



## President's Cabinet Meeting Minutes

**Date:** Tuesday, August 4, 2015  
**Present:** President Jukoski, Betty Baillargeon, Ann Branchini, Vicki Baker, Steve Finton, Meghan La Casse, Christine Languth, Laura Qin, & Louise Summa  
**Absent**  
**with cause:** Steve Goetchius

Topic	Discussion	Action
1. Fall Enrollment Update	Steve Finton provided an update regarding fall enrollment numbers and initiatives to increase enrollment.	NA
2. Marketing Efforts – System Office	The System Office is exploring the option of holding a “Super Saturday” registration event for all the community colleges. The proposed date is August 22. The colleges would open from 10am – 3pm and offer a “one-stop” registration for students.	Mary Ellen will keep us informed as to the system’s decision.
3. Student Services Report	Steve F. shared the weekly report that highlighted the good work his staff is doing. Please see attached.	NA
4. COSC Call Center Meeting Update	Steve F. and Christine attended a meeting regarding the system’s call center for financial aid questions. They both felt that it was not something that would be of benefit to the College at this time. The call center charges a fee per call and the questions that they field can be handled by our staff.	NA
5. Early College Programs	Currently, the CT-ECO (early college) program is in a holding pattern for any future cohorts. We will continue on our schedule for this school-year and re-evaluate going forward. Also, the CCP Perkins Grant is facing a cut in funding. More details will be forthcoming.	NA
6. IR Update	Laura provided an update on the CCSSE survey that was conducted this spring. This survey allows Laura to delve more deeply into specific populations of students: ie. Part time vs full time, age breakdown etc. Please see attached CCSSE packet.	Laura encourages faculty and staff to consult with her on the findings.
7. Office 365 for students	Defer	
8. MLK Scholarship Dinner	Mary Ellen asked if any Cabinet members would like to attend; Steve F. expressed interest.	NA



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9. Fall Convocation	Mary Ellen has asked that Heidi Zenie continue as the chair for this event.	Date and details to follow
10. All other business	Betty – the TRCF Golf Tournament in on Monday, August 17 with over 100 golfers currently signed up. The Foundation is also currently undergoing its yearly audit. Vicki Baker – Mary Ellen welcomed Vicki as the new governance representative to Cabinet.	NA

MEETING ADJOURNED AT 11:00 am