



## President's Cabinet Meeting Minutes

**Date:** Tuesday, May 24, 2016  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Steve Goetchius, April Hodson, Jerry Ice, Laura Qin, Vicki Baker  
**Absent with Cause:** Kathryn Gaffney, Phil Mayer, Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - May 17, 2016		Deferred
2. Title IX Update	Vicki Baker attended Cabinet and provided an update/training on the Title IX, Clery Act and PA14-11. Training is now required annually. Training is scheduled for Student Services and IT the week of May 24, 2016, and training will continue throughout the year to all College areas. President Jukoski suggested that Vicki setup "common hours" so that everyone has access to training regardless of their schedules. Jerry Ice will follow up with an email and attachment as a pre-read before faculty returns in the fall.	
3. Naming Opportunities	<p>Betty Baillargeon recently met with President Jukoski regarding the Major Gifts Campaign (July, 2008-2016) to discuss/finalize Donor, former TRCC President, Grace Sawyer-Jones' naming options at TRCC. The proposed naming of B127 will finalize the Campaign. Cabinet unanimously approved naming B127 in honor of Grace Sawyer-Jones. President Jukoski will announce the recommendation at the upcoming Foundation Board Meeting in June for final approval. A naming ceremony will be scheduled in the near future at Ms. Sawyer-Jones' convenience.</p> <p>Naming Opportunities for Faculty: Betty will ask Louise Summa to review the draft policy prior to the review and approval by Cabinet.</p>	Unanimously approved.
4. 2016 Commencement Debrief	President Jukoski shared her appreciation for the successful event this year noting that changes made this year were well received. Cabinet agreed that the change in time to 5:00 pm improved attendance by graduates and families. Discussion followed and suggestions were made for next year's Commencement and will be communicated to	Unanimously approved date of 2017 Commencement: May 24, 2017 at 5:00 PM.



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	the Commencement Committee Chair. Discussion followed about the date of the 2017 Commencement and based on the date of the last day of classes, Cabinet agreed to schedule Commencement on Wednesday, May 24 <sup>th</sup> at 5:00. President Jukoski will communicate this date with the System Office.	
<b>5. Summer 2016 7-Week Session</b>	Jerry Ice closed approximately 3 summer classes due to low enrollment. Jerry will develop a process and then open discussions with Department Chairs to 1) help increase enrollments and 2) seek agreement before cancelling a class.	
<b>6. All Other Business</b>	<p><u>June 2, 2016:</u> CT Civil Action Summit: President Jukoski will attend.</p> <p><u>Summer Registration:</u> on pace with this time last year</p> <p><u>Website:</u> Kathryn Gaffney advised that an email was sent to Department Chairs outlining the work underway on the new website and to ask for their assistance with Program Areas. In addition, because the website bid acceptance was lower than expected, President Jukoski asked for a list of needs that we might be able to accommodate such as a video, television ads, etc. with the remaining funds.</p>	

**MEETING ADJOURNED AT 11:00 am**  
**Minutes submitted by A. Hodson**