



President's Cabinet Meeting Minutes

Date: Tuesday, July 29, 2014

Present: President Jukoski, Betty Baillargeon, Ann Branchini, June Decker, Steve Goetchius, Mike Lopez, Marge Valentin, Christine Languth, Meghan La Casse, Laura Qin, Jacqueline Sironen, Rhonda Spaziani, Greg Souza, Louise Summa & Heidi Zenie

**Absent
with cause:**

Topic	Discussion	Action
1. Title IX Website Changes	Greg Souza showed Cabinet members the updates to the TRCC website that make the dissemination of information regarding Title IX more readily available. The purpose of the website overhaul is to create a transparent system that allows faculty, staff and students to access any information relating to sexual misconduct and education in a clear and speedy manner.	NA
2. Convocation Fall 2014	Heidi Zenie presented on the survey results regarding Convocation (see Attachment 1). The general responses were that faculty and staff would prefer a more informal, lunchtime event. The date will be September 3 rd as scheduled beginning at noon in the multipurpose room with a brief program to welcome the community back for the Fall 2014 semester.	More information to follow from Convocation committee
3. Spring Scholarship Ball	Rhonda Spaziani and Jacqueline Sironen from Student Programs are organizing the first annual Spring Scholarship Ball for students, faculty and staff to raise money for the departmental awards. The event will be a formal dinner & dance at the Norwich Holiday Inn on February 28 th . See Attachment 2	NA
4. Student Work Allocations/Procedures	Christine provided a breakdown of the student worker budgets along with the form to be completed for hiring student workers. Christine, Ann, Hong-Yu and Human Resources will be meeting in the upcoming weeks to present a process to streamline the hiring and job assignments of student workers. See Attachment 3	Meeting to create process for hiring student workers and a presentation to Cabinet by the end of September

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5. Non-Returning Student Survey	Christine shared the results of the survey completed by non-returning students. It provided some initial insights into the causes of why some students do not return. See Attachment 4	Information will be distributed to faculty and staff
6. Enrollment	Christine provided the breakdown on enrollment; TRCC is currently down 3.2% from last year to date. Ongoing outreach efforts are continuing including targeted mailings and phone calls. See Attachment 5	NA
7. Registration Date vs GPA Report	Christine provided a report that highlights the date of registration in relationship to GPA. In general, the GPA average was higher the earlier a student registers. See Attachment 6	NA
8. Enrollment Projection Tool	Laura Qin provided a demonstration of the new enrollment Excel tool that Maguire Associates created for the Board of Regents to use. It allows the Colleges to focus on strategizing how to increase their market share within a 30 minute radius of their college. The tool incorporates both internal and external factors.	NA
9. P-Tech Meeting Report	President Jukoski and Marge attended a meeting with Robin Golden (Dept. of Ed/Board of Regents) and Electric Boat to begin a conversation on a possible P-Tech partnership between Three Rivers, Electric Boat and local high schools. This process is still in the very early stages of discussion and will take a year to develop. Money from the legislature will be needed to support this initiative.	NA
10. Director of Technology/STEM	This job posting was put on hold in late spring. Ann would like to revisit the posting to discuss bringing someone in to champion technology education at TRCC within the community. President Jukoski asked Cabinet members to reach out to persons they know at EB, Pfizer, Coast Guard, retirees and/or others.	Ann will work with Louise and President to re-advertise
11. Proposed Faculty/Staff Lounge	Mike is assessing the space requirements that might be needed to dedicate an area on campus for a lounge. Cabinet members shared various comments as to whether	Topic to be addressed in the fall

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	faculty would use the space. Louise reported that this issue was a big concern voiced during the presidential search and centered around space for eating lunch and holding private discussions.	
12. Cabinet Retreat	President Jukoski will be hosting a retreat for Cabinet on Wednesday August 20 th from 9 – 3, location TBD.	President Jukoski will follow up with more details
13. Rotary – Corporate Membership	President Jukoski is a member of the Norwich Rotary and wanted to investigate the financials of participating in a corporate membership.	Steve will follow up with membership dues
14. Strategic Plan	TRCC will be focusing on aligning our Strategic Plan with Transform 2020. This will be a topic for the Cabinet Retreat. Cabinet discussed the College's strategic planning committee.	Convene Strategic Planning Committee
15. Area Goals relating to Transform 2020	President Jukoski would like each area to outline the goals for the coming year. This will also be a topic for the Cabinet Retreat	Each area is to outline their goals for the year
16. Professional Day	Professional Day will be on Monday, August 25 th from 8:30am – 1:00pm. Dr. Mike Gargano from the Board of Regents will be joining us as the keynote speaker. There will also be updates from each of the deans regarding various College initiatives.	A formal notice will be emailed out this week

MEETING ADJOURNED AT 11:40 am