



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, May 17, 2016  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Phil Mayer, Laura Qin, Ed Derr, Jackie Phillips, Deirdre Sebastian  
**Absent with Cause:** Louise Summa

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - April 19, 2016 - May 10, 2016		Unanimously Approved
<b>2. ConnCAS Program</b>	<p>Ed Derr, Jackie Phillips, and Deirdre Sebastian attended Cabinet and presented an update on the ConnCAS Program, including a presentation, “Making A Difference in Student Retention through Student Engagement” (attached). Notable updates are that: “under-represented students are not only minority students; that we have a 100% return rate (returning students in the Program); students’ GPA tend to be higher, and that faculty are very supportive of the Program through direct consultation with Ed Derr and Staff. Discussion followed. Phil Mayer suggested that Ed, Jackie, and Deirdre attend an upcoming Academic Division meeting to present to faculty to alleviate misconceptions about the Program. It was noted that Faculty has an opportunity to recommend students to the Program during our Early Alert Program. It was also noted that this Program is at risk; the budget is down \$125K. Betty Baillargeon will look into the possibility of the Foundation and the Community Foundation supporting ConnCAS. Betty will also look into the deadline dates for the DAVIS Foundation.</p>	
<b>3. Title IX, Clery Act and PA14-11</b>	<p>President Jukoski advised Cabinet that Vicki Baker will attend the next Cabinet meeting to provide an update on Title IX. Steve Finton will forward a Title IX pre-read for Cabinet to review before next week’s meeting, which will also serve as required training for Cabinet. Vicki Baker will implement training for the Faculty in the Fall 2016. Updated information will go into the revised Student Handbook.</p>	

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<b>4. Feedback to All-College Potluck on May 13, 2016</b>	All agreed participation was positive and that scheduling the potluck prior to the Academic Division meeting increased participation. Cabinet agreed to scheduling three annual All-College Potlucks as follows: 1) in September to welcome faculty back in the fall, 2) in December for a holiday gathering, and 3) in May for an end-of-year celebration. April Hodson will contact Heidi Zenie to ask that 3 dates in 2016-2017 be identified to submit to Cabinet for consideration.	
<b>5. Actions of the Academic Council on Programs</b>	Jerry Ice reported that the following 3 programs were officially terminated at a recent Academic Council Meeting: 1) Health Careers Pathway Certificate, 2) Advertising/Public Relations Certificate, and 3) Electrical Engineering technology AS. <b>Note: via email on 06/17/16 Allan Anderson corrected this to read: 3) Laser/Fiber Optics Technology AS Program (the Electrical Eng. Tech program was not terminated).</b> Jerry is waiting for the Executive Summary and teach out plans for these programs. Jerry advised Cabinet about a current Grievance: Makeup Supplemental Days. The contract language is being reviewed. Louise Summa is reviewing at System Office.	
<b>6. Graduation Survey</b>	Laura Qin advised that a survey would be distributed to graduating students on graduation day at classroom check-in. The survey will be distributed online to those graduating students not attending the graduation ceremony.	
<b>7. Website Update</b>	Kathryn Gaffney reported that the Website Committee kick-off meeting is scheduled on Monday, May 23, 2016. The selected vendor will attend to begin planning. A photographer is currently on campus taking photos that will be used in the new website. Steve Goetchius will review the budget to determine if there is funding for a student worker/photographer. Discussion followed regarding developing a "Presidential Interns Program" to help students with their resumes—the student-worker/photographer would begin this "pilot program."	
<b>8. Foundation Update</b>	Betty Baillargeon reported that on graduation day, cards would be distributed to graduates to complete for the alumni database. The Foundation will be selling flowers and water at Commencement. Betty shared that there will be a change in operations	

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	<p>in the Advancement Office while Meghan La Casse is out on leave. The Foundation Finance and Investment Committee will meet later today followed by the Foundation Board Meeting.</p> <p>The discussion on TRCC naming opportunities will be deferred until Cabinet has an opportunity to review the policies.</p>	
<b>9. Commencement 2016 Update</b>	<p>Steve Finton advised that planning is in the final stages for Commencement on Thursday, May 19<sup>th</sup>. Steve confirmed that there would be a Veterans ceremony to recognize graduating Veterans at the flagpole immediately following Commencement.</p>	
<b>10. All Other Business</b>	<p><u>Administrative Services:</u></p> <ul style="list-style-type: none"> <li>• Steve Goetchius submitted a request to Charter Oak State College (Program Coordinator) for Phase II of the 21<sup>st</sup> Century Classroom Project.</li> <li>• System Office Consolidated Services: Alice Pritchard is setting up committees to look at areas that may be consolidated. Steve will update Cabinet at future meetings.</li> <li>• On May 31, interviews are scheduled for the Provost Candidates. This position will become a permanent position.</li> </ul> <p><u>Faculty:</u></p> <p>Phil Mayer reported that the Governance Committee will end on August 26, 2016 and the newly named Executive Council will begin. The College Congress met on May 4 and held an election for officers. William O’Hare will be President, Nicola Ricker will be Vice President, and Jon Brammer will be Secretary/Parliamentarian.</p> <p>Phil reported that faculty continues to be frustrated with the number of students not using TRCC’s network/systems and the impact to teaching and communicating with students. A discussion followed and it was agreed that students will be encouraged to</p>	



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	use TRCC's network and not their individual email accounts. Perhaps incentives could be identified to encourage this. Jerry Ice will work with faculty through the Curriculum Committee to develop methods to encourage student use of TRCC network.	

**MEETING ADJOURNED AT 11:30am**

**Minutes submitted by A. Hodson**