



President's Cabinet Meeting Minutes

Date: Tuesday, October 20th, 2015
Present: President Jukoski, Betty Baillargeon, Ann Branchini, Vicki Baker, Steve Finton, Steve Goetchius, April Hodson, Christine Languth, Laura Qin, Louise Summa, and Gayle O'Neill

Topic	Discussion	Action
1. Approval of Minutes: September 29th, 2015 and October 13th, 2015		Deferred
2. TRCC Spending Plan	<p>Gayle O'Neill, Director of Finance, attending the meeting and provided an update on:</p> <ol style="list-style-type: none"> 1. There are still several vacancies in the Business Office and the goal during this time is increase efficiencies while planning for upcoming retirements. 2. The BOR is moving forward with a plan to create a single, aligned Chart of Accounts. This project, which began a year ago, will implement the use of a new version of Banner (9), or CORE or PeopleSoft within the next 3 years. 3. Revenues are up slightly in the cafeteria. A recent audit was passed and current discussions include contract extension. 4. TRCC's Spend Plan was summarized and the forecast if flat for spring 2016. 5. We could be looking at a \$1.3M deficit if funding is not received from the State. 	
3. Commissioner Connolly Visit and Veterans Resource Fair	<p>Christine confirmed that Commissioner Connolly is scheduled to visit TRCC on Tuesday, November 3rd, 2015, 3:00-4:00. Student Services Staff is currently finalizing the agenda and list of accomplishments. New furniture is scheduled to arrive in the Oasis Room prior to the Commissioner's visit and a ribbon-cutting ceremony, including refreshment and photos is planned.</p> <p>We are expecting at least 40 vendors during the Veterans Resource Fair on Monday, October 26th. The event will take place in the Multi-purpose room and classrooms will be used for overflow.</p>	

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4. BOR President Ojakian's Visit to TRCC	Cabinet will be cancelled on Tuesday, October 27 th due to President Ojakian's visit on Wednesday, October 28 th from 9:00 – 3:00pm. A tentative agenda was discussed and will be finalized this week.	
5. Close-College Request	<p>Procedures were discussed related to closing the College on nationally-recognized holidays. Steve Goetchius will continue to research steps needed for possible implementation in 2016-2017.</p> <p>Steve G also shared the recent lockdown drill went very well. Discussion followed regarding the possibility of scheduling an evening drill.</p> <p>Steve G will develop an All-TRCC communication advising that all building exterior (entrance) doors will be locked at 7:00pm.</p> <p>On November 11th there will be a flag dedication. Classes are scheduled this year on Veterans' Day.</p>	
6. Foundation Update	Betty Baillargeon shared that there is now one common scholarship application for students. Betty's office has received very positive feedback from area high school guidance counselors. The application is now accessible online.	
7. Governance Council Update	Vicki Baker provided a summary of the recent Governance Council meeting: <ol style="list-style-type: none"> 1. President Ojakian visit here on October 28th 2. High-engagement (HE) classrooms: Faculty will surveyed about their room setup needs and based on the feedback, Roxanne Tisch will prepare a proposal to submit to the President's Office for review. 3. Governance Council Referendum: Vicky advised the Council that it is not an option to ask the President to determine the outcome due to the recent failed vote. Vicky 	Steve will confirm if TRMC should be included.

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	<p>charged the Council to formulate a new plan / guidelines for the President's review by November 19th, 2015.</p>	
<p>8. All other business</p>	<p>Academics: Ann Branchini shared that the Academic Scheduling Committee will implement a new scheduling system for students that avoids long breaks during the day for a more efficient use of students' time on campus.</p> <p>Administration: Steve Goetchius reported that he attended the Deans' Administrative Meeting on Friday, October 16th and agenda items included tiered funding, collective bargaining funds, and phishing cleanup.</p> <p>Student Services: Steve Finton reported that our forum on domestic violence was highlighted in the local newspaper, the TRCC banner of sympathy was sent to Oregon, and National Financial Aid Day is on October 21st, 2015. Steve attended CONNTAC where Chelsea Austin was honored and presented with a financial award. The event was very uplifting with personal experiences shared by speakers. The Student Network luncheon is scheduled on October 21st, 2015. The Veterans' Resource Fair is scheduled on Monday, October 26th, 2015.</p> <p>Institutional Research: Laura Qin attended the Guided Pathways Summit which focused on curriculum design. Laura suggested that the speaker, Rob Johnson, be invited next Spring to present at TRCC for professional development day or prior to the beginning of classes in August. Ann Branchini shared that College America may be able to support bringing Rob Johnson and/or other speakers to TRCC.</p>	

MEETING ADJOURNED AT 10:30 am