

# APPROVED



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, March 20, 2018  
**Present:** President Jukoski, Betty Baillargeon, Kem Barfield, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O’Hare, Louise Summa, Brad Columbus, Heidi Zenie, Christine Languth  
**Absent w/Cause:** Steve Finton

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - Tuesday, Feb. 20, 2018 - Tuesday, Feb. 27, 2018		Unanimously approved.
<b>2. GPS Update</b>	Heidi Zenie attended Cabinet to provide an update on the progress of the Guided Pathways Subgroup and the FYE Work Group meeting she attended yesterday which focused on course outcomes, meta-major objectives in place by end of the semester. College level English and math is another focus.	
<b>3. Three Rivers Middle College Update – Brad Columbus</b>	Brad Columbus provided Cabinet with an update on the Middle College School Development Plan. A discussion followed on the general operations of the Middle College and student progress. The date of the Middle College Graduation is pending due to the weather-related closings.	
<b>4. Student Services Update</b>	Christine Languth attended and provided a summary of upcoming notable events: Veterans Resource Fair on Thursday March 22 <sup>nd</sup> , Opioid Awareness Panel Discussion on March 28 <sup>th</sup> , Advising Days – March 29 <sup>th</sup> -April 2 <sup>nd</sup> and the upcoming NEASC Visit for Second Chance Pell on Wednesday, April 4 <sup>th</sup> .	
<b>5. International Flags</b>	Deferred to next meeting.	
<b>6. TRC Foundation - Department Awards</b>	The Office of Institutional Advancement has been charged with overseeing the process and award distribution of the Department Awards formally managed by Student Programs.	Unanimously approved.

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	<p>At the request of the College’s auditors, the Business Office would like documentation (i.e. cabinet minutes) that show the President and Cabinet have reviewed the new “plan” for the Office of Advancement to oversee the Department Awards with the recommendation to “spend down” all designated funds this year. The plan does not call for any of these funds to be transferred through the Foundation but deposited into the student’s TRCC account or in the event they are a graduating senior, a check will be cut directly to the student.</p>	
<p><b>7. 2018 Commencement Speaker</b></p>	<p>Kem Barfield summarized the results of the recent survey of faculty and staff regarding a Commencement Speaker. Kem reported a majority favored including a speaker due to tradition. President Jukoski asked Kem to communicate survey results to the community and ask for recommendations for this year’s commencement. Speaker criteria will include refraining from comments of a political nature, speak about our students, and to frame the speech around the value of a community college education.</p>	
<p><b>8. All Other Business</b></p>	<p><b>Academics:</b> Dean Ice reported that the faculty searches were going well and thanked Louise Summa for her help in facilitating the process.</p> <p><b>Administration:</b> Dean Goetchius reminded everyone of the Master Plan Interviews occurring throughout the day and of the upcoming #2 Master Plan Committee Meeting on April 3<sup>rd</sup> at 11:30.</p> <p><b>College Congress:</b> Will O’Hare advised there is a meeting tomorrow of the College Congress. Discussion will include beginning the elections process for next year.</p> <p><b>Marketing and Public Relations:</b> Kathryn Gaffney reported they are currently updating the catalog for AY18-19.</p>	

MEETING ADJOURNED AT 11:00 am  
 Minutes submitted by A. Hodson