

Approved



President's Cabinet Meeting Minutes

Date: Tuesday, August 16, 2016
Present: President Jukoski, Kem Barfield, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Laura Qin, Danielle Spada, SGA, Louise Summa
Absent w/Cause: Jon Brammer, William O'Hare, Nicola Ricker

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, August 9, 2016		Unanimously approved.
2. Institutional Goals	President Jukoski summarized TRCC's institutional goals submitted to the System Office in May, 2016.	
3. Convocation 2016 - Wednesday, Sept. 7, 2016	President Jukoski discussed the tentative agenda for Convocation, scheduled on Wednesday, September 7, 2016. Details will be discussed at next week's Cabinet meeting.	
4. TRCC Campus Calendar	April Hodson confirmed that training is scheduled on Thursday, August 18, 2016 with calendar administrators. Kem Barfield will deliver the training. After this session, all Administrators will be tasked with updating the content for their department so that the Campus Calendar can be launched to all TRCC before classes begin.	
5. Information Security Program	Steve Goetchius advised Cabinet that security training is required on an annual basis for all employees. Security training notification (refresher and 1 st -time for new employees) will be sent to all employees in the near future. IT Department is currently updating the list of data managers and domains. They are also considering combining IT and Admin domains.	
6. Tutoring Center Renovation	Steve Goetchius advised that he met with the architects last week to review the current renovations to combine the existing tutoring center with the recently vacated IT space. Steve also shared that the paperwork is in process with DCS for A-Wing and Library renovations.	

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<p>7. All Other Business</p>	<p><u>Academic Office:</u> They are currently reviewing registration numbers. Jerry advised that they have made an offer to a candidate for the chemistry vacancy. Jerry will contact Allan Anderson to discuss the CAD course vacancy.</p> <p><u>Administration:</u> Steve Goetchius alerted Cabinet that due to the system transition, there may be a delay in employee system requests reaching the IT Help Desk. This issue will be resolved shortly.</p> <p><u>Foundation:</u> Betty Baillargeon reported that 1) they had a very successful annual TRC Foundation Golf Tournament yesterday at the Mohegan Sun Golf Course. Next year they will host the 20th Anniversary event, 2) they are working on finalizing the Annual Report due by September 30, 2016, 3) there is a Finance & Investment meeting in September, 4) On September 9th, the Foundation is hosting a reception and check presentation for the Judy Albright Scholarship for Nursing to the family of Judy Albright at 11:30 at the Art Gallery. All employees are invited to attend and TRCC retirees are invited.</p> <p><u>Human Resources:</u> Louise Summa reported that hiring is top priority. Her office is reconfiguring the adjunct hiring process from a reactive process to a proactive, transparent, and paperless process. They would like to develop an applicant pool to draw from as needs arise. Recruiting is continuous.</p> <p><u>Institutional Research:</u> Laura Qin provided an update on the progress of the Guided Pathways System Committee. They will need the support of Cabinet to move this forward. Committee will encourage discussion with Jerry Ice. Kem Barfield is working with the committee to develop a template/checklist of milestones for use by Faculty to help keep students on track—a supplement to the Plan of Study. Kem added that the work that the College does in Guided Pathways is among the most important to help students move toward graduation. President Jukoski provided Cabinet’s support and commitment to the implementation of GPS at TRCC and thanked Laura and Kem</p>	

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	<p>Barfield for their work in moving the implementation of GPS forward so that we can debut at the upcoming Professional Development Session on October 14, 2016.</p> <p><u>Instructional Technology</u>: Kem Barfield added to the GPS discussion that current statistics show institutions that implement GPS report an increase of up to 50-70% in graduation rates. Kem also mentioned the Blackboard contract is continuing and that TRCC will wait until additional testing is complete before utilizing Blackboard Ultra.</p> <p><u>Marketing</u>: Kathryn Gaffney reported the Alpha site is currently being reviewing by the committee. The Beta site will be available for reviewing next week. The goal is for review to be complete within two weeks. The launch for public viewing is scheduled for September 7, 2016, however, work will continue afterwards to refine and debug. Kathryn also mentioned that response has been positive to the digital marketing campaign.</p> <p><u>Student Government Association</u>: Danielle Spada advised that she will attend Student Leader training soon.</p> <p><u>Student Services</u>: Steve Finton reported 1) he and 15 staff members will be at the Corrigan-Radgowski Correctional Center on Wednesday, August 17, 2016 to begin the registration process for those inmates eligible for classes, 2) Fall registration is picking up and we are at about 3200 and looking to see another 1,000 students register by August 28th, 3) we received 90K supplement for the Student Employment Program, 4) TRCC received \$882,998 from the CT Office of Higher Education under the Roberta B. Willis Scholarship Program (formerly the Governor’s Scholarship Program) for student financial aid. Steve Finton thanked the GPS committee—they did a great deal of work in a very short time. Their work is significantly important to the College.</p>	

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