

# PRESIDENT'S CABINET MEETING MINUTES

## WEDNESDAY, AUGUST 28<sup>TH</sup>

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

### 1. Enrollment Management – Dean Edwards

- As of the morning of August 28<sup>th</sup>, enrollment was 4,606. Student Services is still busy enrolling students this week and expects to enroll more students as the week progresses.
- The Backus van was here performing immunizations, tithers and generally consulting regarding health insurance for students. The services were utilized by 27 students. This then allowed those students to continue with the registration process.

### 2. Professional Day Debriefing – Associate Dean Valentin

- The reviews from Professional Day were generally positive. Employees enjoyed Professor Barreca's talk on positivity and laughter in the workplace.
- The Professional Day Committee will be compiling all of the suggestions from the evaluations and passing them onto the next committee. Please forward any additional comments or suggestions regarding Professional Day to Meghan - [mlacasse@trcc.commnet.edu](mailto:mlacasse@trcc.commnet.edu).
- President Jones thanked the committee (Marge Valentin, Meghan La Casse, Rashita Parker & Betty Baillargeon) for their hard work on the day.

### Around the Table

**Louise Summa, Director of HR** – HR is still working on the open/ongoing position searches.

**Dean Goetchius** –Blackboard was down briefly between Tuesday evening and Wednesday morning. This appears to be due to a temporary storage problem at the System office. The issue has been resolved. Also, there was a security incursion due to a virus to a computer in the Library. This potential security breach involved the usage of an outdated travel reimbursement form. IT is working with the System Data Center to take any needed action to resolve this matter. Finally, the tentative date for the new phone system install is October 22<sup>nd</sup>; more details will follow.

**Dean Lopez** – ID cards have been issued for approximately 200 students so far. A process is currently being developed in order to coordinate the hours and access points for the ID card system. Also, there is a discussion of installing 4 – 5 new security cameras for additional coverage within the building. TRCC currently has 64 security cameras inside and outside of the building.

**President Jones** – In reference to the Community College Plan, any and all suggestions or ideas are welcome; please send them to Meghan [mlacasse@trcc.commnet.edu](mailto:mlacasse@trcc.commnet.edu). More details will follow.

**Dean Edwards** – New Student Orientation had 320 students participate. This included breakout sessions for parents, veterans, transfer students and non-traditional students.

**Associate Dean Valentin** – UCFS is holding a meeting on September 5<sup>th</sup> at 2pm to discuss a grant regarding a health center on campus. Also, [The Madonna House](#) is asking for any donations for their annual Trivial Pursuit fundraising event. The agency serves at-risk children and families and is looking for gift baskets and gift cards that can be raffled at the event.

**Meeting adjourned: 10:30 am**