

# Approved



## President's Cabinet Meeting Minutes

**Date:** Tuesday, August 30, 2016  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, William O'Hare, Laura Qin, Danielle Spada-SGA, Louise Summa. Also in attendance were Heidi Zenie and Celeste Arrieta.

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, August 23, 2016		Approved with 2 abstentions.
2. Convocation Update: Wed., Sept. 7, 2016 at 11:00	Heidi Zenie and Celeste Arrieta provided a brief update on final details for Convocation.	
3. New Student Orientation: Results and Feedback	Steve Finton reported the event was well attended by approximately 250 families with students. President Jukoski expressed her thanks to the coordinators of the event and all faculty and staff who attended and supported the event. President Jukoski attended the session with Ed Derr as the speaker and noted the positive connection he had with parents in attendance.	
4. Enrollment Update	Steve Finton reported that as of Friday evening, August 26 <sup>th</sup> , 4100 students had been registered, exceeding our goal, passing the 5% threshold. The numbers will stabilize this week and we may see a slight decrease due to drops before the freeze on September 12 <sup>th</sup> . We are still coordinating the enrollments at the two area prisons and may see another 100 added to our headcount. President Jukoski expressed her appreciation to the Student Services Staff and Faculty who helped with advising during this time and to Steve Finton for his work in developing and implementing new systems and processes to increase efficiencies during extremely busy registration weeks. It was also noted by Louise Summa and by Steve Finton that our Security Department was extremely helpful during this time supporting visitors to the College. Steve reported that the System Office Call Center completed approximately 4,000 calls on behalf of TRCC. Steve is very impressed by this support from the System Office. We look forward to their continued support.	

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<b>5. Working Cities</b>	Jerry Ice reported that 1) he represented President Jukoski at a meeting sponsored by the Community Foundation of Eastern CT on July 25, 2016 on "Working Cities." The Working Cities Challenge led by the Federal Reserve Bank of Boston and "...is designed to lead smaller cities through a rigorous process that builds cross-sector collaboration to solve issues impacting the lives of these cities' lower-income residents." Representatives from New London, Norwich and Windham areas participated. Discussion focused on the number of cities and towns in CT below the poverty level. There are no next steps at this time. 2) Dean Ice sent the final list of new adjunct professors to Louise Summa and 3) most of the borderline/low-enrolled courses increased by August 29. Jerry will send an email to Department Chairs to advise of those courses closed due to low enrollment.	
<b>6. Inclement Weather Procedures</b>	Steve Goetchius reviewed the closing procedures with Cabinet and noted that the Nursing Department has an independent procedure due to their unique scheduling. Jerry Ice and Steve Finton are backup in Steve Goetchius' absence. The System Office (Alice Pritchard) must be notified when TRCC closes.	
<b>7. Foundation Golf Tournament Update</b>	Betty Baillargeon reported 1) the TRC Foundation 19th Annual Golf Classic on August 15 at the Mohegan Sun Golf Club was very successful. Ninety-five golfers participated in the event, which raised nearly \$50,000 to support students, faculty and staff. Betty thanked all of the TRCC volunteers who helped to make the day a success! Next year is the 20 <sup>th</sup> anniversary of the golf tournament and will be held at Fox Hopyard Golf Club in East Haddam, CT. 2) The Foundation will host a reception to introduce the Judith Cook Albright Nursing Scholarship in memory of the life and career of Judith Albright. Judy was a beloved nursing faculty member who recently lost her battle with cancer. The reception will be in the Art Gallery on September 9 <sup>th</sup> at 11:30. All faculty, staff and students are invited to attend.	



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<b>8. Community College Benchmark</b>	Laura Qin reviewed the online data survey reporting tool that we participated in along with over 400 other colleges. Reports are available for the areas of Student Services and Academics. Major milestones are reflected in this data and our ranking is available. We also will get an Executive Summary next month. This information will be helpful as we develop our NEASC 5th Year Report.	
<b>9. Website Update</b>	Kathryn Gaffney reported we are moving forward to finalize the new website. A request was sent to faculty and staff to submit photos for the website. The go-live date is still scheduled for September 7 <sup>th</sup> .	
<b>10. Student Loan Committee</b>	Phil Mayer submitted an email to the President's attention regarding an upcoming event on student loan debt. President Jukoski will forward the email to Louise Summa for review and comment and also contact Phil for additional information about the event.	
<b>11. Strategic Plan</b>	TRCC received 3 RFPs. Cabinet reviewed last week and will continue discussions next week.	
<b>12. Campus Calendar</b>	April Hodson reported that Jerry Ice included information and the link to the new Campus Calendar in his welcome back letter to faculty. Information and a link to the new Campus Calendar was also included in the recent President's Newsletter.	
<b>13. All Other Business</b>	<p><u>College Congress</u>: Will O'Hare, College Congress President advised the new CC will meet on the 2<sup>nd</sup> Wednesday monthly. There will be a review of the current CC Charter, and Will is anticipating there will be amendments to the Charter. Due to teaching schedules, Jon Brammer and Nicola Ricker will not be able to attend all Cabinet meetings. Faculty Standing committees are no longer meeting and will be reviewed based on the new structure.</p> <p><u>Marketing</u>: Kathryn Gaffney advised Cabinet of articles concerning the 2<sup>nd</sup> Chance Pell Program and will forward to Cabinet for review.</p>	



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	<u>President's Office:</u> President Jukoski reviewed a request from Sean Bradbury, CSCU Director of Government Relations, for input from campuses, to support their 2017 legislative agenda, which will focus on eliminating burdensome reporting requirements or unfunded mandates that do not add value for our students or institutions. President Jukoski asked Cabinet members to forward topics to her attention by the end of this week.	

**MEETING ADJOURNED AT 11:30 am**  
**Minutes submitted by A. Hodson**