

APPROVED



Office of the President

President’s Cabinet Meeting Minutes

Date: Tuesday, November 1, 2016
Present: President Jukoski, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O’Hare, Laura Qin, Danielle Spada, Louise Summa
Absent with Cause: Betty Baillargeon

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, October 25, 2016		Unanimously approved.
2. Advising Days	Steve Finton reported that the Advising Days Event occurring today and tomorrow, November 1-2, 2016, is going very well. A new approach is being implemented to include a registering process for students. This is a great opportunity for students to have all of the components in one place—including a chance to meet Faculty. Approximately 120 students attended on Day 1 with expectations for good turnout at tomorrow’s session.	
3. Visit by Congressman Courtney to Welding Program at Grasso Tech on October 24, 2016.	Steve Finton reported there was great coverage during this visit by Congressman Courtney at our welding program at Grasso Tech. Congressman Courtney interviewed several OSM graduates and a graduate of the program currently working at Electric Boat. EB has requested that TRCC offer another welding module to accommodate future needs. There was great teamwork with our partners which is vital to the success of the program.	
4. Student Worker Training Workshop	Steve Finton reported the orientation/training workshop held on Friday, October 28, 2016 was attended by 21 student workers. The workshop will be held again to accommodate new student workers. The components of the training workshop will be adjusted as new topics of need and interest develop.	
5. Planning for Professional Development Day – 2017	President Jukoski asked Cabinet for suggestions on future topics and possible dates for early 2017. The tentative date is January 18, 2017 and we will send out a “save the date” to TRCC community. Will O’Hare will add this topic to the next College Congress agenda and assemble a team for planning purposes.	



President’s Cabinet Meeting Minutes

Topic	Discussion	Action
<p>6. All Other Business</p>	<p>Administration: Steve Goetchius advised there will be a State of CT Incident Management Exercise tomorrow which involves taking attendance for “continuity of operations.” These exercises are periodically run to gather emergency management data for the System Office. We can view information/presentation about this exercise on the Everbridge system, a vehicle that state employees can use for information in case of emergencies at state facilities.</p> <p>President’s Office: President Jukoski advised there will be Convocation 2016 debrief meeting today in her office. Mary Ellen asked Cabinet for feedback on previous Convocations, including 2016, and for their suggestions for 2017. Will O’Hare will add to the next College Congress agenda and Jon Brammer will discuss at the next meeting of the SGA. Suggestions included scheduling Convocation during common-hour and that a theme should be established to encourage a “sense of community” for everyone to encourage greater participation and attendance. President Jukoski will add to the next CSCU President’s meeting agenda.</p> <p>Student Government Association: Danielle Spada advised there will be a roadside cleanup event this Thursday on Wawecus Road in Norwich.</p>	

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