



## President's Cabinet Meeting Minutes

**Date:** Tuesday, May 10, 2016 2:00-4:00 PCR  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Phil Mayer, Laura Qin, Louise Summa

**Absent with Cause:**

| Topic  | Discussion  | Action                |
|--|---|-----------------------|
| 1. Approval of Minutes:<br>- April 27, 2016    |   | Unanimously approved. |
| 2. Judith Albright Remembrance                 | President Jukoski shared with Cabinet a note she recently received from the family of Judy Albright thanking the TRCC Community for the donation sent to Smilow Cancer Hospital in Judy's name and for all of the cards and personal notes sent to the family.  |                       |
| 3. Demographic Information                     | President Jukoski reviewed a demographic trends report with Cabinet. Discussion followed regarding enrollment projections for TRCC. See attachment.   |                       |
| 4. Budget Update                               | Steve Goetchius advised that he, President Jukoski, and Gayle O'Neill are scheduled to present the TRCC budget to the BOR Finance Committee on Thursday, May 12, 2016. We are positioned favorably and the surplus is still being computed. The furniture expense for the 21 <sup>st</sup> Century Classroom will come out of the TRCC budget, not from the Foundation. |                       |
| 5. Commencement 2016 Update                    | Steve Finton shared that planning is progressing. Cap and Gown distribution is scheduled for this afternoon in the MPR. The Program is being finalized today to send to the printer.  |                       |
| 6. 21 <sup>st</sup> Century Classroom Phase II | Steve Goetchius advised that D210 is being proposed as the location. A discussion following regarding the proposed furniture and technology.  |                       |
| 7. Website Update                              | Kathryn Gaffney shared that the contract was sent to the selected Vendor. The Committee is working on best practices and discussing protocols for developing content. A recent photo shoot was conducted last Thursday of classrooms that would   |                       |



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|                              | be highlighted on the website. Additional photo shoots will continue. President Jukoski thanked the Committee for moving this project forward.  |        |
| <b>8. All Other Business</b> | <p><u>Foundation</u>: 1) Betty Baillargeon shared they processed 75 scholarships totaling \$320K. They had approximately 300 attendees at the recent Scholarship Awards Banquet. They had very positive feedback about the condensed format. 2) Betty advised that the Foundation received \$30K from the Lord Foundation increasing their endowment to \$60K. 3) A discussion followed regarding naming opportunities available for donors. Betty will review established processes and update Cabinet at a future meeting. 4) Foundation donations are 38% higher than last year. 5) The Alumni Association will be selling flowers next week.</p> <p><u>Institutional Research</u>: Laura Qin advised that Guided Pathways Guides/Schedules will be laminated for students' use. President Jukoski complimented the efforts of the Committee to move this project forward.</p> <p><u>Administration</u>: Steve Goetchius advised that the new energy-efficient lighting is being updated in the parking lot today.</p> <p><u>Governance Council</u>: 1) Phil Mayer shared that there were concerns about bathroom cleanliness and that the use of "bathroom cleaning check-lists" is no longer evident. Steve Goetchius will follow up on this and report back to Cabinet at a future meeting.</p> <p>2) <u>Governance Council</u>: 1) Phil Mayer referenced the recent presentation by Roxanne Tisch regarding the use of armed security guards on campus in which there was a very low student response due to students not accessing the website. Phil mentioned this is also a point of frustration for faculty as well. Discussion following regarding the "why" students have difficulty accessing the website and the cascading impact throughout the college, including faculty communications with students. Some students prefer to use their private networks, which disrupt all college communications including class cancellations, weather closings, etc. Cabinet discussed and will support that the College email will be used and students need to adhere to our system. Steve Goetchius advised</p> |        |



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|       | <p>that we are migrating to a different system over the summer, which should alleviate the current issues. ACTION: STEVE GOETCHIUS WILL SEND OUT AN EMAIL TO ALL WITH THIS INFORMATION. 2) Phil advised the name of the previously named Governance Council will likely change. Cabinet will be advised of the new name, meeting dates, etc. at a future meeting.</p> <p><u>President's Office:</u> President Jukoski reminded everyone about the end-of-year Potluck Celebration schedule for Friday, May 13, 2016 at noontime in the MPR.</p> | <p>STEVE GOETCHIUS WILL SEND OUT AN EMAIL REGARDING THE EMAIL SYSTEM UPGRADE THIS WEEK.</p> |

MEETING ADJOURNED AT 10:30am