

**APPROVED**  
**by Cabinet on**  
**July 26, 2016**



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, June 28, 2016  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Laura Qin, Louise Summa  
**Absent with Cause:** Phil Mayer

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - Tuesday, June 21, 2016		Unanimously approved.
<b>2. Request from Carole Lee on behalf of AFSCME Clerical Local 610 – Attendance at Summer Luncheon on August 12, 2016</b>	President Jukoski shared with Cabinet a request she received from Carole Lee, Vice President/Union Steward and Ronda Charette, Secretary/Union Steward of AFSCME Clerical Local 610 requesting that all members of the AFSCME Clerical Local 610 be released at 12:00 noon on Friday, August 12, 2016 to attend a summer luncheon sponsored by AFSCME. Hearing no objections, President Jukoski will approve the request and send a letter of approval to Carole Lee. Louise Summa will follow up with Carole to discuss details for future requests. In addition, Louise advised Cabinet members to coordinate within their departments to ensure there is adequate staff coverage during the afternoon of the union outing.	
<b>3. All Other Business</b>	<p><u>Foundation:</u> Betty Baillargeon reported her office is completing year-end transfers, preparing for their upcoming audit, preparing for the upcoming golf tournament in August, preparing the annual report for President Jukoski’s review, and planning the naming-receptions (Grace Sawyer-Jones and the Albright endowment) in the fall.</p> <p><u>Marketing:</u> Kathryn Gaffney reported she is working to update the web list and Admission materials. She provided System Office with an updated list of zip codes served by Three Rivers for shared-advertising purposes. In addition, she is moving forward with Calculate and is waiting for responses from vendors.</p> <p><u>Administration:</u> Steve Goetchius shared that the carpet installation is complete in Student Services, and the feedback is very positive. Upcoming projects include the 21<sup>st</sup> Century Classroom.</p>	



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	<p><u>Academics</u>: Jerry Ice reported that the US DOE is considering severing ties with the College of Independent Schools. A decision should be made by end of summer and Jerry will update Cabinet at a future meeting. Jerry summarized the proposed workflows between his office and the Curriculum Committee, and the change in the decision-making process related to status of low-enrolled courses to ensure key stakeholders are involved.</p> <p><u>Enrollment Management</u>: Steve Finton reported the following: 1) our enrollment numbers are on track with this time last year and continue to steadily improve, 2) our Veterans’ Compliance Audit went very well and the Program is in very good shape, 3) Manufacturing Pipeline—the first course began with 14 students—12 students have been hired by Electric Boat, 4) Steve and Jerry Ice will attend New Student Orientation on July 21<sup>st</sup> in President Jukoski’s absence, 5) The New Student Handbook is ready to be printed.</p> <p><u>Human Resources</u>: Louise Summa shared that 1) the recent Audit (related to terminations, hiring and salary) is complete. Our files were exemplary and Louise complemented Barbara Billups and Lori Angel on their recordkeeping procedures, 2) results of the Affirmative Action Plan are pending and, 3) Louise supports the development of a “leadership institute” with further discussions at a future Cabinet meeting so that an informational guide may be prepared and distributed at Convocation on September 7, 2016.</p> <p><u>Institutional Research</u>: Laura Qin will be implementing the CSSE survey to the incoming Freshmen during the 4-5 week mark of Fall Semester. Laura is also reviewing the data forms required by NEASC and noted there are approximately 20 forms for completion in the areas of finance, student services, and several areas of the College.</p>	

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