

APPROVED



President's Cabinet Meeting Minutes

Date: Monday, October 29, 2018 9:30-10:30
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Steve Finton, Kathryn Gaffney, Steve Goetchius, Kevin Kelly, April Hodson, Nicola Ricker, Louise Summa, Joseph Victorino
Guest: Alycia Ziegler, Director of Student Activities

| Topic | Discussion | Action |
|---|---|------------------------------------|
| 1. Approval of Minutes: <ul style="list-style-type: none">- Monday, Sept. 24, 2018- Monday, Oct. 15, 2018 | | Minutes were unanimously approved. |
| 2. Title IX Not Anymore Training | Completion of Not Anymore Training by all employees is mandated by the System Office at all colleges. This latest training now available online is an annual/refresher training for faculty and staff. | |
| 3. Winter and Spring Registration Dates | Steve Finton summarized new registration procedures his staff will be implementing, and also that we are working toward establishing our Military-Friendly status. | |
| 4. Regional Advisory Committee: Selection of TRCC Reps on the Regional Presidents' Search | President Jukoski referenced an email from the System Office requesting that each college designates representatives for the Regional Advisory Committee who will work with the Regents Search Committee to select regional presidents. TRCC recommended the following: Faculty-Roxanne Tisch, Professional Staff: Louise Summa, Support Staff: Pamela Williams, Foundation: William Stanley. | |
| 5. Promotions / Sabbaticals – Contract Dates | April thanked Steve Goetchius for his help to update the promotion, tenure, and Sabbatical application forms including posting the Sabbatical applications (due on November 15 th) on TRCC's Extranet. April summarized the upcoming due dates for submitting applications (January 24 th for promotions and tenure) and that within the next two weeks, all of the applications will be updated and placed on the Extranet. | |
| 6. Veterans Breakfast / Parking Spaces Unveiled | Alycia Ziegler extended a reminder invitation to Cabinet to attend the Veterans Day Breakfast scheduled on Monday, November 12, 2018 at 9:30 AM in the MPR. President Jukoski will provide opening remarks followed by a PowerPoint presentation about Purple Heart recipients. Students, Veterans and the TRCC community are invited to | |

President's Cabinet Meeting Minutes

| Topic | Discussion | Action |
|------------------------------|--|--------|
| | attend. In addition, (from a fund raiser) several hundred flags will be placed on the cafeteria green in honor of Veterans Day. Following the breakfast, attendees will proceed to the parking lot at TRCC's main entrance for the unveiling of the two parking spaces dedicated to recipients of a Purple Heart. A cake to honor student Veterans at TRCC will be available in the Veterans' Oasis Room. Kem Barfield, Chair of the Veterans Advisory Committee, commended the work by Alycia, Student Programs, and the Veterans Club in support of Veterans Day Activities. | |
| 7. All Other Business | Administration: Dean Goetchius confirmed that we will be closed the day after Thanksgiving based on the response from faculty and staff about closing the building. Registrar's Office: Kevin Kelly commented on the low response of faculty to submit mid-term grades. We should have seen about 9,000 but only received about 3,000. This information can be very helpful for students to know where they stand at this point in the semester. Discussion followed about contacting students with failing grades / not attended class to alert them to the impact to their GPA or ask if they are withdrawing. It was noted that Blackboard is a very efficient program but would need the encouragement of the incoming Dean for faculty to adopt and use. Perhaps a workshop on the use of Blackboard could be the topic at the next professional development day in January, 2019. Other suggestions to improve retention were to identify an expert speaker on retention, develop a retention committee or task force, and to encourage faculty attendance at Faculty Senate Meetings. This topic will be a priority for our new Academic Dean. | |

MEETING ADJOURNED AT 10:30
Minutes submitted by A. Hodson