



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, October 13, 2015  
**Present:** President Jukoski, Betty Baillargeon, Ann Branchini, Vicki Baker, Steve Finton, Steve Goetchius, April Hodson, Christine Languth, Laura Qin, & Louise Summa

**Absent w/cause:**

Topic	Discussion	Action
<b>1. Approval of Minutes: Minutes of 09/29/15</b>		Deferred
<b>2. TRMC</b>	April will invite Brad Columbus, Principal of TRMC to attend a future Cabinet meeting to provide an update and to discuss space needs.	
<b>3. College Presidents Meeting with President Ojakian</b>	Mary Ellen shared that their meeting with President Ojakian was very positive and that he want to restore credibility to the System and is supportive of restoring funding.	
<b>4. Christening Ceremony at Electric Boat</b>	Mary Ellen attended the christening of the Illinois (SSN 786), the 13th submarine of the U.S. Navy’s Virginia Class. Susan Herbst, UCONN President was also in attendance and shared with Mary Ellen her hopes for more collaboration.	
<b>5. Emergency Preparedness Procedures</b>	As a result of the shooting at Umpqua Community College in Roseburg, Oregon, Steve G sent out the Emergency Preparedness procedures at TR-Alltrcc.	
<b>6. Student Services Potluck Luncheon</b>	Steve F shared that the potluck luncheon was a success, and would like to distribute coffee mugs to staff as a thank you. Discussion about funding for the mugs followed. Steve would like to recognize members of the College who supported Student Services. He noted that it was the entire College supporting their efforts but that there are approximately 75 people who he would like to officially recognize for going “above and beyond.” It was suggested that a morning gathering for faculty and staff with the President be scheduled. Steve will prepare a Request for Funds form for Foundation review at their next meeting. Certificates will also be presented to this group.	

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7. <b>Contact Breakfast</b>	Steve Finton will attend the annual CONNTAC breakfast in Wallingford, CT on Friday, October 16 <sup>th</sup> , 2015.	
8. <b>Foundation</b>	Betty provided materials reviewing the Foundation as of July 1 <sup>st</sup> . Betty also discussed the lecture series which is very popular. Betty provided copies of the Annual Report and advised that the 990 report is currently being reviewed. The Alumni Association is running a poinsettia fundraiser. Discussed a new app and is asking faculty to participate and to provide suggestions.	
9. <b>Institutional Research</b>	Laura shared that the reporting in October is very heavy and that she is working on a multi-state assessment project.	
10. <b>Shooting in Oregon</b>	Steve Finton noted the article in The Day as a result of TRCC participating in the Day of Silence in memory of those impacted by the shooting. Discussion followed and included possible use of additional security at TRCC. Steve also advised that the banner dedicated to Umpqua will be prepared tomorrow to be mailed along with a letter from President Jukoski.	
11. <b>Governance Council</b>	<ol style="list-style-type: none"> <li>1. Vicki reminded everyone that voting on the Governance Council referendum ends today at noontime. Results will be communicated at the end of the day.</li> <li>2. Space for low-tech classroom: Faculty have requested that low-tech / high-engagement classroom(s) are identified so that faculty have the ability to move furniture easily for teaching in groups—configured similar to the language lab. Is new furniture needed with wheels or can the rooms be permanently configured as low-tech without having to purchase new furniture? Both Steve G and Vicki will research. Vicki will also discuss with Roxanne Tisch for more details on dedicated classrooms.</li> </ol>	
12. <b>Security Training</b>	Steve G reminded everyone that Friday, October 16 <sup>th</sup> , 2015 is the deadline to complete security training modules online. Steve also advised there will be a lockdown drill on	



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	Thursday, October 15 <sup>th</sup> . Also, all doors will now be locked at 7:00pm so that people will enter through the main entrance / security.	
<b>13. All other business</b>	<ol style="list-style-type: none"> <li>1. Steve will work with HR to prepare a “Request to Close College” related to upcoming holidays.</li> <li>2. Health &amp; Safety Committee – The H&amp;S Committee is developing a proposal to restrict parking in the fire lane near the cafeteria entrance. More information to follow.</li> </ol>	

**MEETING ADJOURNED AT 10:30 am**