

Approved



President's Cabinet Meeting Minutes

Date: Tuesday, August 23, 2016
Present: President Jukoski, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Laura Qin, Danielle Spada, SGA, Louise Summa, Ed Derr was also in attendance.
Absent w/Cause: Betty Baillargeon, Jon Brammer, William O'Hare, Nicola Ricker, Danielle Spada

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, August 16, 2016		Unanimously approved.
2. President Ojakian / Maribel La Luz: Programs and Events re: Civil Discourse Hosted at TRCC	President Jukoski referenced President Ojakian's interest in attending events and activities at CT Colleges that encourage dialogue regarding social issues and specifically civil discourse. Ed Derr highlighted some of the work of TRCC's Social Justice Club in this area and some of the activities planned for this fall at TRCC. Discussion followed about scheduling so that President Ojakian could participate. April Hodson will contact President Ojakian's office to check availability so that Ed can schedule activities or forums. Additional details will be presented to Cabinet at a future meeting.	
3. Foundation Golf Tournament	Deferred	
4. Second Chance Pell Update	Steve Finton reported that program requirements to teach at the State Prisons are underway. TRCC staff began visits last week at both facilities to conduct orientation, complete FAFSA paperwork, and conduct registration. Currently there are 83 students registered at Radgowski and 23 students at York. We are still looking for Math and English adjunct professors. President Jukoski thanked Steve and his Staff for working through this process and meeting deadlines on a very tight timeline.	
5. New Student Orientation	Steve Finton reported they are ready for the upcoming New Student Orientation scheduled this Thursday, August 25, 2016 at 5:00 in the MPR. Cabinet members are planning to attend. The group will be smaller at this Orientation, but our numbers continue to grow daily.	

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6. Tutoring Center Renovation	Steve Goetchius advised that this project is moving forward on schedule.	
7. Campus Calendar	April Hodson reported that Calendar Administrators attended training on August 18 th , provided by Kem Barfield. Calendar Administrators are currently reviewing and updating information related to their departments prior to the launch to the TRCC Community on Monday, August 29 th .	
8. Convocation	President Jukoski will meet with Convocation Coordinators later this week to review details.	
9. All Other Business	<p><u>Academic Office:</u> Jerry Ice reviewed current course scheduling noting the number of classes with fewer than 10 students enrolled. He will be discussing this situation with Chairs later today and will update the President as soon as possible. A discussion followed regarding the number of courses (approx.. 750) offered by TRCC and that perhaps through the aligned work of the Curriculum Committee and the Guided Pathways System, a full review would ensue to determine if courses are relevant.</p> <p><u>Administration:</u> Steve Goetchius reported that progress is underway on the Tutoring Center. Steve also advised that discussions to are underway to resolve the ventilation system issue in the D and E Wings.</p> <p><u>Human Resources:</u> Louise Summa reported her staff is busy finalizing contracts for newly hired employees before the end of the week.</p> <p><u>Institutional Research:</u> Laura Qin reported on her work on the SENSE (Survey of Entering Student Engagement). Information will be emailed to Faculty and Staff about conducting the survey during the 4th and 5th week of the semester. Also, later in the week, Laura will contact specific classes for participation. Laura asked Steve Finton / Student Services for help to identify Staffers for evening support to administer the survey.</p> <p><u>Marketing:</u> Kathryn reported that progress continues on the website, in Beta format, and that review and closing comments are due this week by all reviewers. Kathryn and</p>	



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	<p>Kem Barfield will attend training on WordPress this week so that TRCC can update the site when needed.</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 that our numbers are still improving and registration will continue next week for classes that have not yet begun. Steve also reported that we utilized the services during the last three weeks of the System Office Call Center during the “call campaign” resulting in a positive response. Also, TRCC contracted with the Crystal Mall in Waterford, CT to “drop” advertising tent cards at strategic locations throughout the mall.</p>	

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