

PRESIDENT'S CABINET MEETING MINUTES

WEDNESDAY, AUGUST 7TH

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

1. IT issues – Dean Goetchius

- Dean Goetchius asked for any IT issues the Cabinet would like to bring to the system office during his meeting. Specifically, Dean Goetchius will be addressing the issue of student email and how to simplify the process through integration with myCommNet. In addition, Dean Goetchius will be focusing on strategic IT development between TRCC and the System office.
- The System office has begun moving forward with new staff in order to best serve the community. The priority is currently placed on bringing in a new Information Security officer.

2. Enrollment Update – Rashita Parker (for Dean Edwards)

- Rashita Parker reported on enrollment for Dean Edwards. Currently, a marketing campaign is in effect utilizing email and postcard mailers. Individuals that were met at recruiting events, students that have applied and not registered, and continuing students are all being targeted.
- Enrollment is down from the goal of 5,050 students; we are 1,552 away from this goal as of Wednesday, August 07, 2013. Yet, enrollment is up 4.4 % for full time students.
- TRCC enrollment numbers are also well-situated among the other state community colleges.
- President Jones expresses her appreciation to everyone working to bring students to the school through admission, registration and financial aid.

3. Golf Tournament Update – Betty Baillargeon

- The 16^h Annual Golf Tournament will be held at Fox Hopyard on Monday August 12th in honor of Mark Ballestrini.
- Currently, major sponsors are up 1% from last year, tee sponsors are down 35%, and golfers are down 27%.

4. Position Search Update – Louise Summa & Dean Branchini

- Dean Branchini and Louise Summa summarized the positions that are currently in progress throughout the College.
- Dean Branchini spoke about the importance of the incoming embedded tutors and the role they will play in both Math and English classes this fall.

5. Deferred Maintenance – Dean Lopez

- Dean Lopez shared the data related to Alterations, Renovations and Improvements that is a result of residual funds from the construction of the current facility.
- These funds are being allocated towards an acid neutralizing tank for the labs, replacing one of the buildings water heaters and repairing sprinklers in the front lawn.

- Dean Lopez expressed that both himself and Arnie DeLaRosa are constantly performing space inventories to ensure that the facility is in its best state of repair. This includes future projects to update the carpets, replace necessary windows (Fall 2013 or Spring 2014) and replace interior doors (Fall 2013).

Around the Table

Betty Baillargeon, Director of Institutional Advancement – The on-site audit of the Foundation is complete and has gone well. The Foundation is on schedule to provide the system office with the yearly report. President Jones commended the Institutional Advancement office on their hard work relating to the Golf Tournament and thorough organization of the Foundations assets.

Rashita Parker, Chair of Governance – Rashita addressed a concern of Governance that signage be created for F Wing relating to the use of the space as a Student Union or Student Center. She mentioned that this idea would be further discussed at an upcoming Governance meeting.

Dean Branchini – Boot camp started on Tuesday, August 6th with a total of 51 students spread out over two sections of Math and one of English. The students will meet 3 days per week for a total of 3 hours for the next 3 weeks. The students are those who would benefit most from the additional instruction that will provide them with the tools to succeed in their classes this fall. Jodi Calvert has been instrumental in the organization and implementation of this program. She is tracking valuable data and setting up necessary assessment measurements for the program. Both Dean Branchini and President Jones expressed their thanks for all of her hard work on the program along with the work of the faculty and staff involved in the Boot camp program.

Dean Goetchius – Due to the installation of new network servers, Dean Goetchius cautioned that there may be some connectivity hiccups during the process.

Dean Lopez – The new ID card system is in the final stages of implementation. Dean Lopez and other key personnel will receive training on the new software next week. The new ID system will center on a mobile cart that can travel throughout campus in order to best serve students, faculty and staff. The new process will only take 30-60 seconds per ID. Also, the deconstruction of the concrete pad should be complete on Wednesday, August 7th. Finally, the State has negotiated a new contract in regards to our security provider. New details on this will be provided as they become available.

Dean Edwards – TRCC is in the final stages of negotiating for express bus routes for the school to better serve our students. The express buses would make 3 trips per day servicing Groton and New London. We expect that if approved it will increase enrollment numbers and allow for more convenient transportation options for students. Finally, PACE students will be graduating tomorrow with many already enrolled to continue classes in the fall.

Meeting adjourned: 11:20am