

APPROVED
at Cabinet on
August 2, 2016



President’s Cabinet Meeting Minutes

Date: Tuesday, July 26, 2016
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Jon Brammer, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Christine Languth, Laura Qin, Danielle Spada, Kenn Saad, Louise Summa, Tom Kennally of Pearson
Absent w/Cause: Steve Finton

Topic	Discussion	Action
1. Approval of Minutes: - June 28, 2016		Unanimously approved.
2. Tom Kennally, Pearson - Digital Direct Access	Tom Kennally, Executive Director, Strategic Partnerships at Pearson presented to Cabinet on Digital Direct Access – an online source for students to access textbooks and other class materials. Cabinet will review the information.	
3. TRCC Website	Kathryn Gaffney reported that the recent Web Blitz meetings attended by the Web Redesign Taskforce and other key stakeholders was extremely successful. Kathryn presented an overview of the new website and gave a brief explanation for some of the decisions made by the Committee. The majority of the work needed to transition to the new website will occur over the summer. The intent is to launch the new website on September 7 th . President Jukoski thanked Kathryn and the Committee for their work on this project.	
4. TRCC Common Calendar	April Hodson presented an overview of the new TRCC Common Calendar (eCalendar). April thanked Kem Barfield and his students for their help in transitioning the information from the calendars on the wall in the President’s Conference Room to the eCalendar noting that their work was extremely helpful in moving this project forward. This project is very timely in that it will align with the newly designed website. The eCalendar will be announced and shared with the TRCC community in late August via email. A team of “administrators” representing all College areas will meet within the next few weeks to begin discussions regarding use, updating, and benefits of the eCalendar.	



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5. 2016 Affirmative Action Plan (AAP)	Louise Summa shared the good news that our AAP was approved for two years and that our next filing will be in 2018. Both Louise and Kenn Saad, TRCC Equity and Diversity Officer, received this approval during a Commission Meeting they attended at the Legislative Office Building on Wednesday, July 13, 2016 (due to a scheduling conflict, President Jukoski was unable to attend). Louise thanked Kenn for the many, many hours he spent helping to prepare this Plan for review. Louise also recognized the President for her time on the development of the AAP, Laura Qin for her help with the data collection, and the Reviewer, Leah Glende, Manager of Diversity and Inclusion, our liaison at the System Office, for their participation in preparing this Plan for submission. Louise shared that we are committed to our Plan and training our TRCC community.	
6. Electronic Signage	Discussion is deferred at this time. Steve Goetchius is reviewing the content management needs, usage, and policies to share with Cabinet at a future meeting.	
7. All Other Business	No other business at this time.	

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