



President's Cabinet Meeting Minutes

Date: Tuesday, September 2, 2014
Present: President Jukoski, Betty Baillargeon, Ann Branchini, June Decker, Steve Goetchius, Christine Languth, Meghan La Casse, Mike Lopez, Laura Qin, Louise Summa & Marge Valentin
Absent with cause:

Topic	Discussion	Action
1. Strategic Plan	Members of Cabinet presented drafts of their division goals relating to TRCC's Strategic Plan. The document will be ready for the community to review by the end of September and will incorporate Transform 2020 goals.	Cabinet will return Strategic Plan Goals to Meghan by September 9
2. Naming F-Wing	Mike Lopez re-introduced the topic of naming the F-Wing the "Student Union". There are concerns regarding signage, funds and feasibility in regards to renaming a portion of the building.	June will follow up with Governance for details
3. Capital Equipment & STI Bond Funds	Mike presented the available funds relating to Capital Equipment - \$1.2 million. Capital equipment dollars can be spent on items that cost over \$1,000 and have at least a five year useful life. STI Funds (System Technology Initiative) are at \$470,000 and can be used to refresh technology equipment. Please see Cabinet Attachment 1.	NA
4. Title IX/Clery Training	President Jukoski has appointed Mike Lopez and Greg Souza to attend the Title IX/Clery training on September 17 th provided by the Board of Regents.	Mike & Greg will attend the training this fall
5. Fall Enrollment	Fall 2014 enrollment (head count) is currently 5.5% down from fall 2013. Full time enrollment is down 7.7% and part-time enrollment is down 4.4%.	NA
6. Internships	Christine shared the various internships and job opportunities that the College receives from the community. There is a need to streamline the process on sharing this information with students and determine which office will handle these opportunities.	Audit the process for internships and begin a partnership between Student Services and Academic Division



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7. Federal Aid Attendance	System office is requiring action on students who don't attend. Christine is researching how the College will comply with this request and is working with Ann and Mike Lopez.	Ann & Christine will follow up with faculty
8. DCF Mandated Reporter Training	All employees and student workers at TRCC are mandated reporters through the Department of Children and Family Services. As such, there is required training for all reporters. Human Resources will be organizing opportunities for staff to participate in this important training session.	Cabinet will complete the training at the next meeting
9. Retreat Follow-up to Louise	President Jukoski reminded Cabinet to complete information from the retreat and submit to Louise.	Cabinet to send retreat documents to Louise by September 5
10. Legislative Requests	The Board of Regents has implemented the use of a form to coordinate legislative requests through their office. Please see Cabinet Attachment 2.	NA
11. Convocation	Meghan asked the Deans to provide flexibility in the lunch time scheduling of staff in order to attend Convocation.	NA
12. All other business	<ul style="list-style-type: none"> President Jukoski asked for feedback regarding Professional Day. Cabinet reported that staff reaction was generally positive. Betty Baillargeon shared that the 2014 Golf Tournament net is up almost \$7,000 from 2013. She also thanked the entire volunteer team for their help. 	NA

MEETING ADJOURNED AT 11:45 am