



President's Cabinet Meeting Minutes

Date: Tuesday, September 23, 2014

Present: President Jukoski, Betty Baillargeon, Ann Branchini, June Decker, Steve Finton, Steve Goetchius, Christine Languth, Meghan La Casse, Mike Lopez, Laura Qin, Louise Summa & Marge Valentin

Absent
with cause: Christine Languth

Topic	Discussion	Action
1. Approval of cabinet Minutes from 9-16-14	Approved.	Meghan will disseminate to the College Community.
2. Draft Committee List	President Jukoski would like to compile a list of all the committees on campus along with their memberships. She has asked each of the Deans to gather the information from their respective areas. Please see Cabinet Attachment 1.	Please return the committee listings to Meghan by 10-10-14.
3. Non-Credit Statistics	Marge provided a breakdown of non-credit enrollment over the past three years. Please see Cabinet Attachment 2.	Marge will follow-up on 9-30-14 with financial data.
4. Strategic Plan – Draft Review	President Jukoski provided a draft version of the TRCC Strategic Plan Goals to Cabinet. Each member will review and provide feedback on these goals. Cabinet will work to finalize a draft next week.	Please provide your edits and any feedback to Meghan by 9-29-14.
5. All College Meeting Date	President Jukoski is organizing an All-College Meeting for Friday, October 10 th from 12 – 1pm. The purpose of this meeting is for the President and the Deans to provide updates regarding important issues at the College.	More information will be forthcoming.
6. Foundation – Request for Funds	Betty provided a breakdown of the recently approved requests for funds from the TRC Foundation. Please see Cabinet Attachment 3.	NA



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7. Retention Task Force	President Jukoski would like to create a retention task force. She has solicited input from Cabinet regarding who should join the task force. President Jukoski wants faculty and staff to serve on this task force from all areas of the College.	Cabinet members will submit recommendations by 9-26-14.
8. Grant Proposal Process	Laura provided a draft for the new grant proposal process. The process will help members of the College apply for grants while keeping all the necessary parties apprised of the process. The President would like to focus on grants that are sustainable and advance the mission of the College. Also, going forward, the grant process will be monitored through the Institutional Advancement Office.	Laura and Betty will work together to finalize the grant proposal process. Laura will provide the application and forms at 9-30-14 Cabinet.
9. All other business	<ul style="list-style-type: none"> • Space Planning – President Jukoski has asked Mike to bring in a space planner to analyze how efficiently the College is utilizing space. The focus of this analysis will be in the A-Wing – Student Services and tutoring spaces, but all areas of the College are open to review. • Cost Saving Measures – The Board of Regents has asked each College to provide a list of cost saving measures they have taken. President Jukoski has asked Mike to compile this information for TRCC. Some areas of savings are: food service subsidy, snow removal and utilities. • LEAN Process Management – Cabinet will consider participating in LEAN training during their January retreat. 	NA

MEETING ADJOURNED AT 11:40 am