

APPROVED



President’s Cabinet Meeting Minutes

Date: Tuesday, August 21, 2018
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Nicola Ricker, Louise Summa
Guest(s): Arnie DeLaRosa

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, August 14, 2018		Unanimously approved.
2. International Flags Update	Arnie DeLaRosa provided an update on the installation of the flags in the cafeteria. He received a lower estimate from the contractor currently completing work in the science labs. The estimate includes the hardware and installation. Cabinet approved moving forward with the project based on this information. On a side note, Arnie advised that the carpet installation in faculty offices is underway. The contractor will return in the fall if needed to complete any remaining faculty offices.	
3. Enrollment Update	Dean Finton shared that numbers as of last evening are 3256 heads and includes the deleted records from last Friday. Figures are -7.0% as compared to same time last year.	
4. Registrar Search	Dean Finton confirmed that Kevin Kelly accepted the position of Registrar at Three Rivers. President Jukoski advised Cabinet that the Registrar’s area will report to the Academic Affairs office to improve synergies in our retention and graduation rates. We need to significantly improve in these areas. Kevin Kelly has a great deal of higher education experience.	
5. Academic Dean Search	Dean Ice advised that background checks of the 4 Academic Dean finalists are underway. We have invited the finalists to Three Rivers to meet with faculty, staff, and students on Friday, September 14.	
6. White Paper for New Administration-Requested by Mark Ojakian	President Jukoski will forward the document to Cabinet for review and to provide information on behalf of Three Rivers.	

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7. Annual Report of Agency Activities for the Governor’s Office-Requested by Sean Bradbury	President Jukoski will share document with Cabinet asking for review and feedback sent to Kathryn Gaffney for editing and submission to Sean by September 5.	
8. All Other Business	<p>Academic Affairs: 1) Dean Ice noted that he will meet with key stakeholders to discuss the labs renovation as it impacts adjunct use, 2) after Cabinet discussion, Dean Ice will advise Jennifer Nally, Chair of the Center for Teaching (CFT) they can work directly with our Facilities Scheduler to reserve an appropriate room for their needs. We cannot dedicate a conference room for their use at this time. However, Cabinet requests a monthly report of meetings/events/activities and revisit the request at a later date for a dedicated conference room for the CFT.</p> <p>Administration: Dean Goetchius reminded Cabinet that any feedback on the Master Plan is due today so that he can send feedback to architect for the final document.</p> <p>Foundation: Betty Baillargeon 1) reminded those scheduled to attend Howard Jenkins’ retirement celebration of the time and that tickets will be held at the door and 2) Cabinet is welcome to attend to the upcoming Annual Report meeting on September 6, 2018 at 9:00 am.</p> <p>Institutional Research: Kem Barfield summarized the change in our accrediting body, NEASC to NECHE.</p>	

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