first-generation community college students.</p> <p>TAP: Ann advised that the General Education Committee hosted an open meeting with TAP Co-Managers Ken Klucznik and Candace Barrington of the BOR at TRCC on Monday, April 4, 2016 in the MPR. Discussion included the status of TAP, pathways approved and being developed, potential future pathways. A question/answer session followed regarding the Transfer and Articulation Program. There is a new webpage with a new advising tool (accessible via a link on their website). President Jukoski asked Phil Mayer to ask Sarah Selke to provide an update at a future Cabinet meeting.</p>	

MEETING ADJOURNED AT 11:30am

Submitted by: April Hodson