

# APPROVED



## President's Cabinet Meeting Minutes

**Date:** Tuesday, July 31, 2018  
**Present:** President Jukoski, Kem Barfield, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Megan La Casse (for Betty Baillargeon) Nicola Ricker, Sheila Skahan, Louise Summa  
**Absent w/Cause:** Betty Baillargeon

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - June 26, 2018		Unanimously approved.
<b>2. Enrollment</b>	Steve Finton reported that our enrollment numbers are low. He clarified that we are doing well with new registrations but it is our retention that is challenging. We need to know where students are going and if they are transferring to other community colleges. Steve suggested that we need to strongly encourage our faculty to help retain current students through graduation. We are doing everything we can to retain students prior to the mandated process of dropping students for non-payment.	Steve Finton will invite Patrick Keller to attend our next Cabinet meeting to present our dashboard capabilities.
<b>3. New Student Orientation</b>	Steve reported the event on July 17, 2018 was well attended with standing room only. The newly designed format with all club tables and food tables in the room worked very well.	
<b>4. Super Saturday</b>	Steve reported a great response during Super Saturday with 56 newly registered students and great activity in all supporting areas.	
<b>5. Registrar Search</b>	Steve reported the search is progressing. The Search Committee has been charged and interviews will begin next week.	
<b>6. Academic Dean Search Update</b>	Jerry Ice reported that we received 52 applications for the position. We have identified a group of about 10 with strong credentials to interview. Of that group we have 7 that will progress to phone interviews and anticipate that about 4 will be invited here in September to meet with faculty and staff with results by the end of the day.	



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<b>7. Building a CSCU Brand</b>	President Jukoski summarized the work of the System Office, through a small grant, toward developing a brand for the CSCU. The SO hired Stamats to create the brand. Presidents viewed a Power Point presentation summarizing the work of Stamats. Testing and refining stages are next followed by final presentation and ratification.	
<b>8. TAP Point Person</b>	President Jukoski asked Dean Ice to identify our point person at Three Rivers.	Dean Ice will reach out to Sara Selke to ask if she will continue in the role on behalf of TRCC.
<b>9. CSCU Admissions Policy</b>		Deferred to future Cabinet Meeting.
<b>10. Collection and Retrieval of Child Care Data for Possible Grant Funding</b>	<p>Sheila Skahan, Professor of Early Childhood Education, attended Cabinet to summarize a recent meeting she and President Jukoski attended on July 2, 2018 of the Office of Early Childhood, Lesley Mara, and Alice Pritchard and to talk about a grant opportunity to support childcare centers on campuses. Sheila advised that our child care program is outsourced and is not based on a sliding fee scale which is a criteria to be eligible for the grant. The discussion focused on data collection. Again, as our program is outsourced, we do not have this data nor does the vendor collect and maintain this data. Sheila will continue to monitor the progress of these discussions and update the President as needed. Sheila added that for accreditation purposes, we need to improve our program here at TRCC and focus on several areas such as credentialing, data collection and maintenance, annual reporting, professionalism, quality, etc.</p> <p>Sheila provided information on POP UP MAKERSPACE coming soon to the Gallery at TRCC. The intent of this program is to promote active learning, team building and multidisciplinary approaches to inquiry and creating. Faculty are urged to schedule class time to investigate this new learning approach. Class time will allow students to imagine, design, and create.</p>	Kem Barfield will look at what data, if any, we may be able to gather related to the child care center.



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11. Lab Reno Update	Dean Goetchius reported the lab renovations are progressing. In addition, the lighting project is complete. Carpeting of faculty offices will begin on August 1 <sup>st</sup> and thru the fall semester until complete. Steve also reported we are researching the warranty on the plastic chairs throughout classrooms due to safety issues when learning back in the chairs.	
12. Fall Semester Bldg. Closures		Deferred
13. All Other Business	<p><b><u>Administrative Services:</u></b></p> <ol style="list-style-type: none"> <li>1. Dean Goetchius advised Cabinet that Bill MacIntosh is no longer with Perkins and Will. Steve will reach out to determine if and who will provide the update on the Master Plan at the upcoming Professional Development Day on Friday, September 21, 2018 in the MPR.</li> <li>2. Regarding the request by the Center for Teaching for a dedicated area, Dean Goetchius advised that he is waiting for the needs assessment he requested from the CFT.</li> <li>3. Steve will meet with Janet Hagen for an update on the Food Pantry to determine if we are meeting the needs of students and if the location is appropriate.</li> </ol> <p><b><u>Foundation Office:</u></b> Meghan La Casse reported:</p> <ol style="list-style-type: none"> <li>1. The Foundation's annual audit is underway today with auditors on campus,</li> <li>2. Reminded all of the upcoming Foundation Annual Golf Tournament scheduled on Monday, September 17 at Fox Hopyard.</li> </ol> <p><b><u>Marketing and Public Relations:</u></b> Kathryn Gaffney provided a summary of TRCC's advertising schedule that includes print, radio, the new ebillboard on Rt. 85 in Waterford, online, bus shelters, the Crystal Mall, etc.</p>	

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