

PRESIDENT'S CABINET MEETING MINUTES

WEDNESDAY, AUGUST 14TH

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

1. **Golf Recap – Betty Baillargeon**

- Betty wanted to extend her thanks to the entire volunteer team involved with making the Golf Tournament a success. Both Robie Grzyb and Tracy Rosiene were vital to the success of the event.
- Approximately \$20,000 was raised from the event and final numbers will be forthcoming.
- There were 5 foursomes less this year but major sponsorships increased.
- Mark Ballestrini's old team at Byrnes Agency won the tournament.
- A follow up thank you letter will be sent to all of the golfers who participated in the tournament.

2. **Construction Timelines – Dean Lopez**

- The interior doors project is set to begin on the first day of the semester. Every effort has been made to not disrupt scheduled classes. Approximately 117 doors will be replaced, predominately in the E & F wings. The projects expected completion is in early December.
- The exterior windows project will begin in March 2014 and be completed during the summer of 2014. Again, every effort will be made to not disrupt classes.

3. **Enrollment Management – Dean Edwards**

- As of the morning of August 14th, enrollment was 3,780. The Student Services offices have been extremely busy and will continue to be so for the next few weeks. Please assure students calling or coming to campus that messages will be returned and we appreciate their patience.
- CAPS grant has become a roadblock to many students attempting to register for classes. The CAPS grant are funds that TRCC receives from the State of Connecticut that help approximately 200 students in need pay for school. Currently these funds are being held until further determination by the State.

4. **Professional Day – Associate Dean Valentin**

- Professional Day will be held on campus this year in the Multipurpose Room. Further details will be forthcoming in the President's letter.

Around the Table

Betty Baillargeon, Director of Institutional Advancement – The Foundation is working closely with Scott Donovan and the Ballestrini family to establish an endowment in memory of Mark Ballestrini. In addition, the Foundation will begin the search for a new President.

Dean Goetchius – The IT department is helping setup the new laptops for the Middle College and preparing the labs for the start of the school year.

Dean Branchini – The review of the course enrollment has begun. Particular attention is being paid to the Math and English sections because of changes to the programs. Dean Branchini is concerned about the CAPS grant and how that will pertain to course enrollment. Boot camp has been a success so far and Dean Branchini would like to commend the team involved on all of their hard work.

Louise Summa, Director of HR – The Classified Evaluation process has started and all are due back to HR by September 30th. There are still multiple ongoing searches within the College. HR and Payroll are processing wage increases in accordance with SEBAC 2011.

Rashita Parker, Chair of Governance – There are still a few open positions within Governance. The committee is actively recruiting for anyone interested in becoming involved.

Associate Dean Valentin – Pre-Manufacturing graduation will be held on Friday, August 16th. Twelve students will be graduating from the program after having completed 300 hours of classes. Some students will be continuing at TRCC this fall. A special thank you is due to Ana Gonzalez for her hard work organizing and leading the program towards success. Also, Karen Birch and her aid providing lunches for the students is greatly appreciated.

Dean Edwards – The Suicide Prevention and Wellness Grant meets on Wednesday, August 14th to review the Crisis Intervention Plan. New Student Orientation will take place on August 22nd along with an outdoor movie that evening. Also, the Backus van will be on site providing immunizations and/or tithers for students on August 22nd.

Meeting adjourned: 11:00am