

**DRAFT**



## President's Cabinet Meeting Minutes

**Date:** Tuesday, December 8, 2015  
**Present:** President Jukoski, Betty Baillargeon, Ann Branchini, Steve Finton, Steve Goetchius, April Hodson, Phil Mayer, and Laura Qin  
**Absent with Cause:** Louise Summa  
**Guests:** Tony Mitta and Sue Senay

| Topic  | Discussion  | Action                     |
|--|---|----------------------------|
| <b>1. Approval of Minutes:</b> <ul style="list-style-type: none"><li>- November 10, 2015</li><li>- November 16, 2016</li></ul> |   | Approved with 1 Abstention |
| <b>2. HR Self-Serve Payroll Process</b>  | Tony Mitta and Sue Senay joined Cabinet to provide a general summary of the progress to move from a manual payroll timekeeping process to an employee self-service el   |                            |
| <b>3. Workforce Development / Continuing Education</b>   | Steve Finton reported that we are exploring a comprehensive career development center proposal. Steve will update Cabinet after Marge Valentin provides additional details.   |                            |
| <b>4. NCCBP WebEx Presentation</b>   | At the recommendation of Laura Qin, Cabinet participated in a WebEx presentation hosted by Michelle Taylor, NCCBP Senior Research Analyst. Purpose of the WebEx was to showcase their site and data collection capabilities for enhancement of our data reporting. Cabinet authorized Laura to request a “workbook” and if this item meets our needs, Cabinet agreed to a one-year membership initially with possible renewal annually. |                            |
| <b>5. Enrollment</b>   | Steve Finton provided enrollment numbers which are improving. Steve and his Team provided Faculty with information on how they can help with the registration process.  |                            |
| <b>6. Governance Council</b>   | Phil Mayer shared that the SGA presented their proposal for gender-neutral restrooms and asked to attend a future Cabinet meeting to discuss their proposal. In addition, Arnie DeLaRosa will provide Cabinet with estimates associated with the proposal.  |                            |
| <b>7. Professional Development Day</b>   | President Jukoski shared concerns regarding scheduling professional development day on the day before classes begin as well as the day conflicts with a prior scheduled Nursing event. Ann Branchini and Steve Finton will discuss and provide Cabinet with alternative dates for discussion.   |                            |



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|-----------------------|----------------------------|--------|
| 8. All Other Business | There was no new business. |        |

MEETING ADJOURNED AT 11:00