



## President's Cabinet Meeting Minutes

**Date:** Tuesday, August 5, 2014  
**Present:** President Jukoski, Betty Baillargeon, Jodi Calvert, June Decker, Steve Goetchius, Brenna Jaskiewicz, Christine Languth, Meghan La Casse, Mike Lopez, Jacqueline Phillips, & Marge Valentin  
**Absent with cause:** Ann Branchini, Laura Qin, & Louise Summa

Topic	Discussion	Action
<b>1. Admissions Process</b>	Brenna Jaskiewicz and Jacqueline Phillips presented on the admissions process. See Attachment 1	<b>NA</b>
<b>2. Governance Update</b>	June Decker reviewed the topics that Governance addressed last year along with goals for the upcoming year. See Attachment 2	<b>NA</b>
<b>3. Enrollment</b>	Christine provided the enrollment report for this week. Enrollment is down 3.1% year to date. See Attachment 3	<b>NA</b>
<b>4. Campus Resource Team</b>	Christine provided the roster for the Campus Resource Team. The Campus Resource Team will be responsible for responding to issues relating to Title IX. The roster is a work in progress. See Attachment 4	<b>NA</b>
<b>5. 8 Keys to Veterans' Success</b>	The U.S. Department of Veterans Affairs is asking postsecondary institutions to sign the "8 Keys to Veterans' Success". It is a commitment to supporting veterans' success in postsecondary education. Christine noted that data collection in regards to veterans is currently lacking; she will focus on this in partnerships with Laura Qin. Christine recommended that Three Rivers sign the initiative. See Attachment 5	<b>Sign onto the "8 Keys to Veterans' Success" &amp; focus on data collection for veterans in AY 14 - 15</b>
<b>6. Flu Vaccination Clinic</b>	Mike is researching the option of having a flu clinic for employees and students on campus in the early fall. Rite Aid would provide the immunizations.	<b>Mike will follow up</b>

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7. Auditorium	President Jukoski and Mike Lopez met with Keith Epstein, VP of Facilities for the Board of Regents, to discuss the auditorium. The design firm, MDS, is finalizing the design documents. From there, the project will be put out for a construction bid in the fall, followed by bonding in the spring. Once the project is underway, it will take approximately 2 years to complete construction.	NA
8. Employee IDs	President Jukoski inquired about the process for employee IDs/badges and student IDs. Mike Lopez noted that IDs are available to both employees and students but are not required. Cabinet members noted that it is helpful to wear them since it helps with people's names.	President Jukoski will mention the topic at Professional Development Day
9. Regional Advisory Council	President Jukoski invites recommendations for community members to join the Regional Advisory Council. The goal is to attract a larger, more diverse group from each of the towns in the region to support the College.	Send recommendations for council members to Meghan by September 10
10. Booker DeVaughn Lecture Series	Betty explained the process for the Booker DeVaughn lecture series. The committee, which is comprised of TRC Foundation members and TRCC staff, will be meeting this fall to discuss ideas for the 2014 – 15 lecture series.	Committee to meet this fall
11. Grant Application Process	President Jukoski would like to formalize a process for grant applications within the College.	Formalize internal grant process
12. Personnel Searches	President Jukoski expressed concern over the lack of an end date in regards to job postings. Going forward, jobs will be posted with a stated closing date within 30 days	Searches will be posted for 30 days with a specified end date for each
13. Website – Veterans page	Steve will be working with the veterans committee to create a more functional webpage for veterans' information. President Jukoski reported that she met with Nancy Czarzasty. Nancy shared that it would be nice to include the names of faculty	Steve will meet with the veterans committee to discuss



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	and staff who have served in the military with their service listed.	
<b>14. Cabinet Retreat – August 20</b>	A Cabinet retreat will be held August 20 <sup>th</sup> to discuss goals for the upcoming year so that a draft strategic/operational plan for the year can be developed.	<b>Development of a draft strategic/operational plan for the year to share with the community for feedback and comment</b>
<b>15. Mental Health &amp; Awareness – Turning Point CT</b>	The Board of Regents shared a letter regarding a new state initiative, “Turning Point CT”. It is a website of resources for young adults in need of mental health services. The website will be active on September 3 <sup>rd</sup> . See Attachment 6	<b>NA</b>
<b>16. Commencement</b>	Mohegan Sun is not available for rental on the weekends. The commencement committee will meet in the fall to discuss and finalize the venue for Spring 2015 and develop the program for Commencement	<b>Convene Commencement Committee in the fall</b>
<b>17. Strategic Plan – Goals Tracking</b>	President Jukoski has asked Cabinet to review the priorities set forth in the Strategic Plan and create goals to track for the operational plan for AY 2014 – 15. Cabinet will discuss this further at the Cabinet Retreat. See Attachment 7	<b>Create goal list and forward to Meghan by August 15</b>
<b>18. All other business</b>	The job posting for the Director of STEM position will be forthcoming.  The TRC Foundation Golf Tournament is set for Monday, August 18 <sup>th</sup> .  Workforce & Community Education shared their Fall brochure. See Attachment 8	

**MEETING ADJOURNED AT 11:00 am**