

APPROVED by  
Cabinet on  
August 2, 2016



## President’s Cabinet Meeting Minutes

**Date:** Friday, July 22, 2016  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Laura Qin, Danielle Spada, Nicola Ricker, Louise Summa

Topic	Discussion	Action
<b>1. Marketing – Web Blitz Update</b>	Kathryn Gaffney provided on an update on the recent web blitz meetings. Over 50 stakeholders attended, along with the vendor, throughout the seven-day work sessions. The outcome is very positive—we have the makings of an external-facing website. Kathryn will continue working with the vendor on details with the intent to launch September 7, 2016. Kathryn will provide a detailed discussion and review of the preliminary website and navigation at next week’s Cabinet meeting.	Unanimously approved.
<b>2. Upcoming Potluck – Welcome Back</b>	President Jukoski discussed the need to reschedule our next potluck – welcome back all college meeting from September 16 to another date, possibly combining with Professional Development Day on Friday, October 14 <sup>th</sup> . Steve Finton and Laura Qin will review the proposed agenda on October 14 to determine if there is time prior to the start of the professional development session and advise Cabinet at an upcoming meeting.	
<b>3. New Electronic Sign at TRCC Main Entrance</b>	Steve Goetchius advised that the new electronic sign is installed and working. Discussion followed regarding how content will be managed and by whom. All agreed more information is needed before guidelines and procedures can be established to update the information shared on the sign.	
<b>4. CARES Fund Guidelines</b>	Cabinet reviewed and approved the revised CARES Fund guidelines that will be posted on the new Xtranet for employees to access.	
<b>5. All Other Business</b>	<p><u>Academics:</u> Jerry Ice attended the recent Academic Deans’ Retreat at Middlesex CC. An agenda item included a system-wide common calendar, which is currently in the review/approval stage. Jerry will advise when the common calendar is approved at the BOR level.</p> <p><u>Administration:</u> Steve Goetchius reported that 1) the College is transitioning from the exchange to the Cloud. We may experience minor bugs during the transition but our</p>	

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	<p>expert IT Staff is prepared to correct any issues as they occur, 2) TRCC’s telephone system will shift to a new platform. Users will be advised to dial #8 to activate an outside call, and that direct-dialing to system institutions is no longer available—the entire 10-digit number is required, 3) An issue was raised regarding the lack of study-quiet space available at TRCC, especially in the Library. Steve will meet with Library Staff to ask if there are “quiet” areas available for students in the Library-proper. Steve will also investigate the availability of other rooms/areas for students to use when on campus, a proposal to outfit open spaces with cubicles, and unlocking specific rooms for student use and update Cabinet at a future meeting.</p> <p><u>Human Resources:</u> Louise Summa advised that the Affirmative Action Plan was approved! Our next submission will be in two years. Louise discussed the upcoming online training required for all employees. Louise will review the content to ensure the training satisfies the requirements and will advise at an upcoming Cabinet meeting.</p> <p><u>Institutional Research:</u> Laura Qin reported that the date of September 12, 2016 is the data freeze date for federal state reporting.</p> <p><u>Student Services:</u> Steve Finton reported that 1) over 200 students and family members attended the recent New Student Orientation held on Thursday, July 21<sup>st</sup>, 2016. Most of the students were new, possibly resulting from the increased advising and the use of the new registering tool, Time Center, 2) we are ready to launch MTV-U (televisions w/audio) soon in the gym and in the cafeteria. Steve will monitor feedback to this new technology and advise Cabinet at future meetings, 3) Revisions to the Student Handbook are complete and the handbook is printed. New information in the handbook include Title IX and Financial Aid. Steve gave kudos to Carolyn Prunier for her role in completing much of the work involved in producing the handbook—which will also be available online, and 4) Steve shared that the Second Chance Pell Grant recently awarded to TRCC is a very high-profile and significant role in the community. However, there are many components to implement prior to launch.</p>	



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	<p><u>President’s Office:</u> President Jukoski shared that an RFP for our Strategic Plan facilitator will be completed within the next two weeks so that we can develop our 2017-2020 SP during September-December with a completed SP in January 2017. President Jukoski will update the TRCC community about the SP during an upcoming All-College meeting. April Hodson reported that we are close to finalizing and launching the new TRCC common (Google) calendar. Department Administrators will be invited to a meeting/training session soon to update and refine the content originally posted to the wall calendars in the PCR. Once this phase is completed, the common calendar will be launched and available for use by all faculty and staff at TRCC. April thanked Kem and his students for their help in populating the eCalendar in Google and for Kem’s continued guidance and support in this endeavor. The eCalendar will be presented at the next Cabinet meeting on Tuesday, July 26, 2016.</p>	

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