

## PRESIDENT'S CABINET MEETING MINUTES

### WEDNESDAY, OCTOBER 23<sup>RD</sup>

Present: President Jones, Dean Branchini, Dean Edwards, Dean Goetchius, Dean Lopez, Associate Dean Valentin, Betty Baillargeon, Louise Summa & Rashita Parker- Chair of Governance  
Absent: None  
Recorder: Meghan La Casse

#### 1. **Budget Review – Dean Lopez**

- Dean Lopez presented the highlights for the 1<sup>st</sup> quarter report (July 1 – September 30).
- Currently, we are at a \$330K deficit which is due to a lack of revenue from a 3.2% decrease in enrollment this fall. Looking forward to the spring, Dean Lopez is forecasting a 3% decrease in enrollment.
- There is an unfunded mandate from the state pending regarding a 3% merit increase for management.
- If you would like further details regarding the budget, please contact Dean Lopez directly.

#### 2. **Professional Day 2014 – President Jones**

- Professional Day for the Spring semester is under review. A proposed plan of two separate events is as follows:
  - a. January 22<sup>nd</sup> – a social pot-luck event for the purpose of bringing faculty and staff together before the semester starts. The Spirit Committee would be charged to head up this event. If you are interested in participating in the planning process, please contact Meghan [mlacasse@trcc.commnet.edu](mailto:mlacasse@trcc.commnet.edu). Thank you.
  - b. February 6<sup>th</sup> – professional development geared around Suicide Prevention.

#### 3. **Workplace Violence Prevention – Louise Summa**

- SAVE THE DATE - Friday, December 6<sup>th</sup>, 9am – 12pm, Multipurpose Room
- This training is open to all members of the TRCC community, but it will be mandatory for all new hire employees. More details will be forthcoming.

#### **Around the Table**

**Dean Edwards** – The Veterans Resource fair was on Wednesday, October 23<sup>rd</sup>. This event brought together services both in and outside of TRCC that help service our veterans. Registration for continuing students begins on November 4<sup>th</sup>; please encourage all students to register early. New student registration will begin on November 15<sup>th</sup>. Senior Night is scheduled for November 13<sup>th</sup>.

**Associate Dean Valentin** – Continuing Education joined in a meeting with EWIB and other area leadership regarding the usage and implementation of a natural gas system. Natural gas is projected to bring approximately 800 new jobs to the area over the next 10 years. TRCC is participating from a non-credit training perspective.

Manufacturing Mania took place on Friday, October 18<sup>th</sup> with local manufacturers and over 100 middle school students. If you would like to learn more, please [CLICK HERE](#) for an NPR report on the event. Also, Associate Dean Valentin thanks Continuing Education, IT, Facilities, and Technology Departments for their support during the event.

**Rashita Parker** – Governance is concerned with the speeding in the lots near purchasing; Dean Lopez will be addressing this issue. Also, there is strong interest in placing signage in the F Wing near student programs that labels the area “Student Union”. President Jones requested that Governance create a formal proposal regarding this issue.

**Louise Summa** – There are a variety of search still ongoing. Please note the following important information:

1. There will be information regarding vacation usage forthcoming.
2. Tenure Application Deadline 4C's & AFSCME – November 1<sup>st</sup>
3. Tenure Application Deadline AFT – January 1<sup>st</sup>
4. Sabbatical Application Deadline – November 1<sup>st</sup>

**Dean Branchini** – Dean Branchini met with the Transitional Strategies Group (previously known as Regional Strategies) on Friday, October 18<sup>th</sup>. They discussed the various programs that have been implemented geared towards development students. TRCC highlighted the successes of the bootcamp program.

Also, TRCC is exploring the option of starting a Bachelor's of Nursing program. Currently, there is a survey being distributed to graduates and area nurses to conduct a needs assessment. The immediate feedback has been extremely positive. Dean Branchini and Ellen Freeman will be meeting with local area hospital leadership to discuss their particular workforce needs.

**Dean Goetchius** – The implementation of the new phone system is ongoing this week. Please be patient during the upgrade. Also, employees who have not completed the necessary security training will be prompted to do so in the coming weeks.

**Dean Lopez** – The Audit Oversight Committee will have details forthcoming. Allied Barton recently visited the campus to check in on the transition; Dean Lopez reported that all has gone smooth. TRCC is installing additional security cameras on campus: A wing, near Middle College, F wing and Lot 1. This has also created the need for more recorders; the entire project has been bond funded.

TRCC held a flu clinic on Tuesday. Due to low turnout, the feasibility of this event will have to be evaluated as how to best serve the TRCC community and its healthcare partners.

Finally, Dean Lopez will be speaking with the Sociology Club about the lock-down procedure at TRCC. The lockdown drill is scheduled for November; more details will be forthcoming.

**Betty Baillargeon** – The November 1<sup>st</sup> event at the LaMattina's has been rescheduled. The Foundation and the Alumni Association are building a closer relationship with focus on raising the awareness of the Alumni Association and engaging a larger audience. The CT Tigers have reached out to TRCC about wanting to partner during the high school baseball events they host; Betty suggested this might be a good recruiting opportunity.

Finally, the scholarship process is being refined to better meet the needs of the our student population.

**Meeting adjourned: 11:05 am**