

PRESIDENT'S CABINET MEETING MINUTES

WEDNESDAY, OCTOBER 9TH

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

1. Introduction Laura Qin, Director of Institutional Research – President Jones

- President Jones welcomed Laura in her new role as Director of Institutional Research.
- Laura is getting set up with access to the necessary reporting software for the IR department. She will be visiting various departments around campus to discuss their IR needs in the future.

2. Forwarding of Essential Phone numbers – Dean Goetchius

- The new phone system is slated to be operational on October 22nd.
- The new phone system will only allow for a select few numbers to be automatically forwarded for a short period of time. Departments are in the process of determining this list.
- The numbers that are not going to be automatically forwarded should be set up with a voicemail message by the user instructing the caller of their new number starting on October 22nd. On November 1st the old numbers (except for the select group to be forwarded) will be disconnected.
- Please note that fax numbers will also change.
- The installation has been transitioning smoothly with strong support from TRCC IT and the Systems Office.

3. New Phone System Training – Dean Goetchius

- IT will be coordinating several training sessions prior to and through the release of the new phone system. More details will be forthcoming.

4. Reflections on Dr. Gray's Visit – President Jones

- Dr. Gray met with the College community on Wednesday, October 2nd for 3 meetings: 1) Executive Team 2) Community Leaders and 3) College Community and turnout for all 3 was very strong.
- The Systems Office was very pleased with the visit, noting particularly that we have a "positive environment" at TRCC.
- President Jones and Dean Lopez thanked Security and Meghan La Casse for organizing the event.

Around the Table

Betty Baillargeon – The TRC Foundation will be having a gathering of TRCC supporters at on November 1st to talk about the future plans for the College. Also, the scholarship process is currently being updated for the coming year. Finally, the Foundation is preparing for a financial meeting and regular board meeting on October 15th.

Dean Lopez – Dean Lopez recently sent out a project overview for TRCC; please contact him with any questions. TRCC is in the planning stages for a seminar on Workplace Violence. Also, Dean Lopez is in the process of reviewing the security assessment report which will soon be made available to the College.

Dean Goetchius – IT and Systems Office are organizing a list of employees who need to take the security training. An email will be going out shortly to highlight those who need to complete the training.

Dean Branchini – Dean Branchini will be meeting with the other Chief Academic Officers this week. In addition, TRCC is working on the academic calendar for 2014-2015.

Laura Qin – Laura will be attending the Institutional Research Council meeting on Friday.

President Jones – Mary LaMattina and Elaine Pelliccio have begun the process of a completing the eligibility application for a Title III grant. The application is due at the end of December. Both Mary and Elaine will be visiting various areas around campus as part of this process.

Meeting adjourned: 10:40 am