

APPROVED
by Cabinet on
June 28, 2016



President's Cabinet Meeting Minutes

Date: Tuesday, June 21, 2016
Present: President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice
Absent with Cause: Phil Mayer, Laura Qin, Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - Thursday, June 9, 2016		Unanimously approved.
2. Federal Work Study and Student Labor	Steve Finton and Steve Goetchius provided a summary of the meeting held on Monday, June 20, 2016 regarding student employment (Federal Work Study (FWS) and Student Labor) and TRCC's new Student Employment Procedure. Going forward, student applicants will be encouraged to complete FAFSA and then if eligible, sign-up for FWS first, and then Student Labor. A draft flow-chart of the Student employment Procedure was presented and discussed. Steve discussed the change in minimum wage from \$9.60 to \$10.10 and is recommending that TRCC maintain a minimum (\$10.10), a mid-point (\$10.50) and a maximum rate (\$11.00) for varying levels of skill and ability. Additional recommended changes include developing a student orientation program and limiting the work-study terms to 1 year, at which time, the student will need to reapply for the position.	
3. Curriculum Retreat	Jerry Ice reported that on June 15, 2016, he and Curriculum Committee Chair, Heidi Zenie held a Curriculum Retreat. Attendees included Allan Anderson, Terry Delaney, Patricia Sauter, Sarah Selke, Roxanne Tisch, Susan Topping, and Betty Williamson. Agreements from this retreat include 1) that the committee will meet monthly on the 3 rd Friday 2) as they are a standing committee of the College Congress, Jerry will route documents through Heidi to include on the agenda for their review to reduce delays in decision-making. Jerry shared with the committee the BOR Academic Dean meeting schedule.	

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	<p>Jerry will continue to schedule division meetings monthly and will report out on committee meetings. Three key areas are 1) Curriculum Committee 2) Department Chairs and 3) reduce the number of committees that currently report to the Academic Dean—these are now task groups. He discussed identifying promotional situations for junior members of the faculty as leadership opportunities or more specifically succession planning. Leadership opportunities should be awarded based upon evidence of facts and data and not on accommodation/personalities. Junior faculty need opportunities for development.</p>	
<p>4. All Other Business</p>	<p><u>Cabinet Retreat:</u> President Jukoski would like to schedule a 1-day retreat with Senior Managers to develop the strategic plan RFP. Developing the strategic plan will parallel the development of the NEASC 5th Year Report and begin in September and conclude by December 2016.</p> <p><u>Foundation:</u> Betty Baillargeon reported that a Foundation Board Meeting is scheduled later today and that prior to the meeting, Mrs. Lord will arrive for the check presentation and photo-op. Also, plans for the Foundation Golf Outing in August are progressing, an Audit of the Foundation will begin in August, 2016, and there will be two “Naming Receptions” in the fall on behalf of Dr. Grace Sawyer Jones and Judith Albright (September 30, 2016).</p> <p><u>Administration:</u> Steve Goetchius reported that we are in the process of transitioning to the new phone system. Some of the changes include dialing #8 for an outside line, and 2) using 5-digit phone numbers to call another college will end—dialing the 10-digit number will be required.</p> <p><u>Student Services:</u> Steve Finton reported that 1) the enrollment numbers are improving; 2) EWIB is making good progress--revitalizing some programs with EB; 3) Staff is working on the Credit/Non-Credit Course Catalog.</p>	

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