

APPROVED



President’s Cabinet Meeting Minutes

Date: Tuesday, June 26, 2018
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice
Absent w/Cause: Will O’Hare, Louise Summa

Topic	Discussion	Action
1. Approval of Minutes: - June 5, 2018		Unanimously approved.
2. Enrollment	Steve Finton commented that we are currently on track with strong collaboration with Marketing to support registration efforts using all resources, including Face Book logs and banners around the local area. We are working on increasing digital advertising and have two “call campaigns” in process at the Call Center.	
3. Academic Dean Search Update	Jerry Ice advised that currently there are 52 applications and of those there are 8-10 applications worthy of further review. A search committee will complete their review of the 8-10 applications by July 13 and provide Dean Ice with their comments.	
4. All Other Business	<p>Academic Office: Dean Ice provided an update on degree programs.</p> <p>Administrative Services: Steve Goetchius advised:</p> <ol style="list-style-type: none">1. Finance auditors will be onsite tomorrow,2. He received a request from the Center for Teaching (CFT) asking for C111 to be dedicated for their use only. Discussion followed and President Jukoski asked Jerry Ice to follow up to ask for a needs assessment. <p>Foundation Office: Betty Baillargeon reported:</p> <ol style="list-style-type: none">1. The 21st Annual Golf Tournament has been rescheduled to September 17th due to a conflict with the Chamber’s golf tournament being rescheduled for the same day.2. Jennifer Delucia was voted as the Foundation’s new Secretary replacing Dianne Kent from People’s United Bank who completed her 3rd (three-year) term on the	

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	<p>board. Other new members voted in are: Laura Currie, Vice President of Backus Hospital, Lisa Griffin President & CEO of Eastern Savings Bank and Dina Lopes, Branch Manager of People's United.</p> <ol style="list-style-type: none"> 3. The Foundation received a \$2,500 grant from Chelsea Groton Foundation to fund the Workforce Training Completion Program supporting former Ridley Lowell students. 4. The Foundation approved \$3,900 for Simulation Education where actor/actresses serve as patients to create real nurse-patient interactions to simulate a set of symptoms or problems and used to teach and evaluate nursing students. 5. The Foundation approved \$50K to continue funding the Guided Pathways Scholarship Summer Scholarship Program. The GPS committee received 248 applications, funded 721 students allocated \$48,839 in summer funding to date. <p>Marketing and Public Relations: Kathryn Gaffney advised that a committee is in place to develop online programs. Members are Kathryn Gaffney, Kem Barfield, Jerry Ice, Christine Languth, Kacey McCarthy-Zaremba, and Peg Stroup. Purpose of the committee will be to develop new online programs (including identifying courses, procedures for advising, enrollment, etc.) and to create appropriate landing pages on the threerivers.edu.</p> <p>President's Office: Mary Ellen reviewed:</p> <ol style="list-style-type: none"> 1. An invitation to attend the 2018 Annual EAMA Leadership Conference on Thursday, August 9th from 9:45-5:00 at the Holiday Inn in Norwich. Steve Finton will follow up with a list of staff who would be available to attend. 2. The invitation from the Chamber of Commerce of ECT to sponsor and send a TRCC colleague to their Leadership Program Class of 2020. Mary Ellen asked Cabinet to let her know if / who they would recommend to attend. 	



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	<p>Student Services: Steve Finton announced that our new part time Title IX Coordinator, Maria Krug, is onboard and located in the previous IR space on the first floor.</p>	

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