

PRESIDENT'S CABINET MEETING MINUTES

WEDNESDAY, SEPTEMBER 18TH

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

1. Dr. Jill Biden's Letter – President Jones

- President Jones received a letter from Dr. Biden outlining various initiatives on reaching out to veterans on campus.
- Dean Edwards highlighted the ongoing programs that TRCC has geared towards helping veterans succeed. In addition to the Oasis Center and the Veteran's Club, TRCC will be hosting an event on October 23rd, "Transition to College", for veterans beginning college.

2. Enrollment Management – Dean Edwards

- Dean Edwards presented the enrollment information for Fall 2013. The report was generated with the help of Cathy Davenport, Deb DiCarlo, and Christine Languth. Dean Edwards commended the entire student services area for their tireless efforts to help students through the enrollment, advising and registering process.
- Overall, enrollment is at 4,757 which is below the set goal of 5,050. An in depth breakdown of this information is available on the intranet.
- Graduation statistics were also discussed. There has been a steady increase in the number of students graduating from year to year. Dean Edwards acknowledged Betty Williamson's vital role in the graduation process. Again, this information is available on the intranet for further analysis.
- The State Department of Education has awarded TRCC \$10,000 to partner with Norwich Middle School to implement a college exploration program.

Around the Table

Betty Baillargeon – The TRC Foundation held the first official meeting of the year on Tuesday, September 17th. During this meeting, the Alumni Association presented the Foundation with a check for \$30,000 for a new endowment. In addition, the audit is approaching its end, more details to follow. Also, the systems report is scheduled to go out on September 30th. Finally, the annual report will be forthcoming to the college community, donors and event participants.

Rashita Parker –Governance's first meeting is September 18th. During this time, they will be addressing various concerns around campus. Rashita addressed the idea of HDMI cables in student areas to allow for gaming and extending library hours during the final two weeks of the semester.

Louise Summa – HR will be participating in the Department Chair orientations to provide information in regards to HR, payroll and contract processes. Also, HR is developing an orientation for staff that manage student workers to help address questions regarding the process. HR and PR continue to work on the implementation of the collective bargaining increases for represented employees. Employees will soon receive written notice that details the changes in their compensation. In addition, Louise commended Barbara Billups on her outstanding organizational skills during this very busy search and selection period.

Dean Edwards – On Monday evening, a student expressed suicidal thoughts while on campus. Rhonda Spaziani was there to provide immediate assistance which included transporting the student to the hospital for treatment. President Jones would like to remind all staff to take the time to check in on how our students are doing. If the situation arises where you feel someone needs help, please reach out to the counselors on campus for guidance.

Dean Branchini – Department Chair orientations have been running smoothly. These orientations allow the chairs to gain further insight into various operational processes at the College and to become a resource for their departments. On Friday there will be an Academic Division meeting, chaired by Phil Mayer.

Dean Goetchius – The Board of Regents – IT Department is meeting on Thursday, September 19th. Also, the first steps for the new phone installation process have begun. Further details will follow in the coming weeks.

Dean Lopez – The ID system is up and running for students and staff with over 200 students already receiving IDs. Additional communication regarding a schedule for staff to receive ID's will be released shortly. The transition to Allied Barton Security is complete. Please note that due to the change in season there might be temperature variation within the building. If you are experiencing an issue please contact Facilities. Environment Health and Safety will be meeting on Thursday, September 19th. Finally, a flu clinic has been tentatively scheduled for Tuesday, October 22nd from 11am – 2pm, more details will follow.

President Jones – The Community College Presidents are currently working on “The Plan” for Dr. Gray. The President has asked for those interested in sharing ideas for the Community College Plan to send them along to Meghan at mlacasse@trcc.commnet.edu.

Meeting adjourned: 10:30 am