

# APPROVED



## President's Cabinet Meeting Minutes

**Date:** Monday, January 7, 2019  
**Present:** President Jukoski, Betty Baillargeon, Rob Farinelli, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Louise Summa, Joseph Victorino  
**Absent with cause:** Nicola Ricker  
**Guest(s):** Kevin Kelly, Christine Languth, Alycia Ziegler

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> <ul style="list-style-type: none"><li>- Monday, Oct. 29, 2018</li><li>- Monday, Nov. 12, 2018</li><li>- Monday, Dec. 3, 2019</li></ul>		Motion-Betty Baillargeon 2 <sup>nd</sup> -Steve Goetchius 0-Against 0-Abstain Vote Carried.
<b>2. Student Lounge Refresh</b>	Alycia Ziegler summarized plans to refresh the SGA lounge to add functionality, paint the game room and have the pool table repaired, purchase an additional game table and creative spaces that will encourage student interaction. Work would be scheduled this summer, giving us the spring semester for planning and purchases. Funding will come from the SPO and SGA.	
<b>3. Commencement and Commencement Speaker</b>	President Jukoski asked Betty Baillargeon to determine possible alumni as a commencement speaker. Last year Cabinet made the decision to invite a speaker who had community college experience and could speak to the students. Christine Languth shared a timeline and summarized the historical elements of commencement planning, including the role of faculty. Discussion followed regarding possibly introducing a new process to determine the student speaker at this year's commencement. A suggestion to institute an application that students could use if interested. Cabinet approved the creation of a taskforce to design the process. Joseph Victorino will discuss with the SGA and report back to Cabinet. The Valedictorian and Salutatorians would still be eligible to participate on the platform.	
<b>4. Work Study Process</b>	President Jukoski suggested that we review our process to place work study students during this spring semester. There should be a more formal recruiting process.	

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	Advertise the open positions and ask those students who are interested to apply with a cover letter and resume and interview for the position. We should not continue to just place anyone in these roles as it's important to have the right person. There should be a proper application process, hiring process, orientation, and reviews throughout their employment, even as a student worker. These are real jobs on campus and there should be an expectation of professionalism, including dressing for success. SGA could also help us develop this new process.	
<b>5. Title IX Roundtable</b>	Steve Finton reported there was a good representation at the meeting. President Ojakian kicked off the meeting and Angelo Simoni with a broad brush. We do our job here at TRCC very well and have best practices.	
<b>6. Library Search Update</b>	Louise Summa reported that had a very good pool of candidates and are in the process of checking references. We should have a decision next week. Skye Cohen, Chair and the search committee was very thorough in their work.	
<b>7. Sabbatical Funding</b>	President Jukoski reported there is still no clear answer regarding sabbatical funding. The SO will provide us with more information.	
<b>8. Professional Development Day: Reschedule to Feb 1<sup>st</sup></b>	President Jukoski advised we are rescheduling professional development day from January 23 <sup>rd</sup> to February 1 <sup>st</sup> in order to provide a richer agenda for faculty and staff.	
<b>9. Emeriti Nominations</b>	President Jukoski advised that we are accepting nominations for the 2019 Emeriti.	
<b>10. All Other Business</b>	<p><b>Administration:</b> Dean Goetchius reminded everyone about the need to complete the IT/Security training.</p> <p><b>Foundation:</b> Betty Baillargeon reminded everyone to contact her office regarding professional development funding and the lecture series.</p> <p><b>Strategic Partnerships:</b> Louise Summa reported there is an upcoming board meeting of the Martin House on January 9<sup>th</sup> at 5:30 here at TRCC.</p>	



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	Student Services: Steve Finton reported his staff is working hard to improve the numbers. Our headcount is down but we hope to significantly improve our numbers after this week's Super Saturday.	

**MEETING ADJOURNED AT 2:30 pm**

**Minutes submitted by A. Hodson**