



## President's Cabinet Meeting Minutes

**Date:** Wednesday, September 2, 2015

**Present:** President Jukoski, Betty Baillargeon, Ann Branchini, Vicki Baker, Steve Finton, Steve Goetchius, Meghan La Casse, Christine Languth, Laura Qin, & Louise Summa

**Absent  
with cause:**

Topic	Discussion	Action
1. <b>Super Saturday Registration</b>	Steve F. reported on the Super Saturday event. The Student Services team pitched in along with faculty, IT and facilities to make the day a success. Approximately 75 potential students attended the event and there were 37 registrations.	NA
2. <b>AAC&amp;U Forum</b>	Ann shared information about an upcoming forum being hosted by AAC&U on diversity and inclusiveness best practices. TRCC will be sending a small team to this event comprised of faculty and staff across the whole College.	Ann will be gathering the team together.
3. <b>Sex Offender Review Committee</b>	Christine shared that the College will begin a formal committee review each time a convicted sex offender registers at the College. The ad hoc committee will meet as necessary.	NA
4. <b>Enrollment Projection</b>	Laura presented her work on an enrollment projections model. The model focuses on two types of students: new and returning. She created a PowerPoint presentation to further detail her findings – please see attached.	Laura will also be presenting at various department meetings this fall.
5. <b>Governance Update</b>	Vicki shared that Governance had its first meeting of the semester on Monday, August 31 with a quorum. The focus for Governance this year will be the Governance Document Revision. Currently, there are two potential documents that will be reviewed by Governance.	Governance will be sharing more information on the upcoming referendum(s).
6. <b>Norwich Mural Request</b>	The Cultural & Fine Arts Committee will be participating in a beautification project in Norwich by creating an artistic mural with other community groups at the Market Street Garage. Three Rivers will also take part in the preservation process on a multi-year cycle.	NA



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<b>7. Start of School Concerns</b>	A common issue that arose is that first-time students tend to struggle finding their way the first few days of classes. A suggestion was made to create signs for offices to encourage students who are lost to come in and ask for directions.	
<b>8. Positions</b>	Two positions have been posted to the website: Assistant Director of Institutional Advancement and Director of Marketing and Communications.	NA
<b>9. Professional Development Day</b>	Professional Development Day will be on Wednesday, September 30 from 11am – 1pm. Attendance is NOT mandatory and the College will not cancel classes for the day. The proposed topic is "Appreciative Inquiry".	A more detailed agenda will follow.
<b>10. TRMC Space</b>	Brad Columbus has requested more space for the Three Rivers Middle College. The students are in need of a flexible lounge space.	Steve G. and Ann will follow up about potential spaces.
<b>11. Cabinet Retreat</b>	Cabinet will be having an offsite retreat on Friday, September 18. Mary Ellen has asked that each manager come prepared to discuss the strategic plan along with goals for the year. The College's proposed priorities for the upcoming academic year are: retention, recruitment, and a balanced budget.	A more detailed agenda will follow.
<b>12. All other business</b>	The College will be hosting a table at the Martin Luther King, Jr. Scholarship Dinner.	NA

**MEETING ADJOURNED AT 10:20 am**