

PRESIDENT'S CABINET MEETING MINUTES

WEDNESDAY, OCTOBER 16TH

Present: President Jones, Dean Edwards, Dean Goetchius, Dean Lopez, Associate Dean Valentin, Betty Baillargeon, Louise Summa & Rashita Parker- Chair of Governance
Absent: Dean Branchini
Recorder: Meghan La Casse

1. PR Release for new phone numbers – Dean Goetchius

- Dean Goetchius is finalizing the news release that will go out to the public regarding the new phone system.
- Please note the following important information:
 - The new phone system will be active as of Tuesday, October 22nd.
 - There will be a window between October 22 – and November 1 when both phone systems will be operational.
 - **After November 1, only the new phone system will be operational.
- Please help us communicate the switchover to the new phone system; here are some ways to help:
 - Email your frequent contacts your new number
 - During the window between October 22 – November 1, record a message on your voicemail that prompts people to make note of your new number and that all calls must now go to your new number.
 - Place a message in the signature line of your email advising your contacts that you have a new number.

2. Information Security Training – Dean Goetchius

- The deadline to complete the Information Security Training is November 1st.
- Dean Goetchius will be reaching out to employees that still need to complete the training.

3. Continuing Education Update – Associate Dean Valentin

- Continuing Education has been working on building partnerships with various agencies and companies in the area.
- Manufacturing:
 - Eastern Advanced Manufacturing Alliance (EAMA) is focusing on new programs for Spring 2014: blueprint reading, metrology/measurement, geometric dimension & tolerance, and Intro to CAD, 2D & 3D.
 - CE will be hosting a training needs roundtable to focus on workforce area needs.
 - Manufacturing Mania will be on Friday, October 18th. It is an event geared towards bringing together area manufacturers and middle school students to learn more about new technologies in manufacturing.
 - CE is organizing a series of manufacturing open houses culminating in Techapalooza in the spring to raise manufacturing awareness geared towards parents and students.
- Community Service:
 - TRCC is building a partnership with UCFS to create a school-based health clinic. Some of the potential services to be offered include: counseling services, support groups, flu clinics, immunizations, insurance education, dental care, and dental clinical placements.

- Culinary:
 - CE is working with Gene Spaziani (designed Gateway and Manchester Community Colleges' Culinary Programs) to design a program for spring 2014. Gene has developed similar programs for other community colleges. It will include classes and potentially a farm-to-table event to kick off the new program.

Around the Table

President Jones – President Jones meets with the Board of Regents on Thursday, October 17th. Also, the Community College Presidents are currently working on “The Plan” with a deadline of October 31st.

Betty Baillargeon – The TRC Foundation recently completed their Annual Report. It will be made available to the Community in the coming weeks. Also, the Lecture series is set to gear up again in February.

Dean Lopez –With the transition of the seasons, there has been some issues regulating temperatures within the building. Facilities is aware and doing their best to create a comfortable climate. If you have any issues in your area, please reach out directly to facilities.

Dean Goetchius – IT is working hard to create a smooth rollout for the new phone system, but asks for our patience during this process. Please be sure to attend a training session to better acquaint yourself with the new phone and its functions.

Louise Summa – There are a large number of employees around campus transitioning into different roles. This also impacts staffing creating open positions that are currently in the staffing process. HR and other staff around campus are participating in an organizational meeting regarding Workplace Violence Prevention this week.

Rashita Parker – Governance is looking into the hours for the library and how we can best serve student needs, particularly around exam time. Also, Governance is focusing on best communication practices. Some ideas are creating a photo directory, issuing a staff newsletter and updating the intranet. Also, Rashita is in the process of scheduling the Deans Reports with Governance.

Dean Edwards – Registration begins on November 4th for the Spring 2014 semester. Also, a RFP has been issued for the child care center. In addition, there are various open positions within student services that are in the staffing process. Finally, on Wednesday, October 23 at 11am, there will be a Veterans Resource Fair in the multipurpose room. This fair will bring together over 20 agencies and resources that are available to veterans. Please spread the word to the TRCC community.

Meeting adjourned: 10:50 am