



President’s Cabinet Meeting Minutes – DRAFT

Date: Tuesday, April 27, 2016
Present: President Jukoski, Betty Baillargeon, Steve Finton, Jerry Ice, Kathryn Gaffney, Louise Summa & Steve Goetchius (recorder).
Absent with Cause: Ann Branchini, Phil Mayer, April Hodson.

Topic	Discussion	Action
1. Approval of Minutes: - April 19, 2016	President Jukoski reported that she, Dr. Ice, & Laura Qin had been at a NEASC workshop for the past two that will assist TRCC in preparing for next year’s Five Year post-accreditation update report. Draft report: June 2017, Final: August 2017.	Deferred
2. Language Lab - Update	President Jukoski reported that a Ribbon-cutting Ceremony is scheduled for Thursday May 5, 2016 at 12 noon in the Language Lab room D117 and encouraged Cabinet members to attend.	
3. TRCC Cultural & Fine Arts Committee	President Jukoski reported that the Cultural & Fine Arts Committee had requested to award \$500 for the Student award. Funding is available. No objection raised.	Approved.
4. Commencement update	Graduating Nursing students who are affiliated with the National Association of Hispanic Nurses requested to where affiliation regalia to graduation. No objections.	Approved.
5. Budget update	President Jukoski advised that the System Office has directed colleges to plan for a 5.7% decrease for FY17. Gayle O’Neill is putting together the draft budget and TRCC is planning to submit a conservative proposal for next year’s submission.	
6. Demographic Information	Information will be distributed to Cabinet members for discussion at a later date.	Deferred
7. Students’ Ability to Access Email	Issue was raised by Phil Mayer via email. Cabinet members discussed briefly and consensus of the group that as student email is the organizational “official” communication mechanism with students, they need to be educated that checking these accounts is a responsibility of the student. It is hoped that the transition of faculty & staff email to the same cloud based email platform currently used by students will hopefully improve faculty to student communication in the future.	
8. Website update	Kathryn reported that six vendors had received TRCC’s Request to submit Statements of Work. Five vendors responded and four made presentations to the Committee. Two vendors were favored and a finalist is expected to be recommended soon.	



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8. Planning Meeting	President Jukoski reminded Cabinet of the upcoming Planning Meeting scheduled for Thursday May 5 at 1pm in C207. Members are to provide requested information to April for consolidation.	
9. Upcoming vacation	President Jukoski advised Cabinet members of her planned vacation periods for this summer and requested that they advise April of their plans.	
10. All Other Business	<p>Scholarships: Betty reported that the Institutional Advancement staff has been working to distribute this year’s scholarships on May 4th.</p> <p>Strategic Crisis Comms Tactical Plan: Kathryn distributed drafts of subject plan for discussion at an upcoming meeting.</p> <p>Student Services upcoming events: Steve Finton advised on upcoming events including: Senior Night on tomorrow 4/28; Empty Bowls: Fri 4/29; OSM1 class ends May 6; OSM2 starts May 16; Student Handbook update underway; FSA audit response being drafted for President signature; Scott Carolyn’s last day: June 9.</p> <p>Facility Planning: Steve Goetchius reminded Cabinet that there will be a meeting tomorrow 4/28 to re-convene the planning team that has been working with architect Chris Williams to reconfigure Tutoring Center, A wing, and Library spaces. Rep from RedThread / Steelcase will also be here tomorrow to discuss current academic space & technology trends.</p> <p>Interim Academic Dean: Jerry Ice reported that he is getting the handle on the big issues facing the Academic Division, a key one being the reformulation of the Curriculum Committee under the new Governance structure. Jerry will be meeting with Louise to get a better understanding of faculty workload issues.</p> <p>National Community College Benchmarks: Laura Qin advised that she has started the process of seeing what data is required to participate in subject benchmarking and will bring discussion topics to Cabinet for review.</p>	

MEETING ADJOURNED AT approximately 11:10am