

Approved



President's Cabinet Meeting Minutes

Date: Tuesday, December 13, 2016 at 9:30
Present: Betty Baillargeon, President Jukoski, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O'Hare, Laura Qin, Louise Summa
Absent with Cause: Daniella Spada

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, Dec. 6, 2016		Unanimously approved.
2. End of Year Potluck Luncheon	President Jukoski asked Cabinet to encourage staff to attend.	
3. First Year Experience Award	President Jukoski reported that in recognition of Jodi Calvert's outstanding work on behalf of first-year students, the National Resource Center for The First-Year Experience & Students in Transition (Center's and Cengage Learning's annual campaign to recognize Outstanding First-Year Student Advocates) selected Jodi as one of this year's ten award recipients. This year's advocates will be honored at the 36th Annual Conference on The First-Year Experience in Atlanta, Georgia, February 11-14, 2017.	
4. NEBHE Request for Information Re: Economic Impact Study	President Jukoski asked for information related to this request.	
5. Org Charts	President Jukoski asked Cabinet to update their department's org chart so that we can send to the System Office per their request.	
6. Commencement Speaker	Cabinet discussed potential Commencement Speakers and will continue the discussion at a future Cabinet meeting.	
7. Global Issues Conference on April 1, 2017 at MxCC	Deferred to a future Cabinet meeting.	
8. All Other Business	Academics: Dean Ice shared that he will attend a Deans' meeting in Hartford tomorrow, December 14, 2016. On the agenda for TRCC is 1) Medical Assistant Program and 2) the Fire Science Program.	

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	<p><u>Administration:</u></p> <ol style="list-style-type: none"> 1. Steve Goetchius advised that the Tutoring Center bond meeting scheduled in December is cancelled and is rescheduled to January. <p><u>College Congress:</u> Will O’Hare shared that at the last College Congress meeting of the semester, the following topics were discussed:</p> <ol style="list-style-type: none"> 1. The development of the TRCC locker policy 2. The Professional Development Committee is not fully comprised at this time and may be moved under the Faculty Leadership Institute. Ad hoc task forces may be implemented as needed. 3. Professional Development Day: Planning is underway. <p><u>Foundation:</u></p> <ol style="list-style-type: none"> 1. Betty reported that the Annual Appeal is going well. Some donors have increased their gifts and there are several new donors. 2. They are hoping to identify at least five sponsors for the GSJ event on March 10, 2017. 3. TRC Foundation is meeting later today to prepare to present nursing scholarships at Friday’s Nursing Pinning Ceremony. 4. Reminded Cabinet that suggestions are welcome for the Booker T. DeVaughn Lecture Series. <p><u>Institutional Research:</u> Laura Qin will attend future TRCC Dean’s meetings for more awareness of needs.</p> <p><u>Marketing and Public Relations:</u></p> <ol style="list-style-type: none"> 1. Kathryn Gaffney summarized the discussion at the marketing meeting she attended in Hartford yesterday as follows: <ol style="list-style-type: none"> a. Marketing and Branding – three college marketing directors will be added to the CSCU Marketing Work Group. 	



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	<ul style="list-style-type: none"> b. Customer Relations Mgt. System for Admissions – working toward implementing this system to support enrollment and retention. c. CT Call Center: TRCC will continue to utilize this service. d. Banner: The System Office may implement additional customer relations management modules. More to come on this. e. Discussed a campaign, “15 To Finish.” More to come on this. <p>2. On January 30, 2017, TRCC will host “How To Afford College” session, for the community. Both Ed Muenzner and Ken Briggs will provide information.</p> <p><u>Student Services:</u></p> <p>1. Steve Finton advised that our enrollments are up slightly and that our FTEs are slightly down. We continue to use Constant Contacts with blasts to students. Jerry Ice will encourage participation in the advising needs for Super Saturday scheduled on January 7, 2017 from 9:00-2:00.</p>	

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