



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, July 22, 2014  
**Present:** President Jukoski, Betty Baillargeon, Ann Branchini, June Decker, Steve Goetchius, Mike Lopez, Marge Valentin, Christine Languth, Meghan La Casse & Greg Souza  
**Absent with cause:** Louise Summa

Topic	Discussion	Action
<b>1. CHRO Hearing</b>	Greg Souza, Equity & Diversity Officer, provided an overview of TRCC’s hearing with the CHRO on July 9, 2014. At this time TRCC’s Affirmative Action plan has not been approved due to a lack of an appropriate designee. The CHRO has rescinded TRCC’s biennial review status. This was an expected decision. Going forward, Greg Souza has created comprehensive processes for our one-year review.	<b>NA</b>
<b>2. Fall Enrollment</b>	Christine provided an enrollment update. Overall, headcount is down 3.5% and FTE is down 3.2% from this time last year. Current recruiting efforts are targeting students who have applied but not registered for classes yet. TRCC will also be hosting a joint Go Back to Get Ahead event on August 5 <sup>th</sup> with Manchester Community College, Charter Oak & Eastern.	<b>NA</b>
<b>3. Grants Memo</b>	The Board of Regents is consolidating grant applications to a central “Office of Sponsored Programs”. This department will target large grants that span across multiple institutions. Individual institutions can still apply for local grants. Ann Branchini has asked for an internal review of TRCC’s grant process	<b>Ann B. would like to follow-up on TRCC’s internal grant process.</b>
<b>4. Professional Memberships</b>	President Jukoski provided a list of institutional memberships and asked for everyone to review for any missing memberships. In addition, she has asked the deans to evaluate the usefulness of memberships.	<b>Deans reviewing list for missing memberships; review memberships for usefulness.</b>
<b>5. Professional Development</b>	President Jukoski asked the Deans to submit any requests for professional	<b>Submit requests for professional</b>



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	development to Meghan. There will be a single review period for all requests based on available funds.	<b>development funds to Meghan by Sept.5, 2014</b>
<b>6. Transform 2020 Meeting Review</b>	President Jukoski attended a meeting of systems Presidents on July 21. At this meeting, a system wide marketing taskforce plan was discussed. See Attachment 1. Taskforce members will be pulled from various institutions to focus on a system brand and individual brands for each institution. Also, IT has created an "IT Project Needs Assessment" five-year plan that addresses technology needs across the system. See Attachment 2. TRCC will be focusing on aligning our Strategic Plan with Transform 2020. The metrics developed for Transform 2020 were presented. See Attachment 3.	<b>NA</b>
<b>7. ConnSCU Presidents' Meeting Budget Review</b>	Erika Steiner presented on the biennial budget at the President's meeting on July 21. It is currently in the planning process. President Gray has invited each President, the chair and vice-chair to a breakfast meeting to discuss fundraising best practices.	<b>NA</b>
<b>8. Internal Grants – Betty Baillargeon</b>	TRC Foundation will be submitting a grant to the Lord Foundation. Betty has asked for input on what areas of the College need grant assistance.	<b>Submit grant ideas or funding amounts to Betty by 8/1/14</b>
<b>9. Board of Regents Summer Newsletter</b>	News stories are needed by August 7 <sup>th</sup> for the September Board of Regents Newsletter.	<b>Meghan will follow up with Tracy R.</b>
<b>10. Title IX &amp; Campus SaVE</b>	Christine briefed Cabinet on the plan for Title IX compliance on campus. TRCC will be creating a Campus Response Team to deal with incidences of sexual violence, assault, stalking etc. of either students or employees. In addition, there will be a variety of campus wide trainings and initiatives geared towards awareness and prevention of sexual violence on campus. See Attachment 4.	<b>NA</b>



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<b>11. Emergency Notification</b>	Steve shared that the new emergency notification system will be rolling out soon. It will run through Banner.	<b>NA</b>
<b>12. Regional Advisory Council</b>	President Jukoski shared the list to seek input for new members.	<b>Follow-up next week</b>
<b>13. Legislative Committee</b>	President Jukoski will be convening the Legislative Affairs Committee and is soliciting new members.	<b>Submit names of employees for committee</b>
<b>14. Campus SaVE</b>	Christine discussed College compliance with system actions.	<b>Training with various constituencies will be conducted.</b>
<b>15. Commencement</b>	TRCC has currently out-grown The Garde. Potential venues for Commencement 2015 are: Dodd Stadium and Mohegan Sun.	<b>Meghan will price out Mohegan Sun arena and report back</b>
<b>16. Searches:</b>	<p>A. <b>Director of Admissions</b> – Mike Lopez, search committee chair, met with President Jukoski and Louise Summa to discuss the candidates and finalists to be invited for interviews. The interview process is on schedule to conclude by the beginning of August. The position will be a one-year appointment while President Jukoski reviews the Student Services Division structure and positions.</p> <p>B. <b>Dean of Students</b> – This position will be put on hold to better assess the Student Services Division’s structure.</p>	<b>NA</b>
<b>17. Chamber Leadership</b>	President Jukoski, in conjunction with the Deans’ input, has elected not to send a staff member to the Chamber’s Leadership Training Program this year due to expense and a decrease in state funding.	<b>NA</b>



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<b>18. Meeting with Dr. Gray</b>	President Jukoski noted that Dr. Gray will be focusing on manufacturing initiatives and P-Tech in the upcoming year.	<b>NA</b>
<b>19. Division Discretionary Budgets</b>	Mike provided a copy of the division discretionary budgets for final review. There were no objections from the deans.	<b>Mike will proceed with the budgets as proposed</b>
<b>20. Student Work Study Budgets</b>	A copy of the student work study budgets for each division was provided for review. Ann B. shared concerns about the process on how monies are allocated to departments, how students are selected, how positions by departments are posted.	<b>Christine will meet with Ann, Hong Yu and Mike Lopez to discuss process and report back to Cabinet</b>

**MEETING ADJOURNED AT 11:40am**