

Approved



President's Cabinet Meeting Minutes

Date: Tuesday, October 18, 2016
Present: President Jukoski, Betty Baillargeon, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O'Hare, Laura Qin, Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, October 11, 2016		Approved via email.
2. Feedback from All College and Professional Development Day Held on October 14, 2016	President Jukoski thanked everyone involved with the planning for the All College meeting and the Professional Development Session. The speaker, Dr. Rob Johnstone, was excellent and all agreed that some type of follow-up to this session is important to continue the momentum of Guided Pathways to Success. To date, we have had two experts here to address TRCC during PDD (Dr. Linda Meccouri and Rob Johnstone) and we need to maintain the momentum to move GPS forward. Feedback also included setting future dates of PDDs to avoid conflicts for faculty and staff.	
3. TRCC's 4th Annual Veteran's Resource Fair Held on Thursday, October 20, 2016	Steve Finton reported that planning for this event is on track. Over 42 vendors and organizations are scheduled to participate.	
4. Space Planning	Steve Goetchius advised that the Nursing Division submitted a request to relocate from D111 to C245. The relocation would mean that Faculty Administration would be near the nursing faculty and classrooms. Louise Summa requested that HR and the Nursing Division share the space so that Kenn Saad, Equity and Diversity Officer/Affirmative Action Plan (who now uses a laptop in the file room in HR) would have a dedicated space. Cabinet agreed and approved the move. Steve Goetchius will initiate immediately.	
5. I Hear You – Community Discussion on Civil Discourse and Respectful Debate	Steve Finton reported that the event, scheduled for today at 12:15 is ready to go. CSCU President, Mark Ojakian, State Senator Cathy Osten and others are scheduled to attend as panelists. Edward Derr, moderator of the event is ready.	

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<p>6. All Other Business</p>	<p>Academics: Jerry Ice advised that there is a meeting of the Curriculum Committee this Friday, October 21st. The agenda includes a review of new course proposals, program/catalog changes, and new program proposals (concept papers) with a close look at certificates, especially those with low enrollment.</p> <p>Administration: Steve Goetchius reminded everyone to complete their Security Training as soon as possible but before October 28, 2016.</p> <p>College Congress: Will O’Hare reported that he will attend the second meeting this week of the College Congress. They have established a task force to research TRCC locker use and that Matt Liscum will chair this group. Another task force will research possible classrooms to be designated for group work. Also, there will be a vote on changes to the Congress document on how the Curriculum Committee leader is chosen. A proposal to adjust the teaching schedule, to accommodate for traffic issues, is still being vetted. A review is in progress to possibly shift the times of the most popular classes which may alleviate traffic issues. The first meeting of the Faculty Senate is scheduled on Friday, October 28th and will follow the Academic Dean’s Meeting.</p> <p>Foundation: Betty Baillargeon reported that the Annual Poinsettia Sales begins this week and will support Foundation scholarships.</p> <p>Human Resources: Louise Summa will attend a joint training session for the CSCU HR Staff on Friday, October 21st.</p> <p>Institutional Research: Laura Qin reported that the GPS committee is collecting Academic Maps (developed by Kem Barfield) drafted by program coordinators at the Professional Development work session. Useful features on the Academic map includes milestone and critical course, which should be designed by the program coordinators.</p> <p>Marketing: Kathryn Gaffney reported that Senator Blumenthal’s recent visit to TRCC went very well. Also, Alexa Shelton, PR Associate, joined us last Friday, October 14, 2016.</p>	



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	<p>President’s Office: President Jukoski summarized the recent President’s Advisory Committee meeting held at TRCC on Thursday, October 13, 2016 at 4:00.</p> <p>Student Services: Steve Finton congratulated Kenneth Briggs who was recognized recently at the Hartford 100 Men of Color Black Tie Gala, honoring those who have become positive role models and displayed long-term commitments to the betterment of their communities.</p>	

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