



President's Cabinet Meeting Minutes

Date: Tuesday, September 9, 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. DCF Mandated Reporter Training	The entire Cabinet participated in an online training for the Department of Children and Families – Mandated Reporting. It is a 20 minute video presentation that outlines the guidelines of being a mandated reporter. All staff will be required to participate in this training.	Human Resources will be organizing a roll-out of the training in conjunction with the Deans.
2. Abilene Training Follow-up	During the Cabinet retreat, Louise facilitated a session on the Abilene Paradox. There was a follow-up conversation regarding lessons learned for the video. If you are interested in learning more, the Library has a copy of The Abilene Paradox DVD.	NA
3. Ebola Virus Information	The Center for Disease Control is asking all colleges and universities to disseminate information regarding the Ebola virus, particularly for staff and students who have travelled to regions in western Africa within the last 21 days. There is a number you can call at UCONN if you have any questions or concerns – 860-486-4700.	NA
4. FERPA Training	Cabinet proposed that staff should participate in more widespread training in regards to FERPA.	Professional Day on February 5, 2015 will focus on FERPA.
5. MLK Scholarship Dinner	Three Rivers has been invited to participate in the annual MLK Scholarship Dinner. President Jukoski will organize those who might be interested in attending.	NA
6. Convocation Feedback	President Jukoski asked Cabinet for feedback regarding Convocation. Some suggestions were music for next year and more volunteer help for the Scoops event.	The Convocation committee will be sending out a survey to faculty and staff soliciting their responses.
7. Governance	President Jukoski is currently looking at various models of governance throughout the ConnSCU system. The revision of the Governance document is ongoing and President Jukoski would like to examine best practices and well-established models throughout	June Decker will be meeting with President Jukoski to discuss further.



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	our system and other comparable colleges. Please see Cabinet Attachment 1,2 & 3.	
8. Middlesex Marketing Information	President Jukoski is examining the marketing efforts of our sister colleges for best practices. Middlesex has shared the structure of their marketing initiatives and department structure.	President Jukoski will work with the Director of Admissions to develop a plan for marketing at TRCC.
9. Transform 2020 Town Hall	The Board of Regents hosted a Transform 2020 Town Hall on Wednesday, September 10 th .	If you are interested in getting involved with an initiative, please see Meghan La Casse in C209 for a response card.
10. Blackboard Communication Site	President Jukoski has asked Kem Barfield to begin developing a Blackboard site as a means of college-wide communication. This will be an area where all faculty and staff can access meeting minutes and other important College announcements.	Meghan will follow up with Kem directly.
11. Student Letter	A TRCC student, Jonathan Legato, will be receiving the Eagle Scout Award this October. President Jukoski has written a letter of congratulations.	Ann will follow up with any faculty that is close to the student for congratulatory letters.
12. All other business	<ul style="list-style-type: none"> Christine reported on the issue of faculty recording attendance. This reporting is crucial to the financial aid process. At this time, students will not be deleted if they have not attended. Student Services will be reaching out to encourage students to attend class. The TRC Foundation Board Retreat will be held on Tuesday, September 16th. Mike is gauging interest in a flu clinic on site for faculty, staff and students (both insured and un-insured). He is hopeful that we will be able to host a clinic this fall. 	

MEETING ADJOURNED AT 11:15 am