



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, September 30, 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 – Greg Souza

**Absent with cause:** Louise Summa

Topic	Discussion	Action
<b>1. Approval of cabinet Minutes from 9-23-14</b>	Approved.	Meghan will disseminate to the College Community.
<b>2. Title IX Website</b>	Greg Souza, Equity & Diversity Officer and Title IX Coordinator, presented the live website for to Title IX and Sexual Misconduct Reporting. You can access the site from the main page, through the drop down under Student Services or <a href="#">CLICK HERE</a> . The site is to serve as a repository of information regarding Title IX, resources for victims, and information on how to report any incidences on campus. Please note that the website is an evolving work in progress. Employees should pay particular attention to the webpage, “ <a href="#">Your Privacy</a> ”. It is important to note that employees cannot promise confidentiality to victims. Greg will be presenting more on this topic at the All-College meeting on October 10.	Greg Souza is requesting feedback from the community regarding the website. A full marketing roll-out of the website is forthcoming.
<b>3. Affirmative Action/Search Committees</b>	Greg Souza shared that he has created a database of the past search committees from 2009 to present. This database will allow us to compare and contrast past search committees to increase diversity of background, experience and expertise. Please contact Greg Souza if you would like to utilize this resource.	NA
<b>4. Emergency Notification System</b>	Steve G. announced that there was a test of the emergency notification system last week. This test highlighted an issue relating to the text feature. Employees will need to edit the primary text field on MyCommnet. Information Technology will be providing more information in the near future on how to update this field.	NA
<b>5. Data Management Reporting</b>	The System Office requires Cabinet to participate in annual training regarding data management. Please see Cabinet Attachment 1.	Meghan will coordinate a Cabinet training session.

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<b>6. Annual Campus Safety &amp; Security Report</b>	Mike provided the Annual Campus Safety & Security Report. Please see Cabinet Attachment 2.	NA
<b>7. Non-Credit Financials</b>	Marge presented on the Non-credit financials for Workforce and Community Education. For fiscal year 2013-2014, there was a surplus of \$178,618.77 added to the operating fund. Currently, they are projecting similar numbers for fiscal year 2014-2015. Please see Cabinet Attachment 3.	NA
<b>8. Workforce Initiative Update</b>	Marge highlighted the workforce trends in our region. Please see Cabinet Attachment 4.	NA
<b>9. Work Study Process &amp; Flow</b>	President Jukoski asked Christine and Ann to work on a process for work study students. Christine presented a flow chart along with forms that students and supervisors will need to complete in order to obtain a work study. This process will funnel through each area's respective dean. Please see Cabinet Attachment 5.	President Jukoski would like to see this process integrated with Career Services and student labor.
<b>10. Student Services Update</b>	Student Services is regrouping under Steve's guidance. We are experiencing a larger than normal amount of classroom misbehavior reports. Some requiring restriction and/or discipline.	NA
<b>11. Enrollment Management Update</b>	Steve F. provided an overview of the enrollment management process. Currently, the area is conducting a review of admissions processes. Staff are performing SWOT analysis and creating flow charts. The priorities for the area at this time are to organize the nursing admissions process and staff the Welcome Center.	Steve F. will provide a weekly update to Cabinet regarding enrollment management.
<b>12. Grant Process – Forms</b>	Laura provided a draft version of the grant approval process and accompanying forms. The goal is to centralize this process through the Institutional Advancement Office while keeping the necessary parties apprised of the progress. Please see Cabinet Attachment 6. In addition, Betty provided a list of Foundations and other	NA

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	charitable organizations that faculty and staff can use for grant resources. Please see Cabinet Attachment 7.	
<b>13. Assessment Committee Update</b>	The Institutional Assessment Committee met on Thursday 9/25 to map out their goals for the academic year. By end of the academic year, the committee hopes to finish a benchmarking institutional assessment report for Cabinet to review. At that time, they need to discuss the next step, which is how to effectively use the benchmarking data to make changes. Mr. Finton, the new director of admission also agreed to join the committee. They are looking for one other faculty member to replace Sarah Selke, who couldn't continue serving on the committee due to scheduling conflict.	Asking for faculty member to join committee
<b>14. Economic Impact Study</b>	The System Office is gauging interest from the community colleges in an economic impact study. President David Levinson of Norwalk is organizing the relationship with the potential firm, EMSI. The last economic impact study is from 2005. Currently, Asnuntuck, Manchester, Quinebaug, Naugatuck, Tunxis, Middlesex, Northwestern, Norwalk and Three Rivers are interested in participating.	NA
<b>15. Regional Advisory Council</b>	President Jukoski solicited Cabinet for names for the Regional Advisory Council. She would like to hold the first meeting in November.	Please send any names for consideration to Meghan
<b>16. Strategic Plan Draft Notes</b>	President Jukoski would like all Cabinet members to submit any changes or updates to Meghan by Monday, October 5.	Please submit updates to Meghan by Monday, October 5.
<b>17. All-College Meeting Update</b>	President Jukoski will hold an All-College Meeting on Friday, October 10 at noon. All of the deans will be presenting on their various areas. All staff are encourage to bring their lunch and learn about what is going on at TRCC.	Save the date – October 10 at noon in the Multipurpose Room



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<b>18. Chamber of Commerce</b>	The Eastern Connecticut Chamber of Commerce has new software that allows for more marketing opportunities for Chamber members. The Chamber will be invited to Cabinet to demonstrate this software. Please see Cabinet Attachment 8.	Meghan will schedule a meeting with Cabinet.
<b>19. Cabinet Reminders</b>	President Jukoski reminded Cabinet of outstanding task items: <ul style="list-style-type: none"> <li>• Submit names for the retention taskforce to Meghan</li> <li>• Submit committee lists and memberships to Meghan</li> <li>• Submit names for the commencement committee and commencement speakers to Meghan</li> </ul>	Please complete follow up items
<b>20. TRCF Annual Appeal</b>	Betty announced the start of the TRC Foundation’s Annual Appeal. The goal is to increase employee participation and overall dollars raised. The Foundation will be hosting an event later in October to increase participation in the Appeal.	Please consider giving to the TRCF Annual Appeal.
<b>21. All other business</b>	NA	NA

**MEETING ADJOURNED AT 11:40 am**