

APPROVED



President's Cabinet Meeting Minutes

Date: Tuesday, May 8, 2018
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Will O'Hare,
Absent with Cause: Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, April 24, 2018 - Tuesday, April 25, 2018		Unanimously approved.
2. Foundation Scholarship and Awards Night - Feedback	President Jukoski congratulated Betty Baillargeon and Meghan La Casse on the successful Scholarship Awards night held on Wednesday, May 2, 2018 at 5:00 in the MPR. President Jukoski also thanked the Foundation, on behalf of Three Rivers, for the significant funds awarded to students. It was a great night for the College.	
3. Searches / Office Assignments	Steve Goetchius reviewed office assignment needs due to changes of faculty and staff due to retirements, new hires, etc. Steve is working with Facilities to support office moves based on the needs of the TRCC Community.	
4. 2018 Commencement Update	Jerry Ice provided an update on Commencement. All components to support the day are in place and on track.	
5. College Congress Considering Resolution response to "Students First."	Will O'Hare reported that tomorrow is the last meeting of the College Congress. A draft of the resolution regarding "Students First" is on the agenda. President Jukoski will attend the meeting to discuss the status of the resolution.	
6. Request for EA Expansion	Will O'Hare discussed a proposal the EA's drafted to document the need to increase their hours. They are looking at ways to address this in the tutoring center either by increasing hours or through permanent positions. Discussion followed. Betty Baillargeon indicated that a major donor is providing additional funding for tutoring.	
7. Feedback on Middle College Report	Will O'Hare shared that he and Brad Columbus, Principal of the Middle College, met (at the request of Brad) to discuss the intersection of the Middle College with our college level curriculum. Will asked Brad for more information/data/stats for the	

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	TRMC . Will suggested that we appoint a TRMC advisory board to facilitate discussions and oversight of the TRMC. Cabinet approved and agreed that Dean Ice would discuss with Brad Columbus the possibility of setting up an advisory board for future discussion at a future Cabinet meeting.	
8. All College Meeting on Tuesday, May 22, 2018	President Jukoski shared her tentative agenda for the All-College and asked Cabinet members to present short reports for their areas.	
9. Professional Development Day on Friday, September 21, 2018	President Jukoski confirmed the date of September 21 st as the next PDD for all faculty and staff. Jerry Ice will discuss with the Center for Teaching Committee to confirm they will host the day and to begin preparations for the day, including reviewing the agenda item requests received from faculty and staff.	
10. Establishing 4 Permanent Reserved Parking Spaces at the Main Entrance for Guests of the College	Cabinet discussed. Steve Goetchius will work with Arnie for options to mark the spaces and with Security on managing with a periodic review for Cabinet.	
11. All Other Business	<p><u>Institutional Research:</u> Kem Barfield summarized completion of the NEASC Annual Report and that more data was required this year than in previous years.</p> <p><u>Marketing and Public Relations:</u> Kathryn Gaffney summarized current marketing efforts to encourage fall registration including the “Why Haven’t You Registered” bookmarks.</p>	

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