

Approved 12/08/15



## President's Cabinet Meeting Minutes

**Date:** Tuesday, November 10, 2015

**Present:** President Jukoski, Betty Baillargeon, Ann Branchini, Steve Finton, Steve Goetchius, April Hodson, Phil Mayer, Laura Qin, and Louise Summa,

**Absent with Cause:**

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> <ul style="list-style-type: none"><li>- October 20, 2015</li><li>- October 27, 2015</li><li>- November 3, 2015</li></ul>		Approved with 1 abstention
<b>2. Low-tech/High-engagement Classroom Proposal</b>	<p>Roxanne Tisch attended the meeting to present a proposal, High-Engagement Seating, outlining the results of a classroom needs assessment completed by Faculty (attached) for short and long term needs. Discussion followed with the following outcomes:</p> <ol style="list-style-type: none"><li>1. Cabinet requested additional detail regarding the type of "whiteboard" needed in each room.</li><li>2. Cabinet requested that room capacity is not decreased as a result of new or change in furniture or layout—specifically for the rooms currently identified for 41-50 seating capacity.</li><li>3. Cabinet asked that the Scheduling Committee be included in future discussions to ensure all stakeholders' needs are represented</li></ol> <p>Roxanne will refine the proposal based on the above and return to update Cabinet with her findings.</p>	
<b>3. Governance Council Update</b>	<p>Phil Mayer, new GC Chair, joined Cabinet and reported that on November 9<sup>th</sup>, the GC met and had a very productive meeting. At that meeting, President Jukoski set the expectations which resulted in the development of a Task Force charged to develop/revise the existing GC Charter for presentation at the next Cabinet meeting scheduled on Monday, November 16<sup>th</sup>, 2015 to ensure we have a new approved Charter in place by November 30<sup>th</sup>, 2015. Minutes of future GC meetings will be taken by members of the Council on a rotation basis.</p>	

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	<p>Discussion followed regarding Enrollment Management's involvement with curriculum. It was noted that Faculty have the greatest impact on enrollment by creating curriculum to attract and retain students—it is their expertise and credentials that produce the final programs that define our institution. However, it is also noted that our constituents have an impact in the big picture and we all need to understand that this is a new model and for example, Student Services' input and recommendations are absolutely necessary to Faculty's efforts of developing curriculum and that this is a holistic approach for the same desired outcome by all.</p> <p>Mary Ellen asked each of the President's cabinet members to poll their members to determine if this document should go to referendum for approval by a majority vote.</p>	
<b>4. Closing for Thanksgiving Recess</b>	Steve Goetchius reported that all constituents groups will be out of the College the day after Thanksgiving Day and, therefore, we will close the College on Friday, November 27 <sup>th</sup> , 2015.	
<b>5. mtvU</b>	Steve Finton shared information regarding signing up with mtvU. This is a digital/social media service which is free to the College with low risk. Content is G-rated and can be streamed along with additional services. 750 schools across the US use this service, including UCONN. Steve will continue to research additional benefits/restrictions (messaging options and volume control) and will provide a recommendation at a future Cabinet meeting.	
<b>6. Projects Proposal for Keith Epstein</b>	<p>Steve Goetchius will continue to develop a projects list and will add the revised chairs/furniture/whiteboard proposal that will be submitted by Roxanne Tisch related to the low-tech/high-engagement classroom proposal.</p> <p>The Indoor air quality project will be delayed until an environmental study is completed – deferred until January.</p>	



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	<p>A new project manager will be identified to assume responsibility for the TRCC Capital Program (except for CAMI—Yolanda Hacia will remain project manager).</p> <p>Tutor Center – deferred for 4-5 months</p> <p>CAMI – moving forward as scheduled; Yolanda will continue to manage this project.</p>	
<p><b>7. All Other Business</b></p>	<p><b>President's Office:</b> President Jukoski recently met with members of the SGA and discussed the following:</p> <ol style="list-style-type: none"> <li>1. The SGA is very supportive of inviting an Alums to speak at future TRCC Commencements.</li> <li>2. The SGA is developing a proposal to identify/designate campus restrooms for gender-neutral use. The proposal will be submitted to Cabinet for review and approval.</li> <li>3. Student Union signage. President Jukoski recommended members of the SGA meet with Arnie DeLaRosa to discuss.</li> </ol> <p>A holiday luncheon – discussion deferred pending additional information from Cabinet.</p> <p>2016 Commencement: Phil Mayer will poll constituents about suggestions for our 2016 Speaker.</p> <p>Strategic Plan: Deferred pending receipt of the template.</p> <p><b>Student Services:</b> Steve Finton reported that registration is underway and they are monitoring the numbers. Recruiting is a heavy at this time.</p>	



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	<b>TRC Foundation:</b> Betty Baillargeon reported that her department is planning a holiday video and will communicate the schedule to all departments by December 2 <sup>nd</sup> so that the video will be completed and ready on December 7 <sup>th</sup> .	

MEETING ADJOURNED AT 10:30