

Approved



President’s Cabinet Meeting Minutes

Date: Tuesday, October 11, 2016
Present: President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O’Hare, Laura Qin, Louise Summa
Guests: Edward Derr, ConnCAS Coordinator

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, Sept. 20, 2016		Unanimously approved as amended.
2. Student Services – I Hear You – A Community Discussion on Civil Discourse and Respectful Debate.	Edward Derr attended to provide Cabinet with an update for this event scheduled on Tuesday, October 18, 2016 at 12:15 at TRCC in the MPR. President Jukoski will open the event with a welcome and introduce Edward Derr, Moderator and the Panelists: Mark Ojakian, CSCU President, State Senator Cathy Osten, Celeste Arrieta, TRCC Associate Professor of Foreign Language; Lee-Ann Gomes, Director of Norwich Social Services; and Arieanna Ramos, TRCC Student.	
3. Professional Development Day: Friday, October 14, 2016	President Jukoski reviewed the agenda for both the All College meeting and the Professional Development session. Both Jon Heller and Charlie Coiro will attend the All-College portion of the day so that 1) President Jukoski can introduce them to the community as our partners to develop the Strategic Plan and 2) to have Jon and Charlie provide a brief professional background for the community.	
4. President’s Advisory Council (PAC) Meeting on Tue., Oct. 13th, 2016 at 4:00 PM	President Jukoski provided a brief summary of the membership of the PAC which includes community partners, both legislative and professional. President Jukoski invited the PAC to TRCC for an update on recent College activities. Jodi Calvert and Marge Valentin and John Genna attended to provide updates on Workforce Development and Learning Initiatives. The meeting ended with a guided tour of the Sheet Metal Labs and an overview by John Genna, Business and Industry Instructor / Program Coordinator.	

President's Cabinet Meeting Minutes

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5. Substantive Change Document on the Second Chance Pell Experimental Program	Dean Ice advised that the document would be finalized tomorrow and submitted to NEASC for review.	
6. BOR Academic Dean's Council	Dean Ice is attending the BOR Academic Deans' Council meeting on October 12, 2016 at 1:00. The agenda allows for questions with more detailed discussions following at the College Academic Deans' meeting.	
7. NEASC Report and Work Group Activities	Dean Ice reported he and Laura Qin have attended all but 1 team meeting to focus the team on areas that needed improvement rather than on every point. A meeting of the full committee may be necessary to review all the data.	
8. Best Practice for Recognition of Degree/Ph.D. Achievement	Dean Ice will discuss at an upcoming Division Meeting and advise Cabinet at a future meeting.	
9. Call for Nominations: BOR Faculty Awards	Dean Ice reviewed the nomination process and criteria. Roxanne Tish and Heidi Zenie are this year's Chairs.	
10. Call for Nominations: BOR Shared Governance Award	Dean Ice reviewed the nomination process and criteria.	
11. Strategic Plan	President Jukoski advised that we are working with Jon Heller and Charlie Coiro to coordinate meetings with the SP Team.	
12. New Technology in Conference Rooms	Dean Goetchius reported the purchase of 11 touch screen computers under the 21 st Century initiative. We have additional funding of \$200K in the next phase and will need to determine areas that need to be upgraded. Will O'Hare will discuss at the next meeting of the College Congress to seek suggestions.	
13. All Other Business	Academics: Jerry will meet with the lead of the Professional Development Committee to discuss the Faculty Leadership Institute (FLI). Department Chairs are very supportive. This newly created FLI will not impact or replace the Union oversight of the Professional Development Committee.	

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	<p>Administration: Steve Goetchius advised of the new shift to iCloud email. Anti-spam is transitioned to the Clutter folder for junk mail. Moving public folders is in progress.</p> <p>Faculty: Will O’Hare shared that 1) The College Congress will meet tomorrow and will review and charge the Standing Committees (Task Force Groups), 2) there will be a referendum to the Governance document to review the leadership of the Curriculum Committee, 3) Will asked if there is a policy on the use of College lockers. Dean Goetchius will investigate and update Cabinet at a future meeting, 4) the College Congress will be asked to identify 4 representatives for the Faculty Advising Committee, 5) this year there will be a review of the Faculty Senate and the Staff Senate. Will also provided feedback from the Faculty regarding the impact of the new class schedule on traffic issues leaving campus. Faculty may ask for a new schedule. Steve Goetchius will contact the Town to ask for changes at key bottleneck points.</p> <p>Foundation: Betty Baillargeon reported that the Annual Report is completed and printed and thanked Kathryn Gaffney for her role in the finished product. They had a clean audit and sent final reports to the System Office. Betty continues to refine Foundation pages on the website. Betty also reported that the Adventures in Lifelong Learning is considering a \$25K endowment. Plans on the major gift campaign are underway as are plans for an event to recognize Grace Sawyer Jones’ plaque unveiling.</p> <p>Human Resources: Louise Summa reported that information was emailed to the community summarizing the promotion cycle for the 16-17 cycle. Kenn Saad will conduct affirmative action training at Asnuntuck CC.</p> <p>Institutional Research: Laura Qin reported that the SENSE survey was completed last week and IPEDS are due next Friday.</p> <p>Marketing: Kathryn Gaffney reported that Senator Blumenthal will be onsite today to tour the Veterans Oasis and the Sheet Metal Labs. Training on Word Press is complete. Kathryn and Kem Barfield will provide future training if needed.</p>	



President's Cabinet Meeting Minutes

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	<p>Student Services: Steve Finton reported 1) the Title IX letter needs to be completed today and that Vicki Baker will sign and send to Backus Administration 2) System Office is encouraging a three-year schedule for future Super Saturdays. Discussions are still underway.</p>	

MEETING ADJOURNED AT 11:00 am
Minutes submitted by A. Hodson