

Approved



## President's Cabinet Meeting Minutes

**Date:** Tuesday, November 29, 2016  
**Present:** Betty Baillargeon, President Jukoski, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O'Hare, Laura Qin, Danielle Spada, Louise Summa

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - Tuesday, Nov. 15, 2016		Unanimously approved.
<b>2. Professional Development Day</b>	Will O'Hare advised that a Chair has not been identified for the Professional Development Task Force and until someone fills the role, Will has offered to Chair this Committee. President Jukoski charged Will and the committee to plan an inclusive event. The next Professional Development Day is scheduled on Wednesday, January 18 <sup>th</sup> , 2017 for all faculty and staff. The format will be a "TRCC Conference" and that faculty and staff will be invited to volunteer to present on a topic of their choice. More information will be emailed to the community separately from both President Jukoski and from Professor O'Hare.	
<b>3. Backup IR Support</b>	Laura Qin recommended that back-up support be identified for the IR office for continuity of services. The IR department currently provides a large number of compliance-related reports which is in addition to the high rate of unexpected data-related inquiries, both internal and external. To maintain continuity of services during her absence from TRCC for meetings, travel, vacations, etc., especially during peak periods, Laura is recommending that backup support be identified. Discussion followed and will be continued at a future Cabinet meeting.	
<b>4. Convocation</b>	Will O'Hare provided feedback from TRCC constituencies that a formal Convocation-type event may not be "right" for TRCC or for a community college. Instead of a formal event, suggestions for an event to kick-off the new semester included a community BBQ-type event in the fall to welcome students back. Steve Finton will work with his staff to develop an event that combines faculty, staff and students. Cabinet agreed	To be scheduled.



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	that it is important that all faculty and staff attend and will encourage their departments to attend.	
<b>5. Cafeteria Services</b>	Will O’Hare advised that he has received questions from students about our cafeteria services. Gayle O’Neill will be invited to a future Cabinet meeting for this discussion.	
<b>6. President’s Reception</b>	President Jukoski’s office will host an open house on Wednesday, December 14 <sup>th</sup> from 2:00-3:00 in the PCR.	
<b>7. Strategic Plan</b>	Jerry Ice reported that the kick-off meeting on November 10 <sup>th</sup> went very well. The next meeting of the Strategic Plan Committee is scheduled at 4:00 this afternoon with our consultant, Jon Heller in attendance. The focus of today’s meeting will be to review our current 2013-2016 Plan and discuss if and/or how well we met our goals and to identify strengths and weaknesses. Our next meeting later in December will include the TRC Foundation Board and possibly the SGA to discuss areas of opportunity. We will also determine additional constituency groups to meet with to gather feedback.	
<b>8. IDS K105</b>	President Jukoski suggested that at a future Cabinet meeting we discuss the development of an internal process to vet requests/motions submitted for review and approval by the Academic Dean.	
<b>9. All Other Business</b>	<p><b>Administration:</b> Steve Goetchius advised of a possible student walk-out on Thursday, December 1, 2016 related to the recent election.</p> <p><b>Foundation:</b> Betty Baillargeon invited Cabinet to attend the upcoming Career Connections/Meet and Greet event sponsored by the TRC Foundation on Wednesday, December 7, 2016 from 12:00-1:00 in the MPR. This is an opportunity to network with TRCC Alums and TRC Foundation Board members who represent some of the best employers in Southeastern Connecticut. The Matthew Hightower Scholarship will be announced during this event.</p> <p><b>Marketing and Public Relations:</b> Kathryn Gaffney’s office is developing Press Guidelines for TRCC.</p>	



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	<p><b><u>Student Services</u></b>: Steve Finton reported that the 1<sup>st</sup> Welding Cohort (Grasso Tech) graduated on November 22, 2016 and that twelve of the thirteen students have job offers with Electric Boat.</p>	

**MEETING ADJOURNED AT 11:00 am**

**Minutes submitted by A. Hodson**