



President's Cabinet Meeting Minutes

Date: Tuesday, October 7, 2014

Present: President Jukoski, Betty Baillargeon, Ann Branchini, June Decker, Steve Finton, Steve Goetchius, Christine Languth, Meghan La Casse, Mike Lopez, Laura Qin, Louise Summa & Marge Valentin

**Absent
with cause:**

Topic	Discussion	Action
1. Approval of cabinet Minutes from 9-30-14	Approved.	Meghan will disseminate to the College Community.
2. Approve Website Change	Steve G. brought a proposal from Greg Souza to Cabinet to alter the footer on all of TRCC's webpages to include verbiage regarding equal opportunity.	Cabinet approved additional verbiage for the webpage footer
3. All-College Meeting Review	Cabinet reviewed the agenda for the All-College Meeting on Friday, October 10. Each presenter will speak for approximately 4 – 5 minutes on important topics in their area. Meghan will coordinate any slides and Kem will video the event for staff not able to attend.	NA
4. Strategic Plan Goals	President Jukoski will review the Strategic Plan Goals before the next Cabinet meeting.	Cabinet will follow up to finalize the document on 10-15-14
5. Tracking Usage of Welcome Center – Advising	Student Services has been collecting data on the welcome center, specifically advising through the software Advisor Track. This data highlights the busiest months being January and August. All advising staff are strongly encouraged to track their time through this software. President Jukoski is interested in what time of day is busiest for advising appointments. Please see Cabinet Attachment 1.	Christine and Steve F. will follow up with advising to ensure that the software is utilized consistently across the area.
6. Student Government Club Allocations	Student Government Association (SGA) provides funding to each of the clubs on campus, generally in the amount of \$1,200. Nursing is currently receiving \$5,000. SGA would like to discontinue support at this level due to what they feel is a lack of meeting the following criteria: attending SGA meetings, supporting student activities, and hosting events that benefit the entire student body.	Christine, Ann and Edie will be discussing this issue in a separate meeting.



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7. Late Registration	Christine presented on data relating to late registration. Historical data shows that students who register late tend to be less successful in completing coursework. TRCC is looking into ending late registration. This would mean a drop in enrollment in the short term but would lead to an overall increase in retention. The College would need a one semester lead time to appropriately market a change in the registration timeline. Please see Cabinet Attachment 2.	Cabinet will have an additional discussion on this topic on 10-15-14.
8. Enrollment Management Update	Steve F. presented on enrollment management. He is currently meeting with various staff across campus to gather information necessary to build an enrollment management plan.	Steve F. will continue to brief Cabinet on the creation of an enrollment management plan.
9. Auditorium Update	Mike provided an update regarding the construction of the TRCC Auditorium. With the current timeline for bonding being Spring 15, groundbreaking is due to occur in Fall 15. The construction timeline is estimated between 14 – 18 months after groundbreaking. During construction, traffic flow on the boulevard will be limited to one way incoming to campus. The rest of the campus traffic flow will remain the same.	Mike will convene the oversight committee and keep the College apprised of auditorium updates.
10. Space Planner	Mike is developing a scope of work for space planning on campus. The areas of focus will be student services in the A-wing, the tutoring center, and various classroom spaces/needs. Once the scope of work is completed, three vendors on state contract will be brought in to discuss the project. From there, a vendor will be selected and work will begin.	Mike will present the final scope of work at Cabinet on 10-15-14.
11. Cohort Default Rates	The System Office provided a report regarding cohort default rates. Among the state community colleges, Three Rivers ranks number four in default rate and loan rate. We currently implement a variety of strategies to discourage students from taking out loans but students do have the right to take out loans. We are looking into best practices regarding financial aid and how to best guide our students through this process. Please see Cabinet Attachment 3.	Steve F. will research best practices on financial aid with HongYu Kovic.



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12. All other business	<ul style="list-style-type: none">President Jukoski has given permission for the position of Associate Dean of Academic Affairs to be posted. Please refer to the Job Postings webpage for more details.TRCC will be hosting two flu clinics this fall: October 22 – employees and October 23 – students. More details will be forthcoming.	NA

MEETING ADJOURNED AT 11:37 am