

**APPROVED by
Cabinet on
August 2, 2016**



President's Cabinet Meeting Minutes

Date: Tuesday, August 2, 2016
Present: President Jukoski, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Laura Qin, Danielle Spada, SGA
Absent w/Cause: Betty Baillargeon, Jon Brammer, William O'Hare, Nicola Ricker, Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, July 22, 2016		Unanimously approved.
2. All College Meeting – Professional Development Day	President Jukoski confirmed that a luncheon will be sponsored by the TRC Foundation (Bill Stanley and Chris Jewell) during the upcoming Professional Development Day, scheduled on Friday, October 14, 2016. The Professional Development Committee will communicate details to the TRCC community soon.	
3. Potluck – All College Meeting	President Jukoski confirmed that an All-College Meeting is scheduled on Friday, December 9, 2016. Details of which will be announced later.	
4. NEASC Data Forms	Laura Qin distributed a sample of the NEASC data forms required for submission with the NEASC 5 th Year Report due to NEASC in 2017. Major areas for concentration are Finance, IR (student success), and Mission/Purpose. Discussion followed regarding the generation and storage of documents for team members to have access to during preparation of the report. Cabinet agreed that the office in the Academic Suite will be set up as the workspace for team members to access documents. Laura will ask Kem Barfield to take the lead on forms completion with an assist from April Hodson.	
5. NEASC 5 th Year Report: TRCC Students named to the Committee	President Jukoski proposed that we identify students to serve on the NEASC 5 th Year Report Committee on Standard #4, Academic Program and Standard #5, Students. Cabinet approved.	Approved.
6. Electronic Signage	Steve Goetchius reported that the new electronic signboard is up and running. Discussion followed regarding the management of text advertised on the sign. Steve proposed that either Facilities or IT update the board until Kathryn Gaffney hires a new person. Management of the board will then transition from Facilities/IT to the Marketing Department. Steve Goetchius will also investigate policies/procedures used	

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	by like-community colleges regarding non-TRCC use of the advertising board and update Cabinet at a later meeting. Kathryn Gaffney will contact Manchester Community College to inquire about their policy and April Hodson will contact Waterford High School to ask about their policy regarding external advertising.	
7. Convocation – Wednesday, September 7, 2016 at 11:00 am	President Jukoski proposed scheduling Convocation on Wednesday, September 7, 2016 at 11:00 am in the MPR. The agenda will include a welcome back and general updates by President Jukoski along with department updates by Senior Deans. President Jukoski also advised that Betty Baillargeon will coordinate a memorial event on behalf of the Albright Family later in the afternoon. Details will follow.	
8. All Other Business	<p><u>Administration:</u> Steve Goetchius confirmed that an independent film crew rented space and is scheduled to be on campus on Sunday, August 7th in the nursing labs to film a movie for the Lifetime Series.</p> <p><u>Marketing:</u> Kathryn advised Cabinet of the kickoff on Saturday, July 30th of the digital advertisements (developed by Calculate) that will run throughout the region.</p> <p><u>President’s Office:</u> President Jukoski provided a brief update on the Board of Regents meeting she attended yesterday.</p> <p><u>Student Services:</u> Steve Finton discussed the following: 1) Activities for Super Saturday, scheduled on Saturday, August 6th from 9:00-2:00. All services and support are scheduled and ready. 2) Advised Cabinet that his staff completed a DOT survey and submitted to Alice Pritchard, which identified two areas on the map, where we could also provide services. Steve mentioned that TRCC should support the “You Pass” which students could use from any location. Steve will contact SEAT to discuss, 3) Discussed the 30K funding/budget for SEAT in 2017. He will prepare options for Cabinet’s review at a future meeting, and 4) the Federal Work Study Program and Outcomes Based Grant Funding (90K).</p>	

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