

PRESIDENT'S CABINET MEETING MINUTES

WEDNESDAY, JULY 31ST

Present: President Jones, Dean Edwards, Dean Valentin, Louise Summa, Betty Baillargeon, Dean Branchini, Rashita Parker, Chair of Governance
Recorder: Meghan La Casse
Absent: Dean Goetchius & Dean Lopez

1. **Professional Day – President Jones**

- Professional Day will be held on August 27th from 8:30am – 1:30pm, serving a continental breakfast and luncheon. The menu options at Port 'N Starboard are in review with the committee.
- President Jones is performing the search for a keynote speaker.
- Additional items related to parking, travel, mileage, and communication will be finalized through the committee.

2. **Presidential Inauguration Invitations - President Jones**

- President Jones received 2 invitations to College/University Presidential Inaugurations; she offered for any appropriate delegates to attend in her stead.

3. **Summer Boot camp Update – Dean Branchini**

- Summer Boot camp is a program that allows students to participate in courses over the summer that will in turn allow them to skip developmental courses in Math and English. There will be 2 courses in Math and 1 course in English. The program will run from August 6th – 22nd free of charge to participants.
- The courses have been assigned faculty members and curriculum is being finalized. Additionally, books have already been ordered.
- Recruitment is at 7 students, but is ongoing and expecting more participants to enroll this week. Student Services is also involved in the recruiting.

4. **CACG Update – Dean Branchini**

- CACG – College Access College Grant is a grant received in order to facilitate embedding tutors in sections of entry level English and Math to better serve students that were initially placed in developmental courses. The class is a 6 credit hour course. The pilot program will begin this fall after spending last year developing the curriculum.
- Dean Branchini is in the process of hiring tutors for the sections. She stressed the importance of the tutors being hired by mid-August in order to best prepare them for the new program model. In addition, she said that participating faculty would also need training on the new embedded model.
- Dean Branchini expects the pass rate to be the same if not better for the embedded courses versus the traditional courses. She emphasized that keys to success are supporting the participating faculty members and being able to adapt as the program progresses.
- Dean Branchini is concerned about the physical space demands that this program will involve in regards to the tutors. This is an issue that will need attention once the program begins.
- Dean Branchini will also be attending a national seminar, the Complete College America Initiative, with the Connecticut delegation. This meeting will address issues related to various embedded models of instruction.

5. Chamber of Commerce – Leadership Program – Dr. Jones

- President Jones opened the floor for nominations for this year's Chamber of Commerce Leadership program. All nominations are due back by Wednesday, August 7th; please see Meghan La Casse for any further details.

6. Enrollment Management – Dean Edwards

- As of the morning of July 31st, there are 3,177 students enrolled; this is approximately 1,800 below the set goal. Dean Edwards emphasized that they are working hard to bring up those numbers and expect a large influx during the month of August. The area that where enrollment numbers are down is in continuing students.
- Recruitment of students consists of sending out various communications including postcards and making personal phone calls to continuing students who have not yet registered.

7. Entrepreneurial Program – Associate Dean Valentin

- Associate Dean Valentin reported that President Jones has been meeting with Continuing Education throughout the summer. She recapped the recent speaker Ken Capano, President of Shoprite, addressed the issue of entrepreneurship. She stated that it was both informative and motivational to the attendees and generated program planning ideas.

Around the Table

Dean Edwards – Generations will use the Backus hospital van in August to provide students with the varicella titer or vaccination at a low cost of \$20 for uninsured students.

Associate Dean Valentin – United Community and Family Services has expressed interest in collaborating on a grant for a student health center. Also, Judy Reznik, from The Connecticut Business and Industry Association is working on a program for students with prior DCF involvement to further their education. They are interested in non-credit certificate programs. The USDOL Pre-Manufacturing students will be graduating the second week of August. Students will move on to credit programs, entry level employment or a Jobs Growth CAD Program (or combination of all) planned for September. The Eastern CT Advanced Manufacturing Alliance has indicated the need for CAD training in addition skills acquired thru the Pre-Manufacturing Program, based on that feedback, the Department sought out a Jobs Growth Grant to fund the program.

Rashita Parker, Chair of Governance – Governance is in need of a recorder for their meetings; Chris Marceau has been suggested to stay on in the role.

Louise Summa, Director of Human Resources – There are currently 9 Full Time position searches and 6 part time position searches in various stages of completion along with the continuous recruitment of adjuncts. Louise expressed concern over the burden this places on search committees and would like to review the Search and Selection processes in order to best serve all involved.

Dean Branchini – August 1st will begin the review of fall enrollment numbers. Dean Branchini also brought up the topic of LEAN and how it can be best implemented here at TRCC. President Jones expressed interest in this topic and seeing it through further.

Betty Baillargeon, Director of Institutional Advancement – The Golf Tournament will be on August 12th and has been dedicated to the memory of Mark Ballestrini and it is expected to be a successful tribute. In addition, the Board will also begin the process of filling the vacancy left by Mark.

President Jones – The annual report is complete and will be forthcoming.

Meeting adjourned: 11:40am