



President's Cabinet Meeting Minutes

Date: Tuesday, March 3, 2015

Present: President Jukoski, Betty Baillargeon, Ann Branchini, June Decker, Steve Finton, Steve Goetchius, Christine Languth, Meghan La Casse, Mike Lopez, Laura Qin, & Marge Valentin

**Absent
with cause:** Louise Summa

| Topic | Discussion | Action |
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| 1. Strategic Plan Progress | Ann presented on the Academic Division progress. | Meghan will disseminate the final report to the College. |
| 2. Tracking Professional Development | Laura inquired as to a tracking process for professional development within the College. There is a need to accurately track and assess professional development campus wide. Laura has asked each Dean to designate a person in their division to gather a list of professional development/training that faculty or staff have attended. | NA |
| 3. Student Services Report | Steve F. reported on Student Services. Nursing enrollment is moving forward with a focus on the next group of applicants. TRCC has experienced a decline in the financial aid default rate of our students: from 13.1% to 11.3%. Please see attachment for more details. | NA |
| 4. Workforce and Community Education Report | Marge presented WCE's progress from the Fall semester. Please see attachment for more details. | NA |
| 5. Commencement | Christine gave an update regarding commencement. The committee has been meeting regularly to plan the Spring 2015 Commencement exercises that will take place on campus. There will be 2,184 chairs this year, which is 750 more seats than The Garde, allowing 5/6 guests per graduate (approx.). There will be police at each entrance to the College and at the intersection with Route 82 to direct traffic. Cabinet has voted to not have an ambulance on site for Commencement due to the police presence that will already be on site. Ann will be presiding over Commencement. Also, Betty shared that the Class of 1965 from Thames Valley will be in attendance to celebrate their 50 th anniversary. | NA |

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| 6. Inauguration Committee | President Jukoski will be asking the Presidential Search Committee to serve as the Inauguration planning committee. | Meghan will send a memo out to the group. |
| 7. Degree Works | Christine and Ann jointly shared information regarding the implementation of a new software, "Degree Works". It is a software that allows students to track their degree progress at TRCC and all of the other ConnSCU schools. SO, student will be able to compare how their classes at TRCC will fit at one of the four universities if they choose to transfer to a four year program. Students will also be able to perform a degree audit, learn what course they are missing, and enroll in it directly from the program (at any ConnSCU institution if necessary). It also provides data to the institution on enrollment trends of particular classes, times etc. The BOR has begun the purchasing process. All of the schools will be phased into using the software. We will learn our implementation date in the coming weeks. | Christine will keep Cabinet updated. |
| 8. Cabinet Assessment | Defer | NA |
| 9. All other business | None | |

MEETING ADJOURNED AT 12:00 pm