

Approved



## President's Cabinet Meeting Minutes

**Date:** Tuesday, September 20, 2016  
**Present:** President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O'Hare, Laura Qin, Louise Summa

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - Tuesday, Sept. 13, 2016		Unanimously approved.
<b>2. Enrollment Update</b>	Steve Finton reported that our enrollment numbers are good and above our target--we had a great registration period. Steve attributes the success to a number of strategies: saturating the market, increasing the number of people who receive a personal "touch" from our Staff, to the use of the System Office Call Center with approximately 4,000 outreaches, and the digital campaign. We will use the same strategies in the spring. Changing the class schedule and addressing electives earlier in the process and delaying or not cancelling classes also helped.	
<b>3. Strategic Plan</b>	Mary Ellen summarized our recent meeting with John Heller and Charlie Coriro who were here to discuss their consultation to update our Strategic Plan. The discussion included training facilitators as part of the process to develop the Plan. We will discuss next steps once we receive their availability to begin working with us and plan to introduce both Jon and Charlie at the next Professional Development Day on October 14, 2016.	
<b>4. Retention Task Force</b>	President Jukoski asked Dean Ice to recommend a faculty member to Chair the Retention Task Force and to determine the number of members. Will O'Hare discussed this topic with many constituents. Previously termed "committees", they should be renamed to "task force(s)", with an end-date and be comprised of both faculty and staff.	



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<b>5. Website Update</b>	Kathryn Gaffney reported that we are still in refining mode and working to develop the “calendar of events.” Training continues for those who will continue to update their sites.	
<b>6. Diversity</b>	President Jukoski noted that we will continue to focus on diversity as part of the Affirmative Action Plan.	
<b>7. Chief Diversity Coordinator Position</b>	We will name a Chief Diversity Coordinator to help us move our AAP forward. This will be a programmatic position—more to student programming versus a legal position/background. We currently have an Equity and Diversity Officer, Kenn Saad. Unfortunately, our geographical location hinders achieving some of our diversity goals. However, colleges are singled out and expected to lead the way in developing a diverse type of thinking. What are we doing to bring students back to teach?	
<b>8. Campus Calendar</b>	April Hodson reported that the Campus Calendar Team of Administrators continues to refine and populate the calendar. We continue to identify areas of the college that need coverage so that we avoid conflicts when planning events, meetings, off-sites, etc.	
<b>9. All Other Business</b>	<p><b>Academics:</b> Jerry Ice met with both the Department Chairs Committee and the Curriculum Committee. Discussions included developing a 3-5 year succession plan for faculty. Data will be important in the development of the succession plan and will help us make strategic decisions. The Curriculum Committee considered the number of and what specific committees could fit under the curriculum committee umbrella. Dean Ice will be working closely with these two committees. On October 3, 2016, Dean Ice will attend a NEASC accreditation workshop for a site evaluation for Cambridge College and will bring his learning back to our NEASC 5<sup>th</sup> Year Report Team.</p> <p><b>Administration:</b> Steve Goetchius reminded everyone about the DCL data training.</p> <p><b>College Congress:</b> Will O’Hare reported that the first meeting of the College Congress was recently held. Agenda items included reviewing standing committees and the</p>	



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	<p>faculty senate meeting is to be determined along with roles and responsibilities. Will and the President will meet on a weekly basis.</p> <p><b>Foundation:</b> Betty Baillargeon reported there is a Foundation Board meeting today at 3:00 and on the agenda are three nursing proposals. The TRC Foundation Annual report is due on September 30<sup>th</sup>. The Adventures of LLL pledge has been fulfilled and a new endowment will begin on October 5<sup>th</sup>. Discussion followed regarding professional development and taking a strong look at how we do this through the Foundation and the possibility of supporting these for the full community.</p> <p><b>Human Resources:</b> Louise Summa advised that evaluations for Classified employees are due September 30, 2016 and that the forms are easy to use. They are scheduling Sexual Harassment training for supervisors.</p> <p><b>Institutional Research:</b> Laura will be researching our retention rates and will provide information at a future Cabinet meeting.</p>	

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