

Approved



President's Cabinet Meeting Minutes

Date: Tuesday, November 15, 2016
Present: Betty Baillargeon, President Jukoski, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O'Hare
Absent with Cause: Jerry Ice, Laura Qin, Danielle Spada, Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, Nov. 1, 2016		Unanimously approved.
2. TRC Foundation	Betty Baillargeon presented the Annual Appeal video and acknowledged the great work of Kem Barfield and Meghan La Casse. Betty also advised Cabinet that Mr. Albright made an additional major gift donation of \$50,000 to the Judith Cook Albright Memorial Scholarship. The Institutional Advancement office will be working on appropriate recognition for this generous gift. Betty also advised that 1) A meeting is scheduled for Monday, November 21 st to finalize an endowment with the Adventures of Lifelong Learners 2) planning is progressing for "A Dream Realized" event scheduled for March 10, 2017 from 5:30pm-9:00pm to recognize Dr. Grace Sawyer Jones, 3) the TRC Foundation received 15K from the LaMattina family in support of a part-time tutor and 4) the TRC Foundation will host a Career Connections event in the MPR on December 7, 2016 from noon -1:00pm where TRCC students will have the opportunity to meet TRC Foundation Board members and TRCC alum who work here. Pizza and beverages will be available.	
3. Potluck – End-of-Semester Gathering	Friday, December 16, 2016 is confirmed as the date of the end-of-semester potluck gathering from 12:30 – 1:30 in the MPR. The Curriculum Committee will meet that day from 9:30 to 12:00, the potluck is scheduled from 12:30 to 1:30 followed by the Academic Dean's meeting from 1:30-2:30, also in the MPR. It was noted that the Nursing Pinning is scheduled that afternoon at 5:00 in the MPR.	
4. President's Open House	The date of the President's Open House is to be determined.	To be scheduled.

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5. All Other Business	<p><u>Administration:</u></p> <ol style="list-style-type: none"> 1. Steve Goetchius advised that vendors will be on-site today for a walk-thru in the tutoring center today at 1:00. <p><u>College Congress:</u></p> <ol style="list-style-type: none"> 1. Will O'Hare is hoping to identify a Chair for the Professional Development Committee. Cabinet discussed dates and topics for future PD days at TRCC and tentatively, Friday, February 3rd, 2017 is scheduled as the next PD day. A suggested topic is "understanding and teaching cross-generational students" and asking Faculty to each invite one student to attend. Will plans to discuss at the next meeting of the PD committee and will update Cabinet at a future meeting. 2. Will also shared that at the last meeting of the College Congress the committee discussed TRCC as a "tobacco-free" campus and requested additional information from our Health & Safety Committee on the policies and enforcement at other CT community colleges. 3. Will provided feedback from his constituents regarding Convocation and that it may "have run its course" and that some other type of "event" may be appropriate for TRCC. Convocation is more applicable to a "4-year college or university" and just does not seem to work here. Most other colleges no longer support this type of event but rather plan a fall or spring meeting instead. Other suggestions include a "community day" that is open to the public. Steve Finton will follow-up on this at a future Cabinet meeting. 4. Use of Lockers: Will advised a task force is moving forward on this. 5. Staff and Faculty Senates: December 2nd is the next meeting of the Staff Senate. Diane Jewett is coordinating this meeting. 6. Community College Governance Association: Will is attending this meeting. 	<p>Will O'Hare to add both items to the next agenda of the PD committee and follow up with Cabinet at a future meeting.</p> <p>Health & Safety Committee is requested to provide additional information to Will O'Hare.</p> <p>Steve Finton to follow up at a future Cabinet Meeting.</p>

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	<p>7. System Office Faculty Advising Committee: Will, as the President of TRCC's College Congress, is attending these meetings as TRCC's representative.</p> <p>Marketing and Public Relations: Kathryn Gaffney reported that her office is working on:</p> <ol style="list-style-type: none"> 1. Several projects for Student Services: Quick Facts handout, View Book, the Winter/Spring Schedule insert for local newspapers 2. Projects for the President's Office 3. Website refining 4. Development of an PR / social media strategy. <p>Student Services:</p> <ol style="list-style-type: none"> 1. Steve Finton reported that enrollment is the main focus at this time. <p>President's Office:</p> <ol style="list-style-type: none"> 1. President Jukoski asked Cabinet for suggestions on a speaker at our Commencement Exercises scheduled on Wednesday, May 24, 2017. Will O'Hare will add to the next meeting of the College Congress and President Jukoski will send an email to all faculty and staff for their suggestions. 2. College Schedule: The College is closed for the Thanksgiving Holiday on Thursday and Friday, November 24-25, 2016 and the day after Christmas on Monday, December 26, 2016. 	<p>Will O'Hare to add to the next meeting of the College Congress and follow up at a future Cabinet meeting. President's Office will send email to all TRCC for suggestions.</p>

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