

# APPROVED



## President’s Cabinet Meeting Minutes

**Date:** Monday, February 25, 2019  
**Present:** President Jukoski, Betty Baillargeon, Rob Farinelli, Kathryn Gaffney, Steve Goetchius, April Hodson, Nicola Ricker, Louise Summa, Joseph Victorino

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - Monday, Feb 11, 2019		Unanimously approved.
<b>2. Achieve The Dream Conference – Update by President Jukoski</b>	President Jukoski summarized the ATD conference she recently attended in CA. A highlight was Jill Biden was the Keynote Speaker; the Biden Foundation supports community college education and supports mentoring and leadership. The kick-off meeting for community colleges is in June and each college will send a team of the President, Academic Dean and others.	
<b>3. Foundation Board / Advancement Update</b>	Betty Baillargeon provided an update on the recent Foundation Board meeting as follows: <ul style="list-style-type: none"><li>• The Foundation board hosted Ana Gonzales, Program Coordinator from Workforce &amp; Community Education to provide an update on the non-credit offerings at Three Rivers.</li><li>• The Finance &amp; Investment Committee met on February 6<sup>th</sup> with Dime Investments and Manning &amp; Napier to discuss the Foundation’s financial portfolio. The board approved to maintain a 70/30 ratio of equities to fixed income allowing Manning &amp; Napier to adjust as the market changes.</li><li>• The Foundation will honor Jim Austin’s nine years of service to the college with a cocktail reception on May 7<sup>th</sup> at 4:00pm in the Art Gallery followed by the scholarship and awards night from 5:30-6:30pm and for those that would like to stay...a reception to follow.</li><li>• Scholarship application deadline is Tuesday, April 2<sup>nd</sup>.</li></ul>	

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<b>4. CSCU Employee Training Portal</b>	Steve Goetchius advised Cabinet that he has requested guidance from the System Office for clarity on whether training is mandatory and by which constituencies and we need confirmation on whether the training complies with federal guidelines.	
<b>5. Draft Revision to Facilities Usage Portal</b>	Steve Goetchius advised that this is an existing policy and will be updated for EMS use. As a side note: President Jukoski asked April Hodson to determine if we need to establish a task force to review the internal procedure to reserve space for meetings and events that would allow users to reserve space earlier than what is currently allowed with the current system.	
<b>6. Organization Changes</b>	Dear Farinelli advised that the Student Services Division will now report to the Academic Deans office, and Ana Gonzalez is the Acting Dean of WCE while Marge Valentin is out of the office.	
<b>7. College Congress: TRCC Website, Cell Phone Reception on Campus, Handicapped Accessibility to restrooms on Campus</b>	Nicola Ricker summarized the following matters that the College Congress would like Cabinet to consider regarding TRCC's website and possibly establishing a task force that would focus on: <ol style="list-style-type: none"> <li>1. The Extranet: reviewing and updating to make more user-friendly and to ensure that all links are working. Kathryn Gaffney suggested that an unofficial meeting is scheduled first to address easy-fixes and from there, determine the goals of the task force.</li> <li>2. Cell Phone Service on Campus: Some faculty and students report areas with very poor or no cell service and request that IT review and upgrade or add repeaters.</li> <li>3. Handicapped Accessibility to Rest Rooms on Campus: College Congress suggests that at least one of the bathrooms should have an automatic door opener for handicapped accessibility.</li> </ol>	



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<b>8. Commencement Update</b>	President Jukoski shared that Frederick Knowles has accepted our invitation to be the 2019 Commencement Speaker at TRCC. Lottie Scott has accepted the Community Service Award and will attend Commencement. We are waiting for acknowledgement from the BOR on our nomination for an Honorary Degree.	
<b>9. All Other Business</b>	There will be no Cabinet meeting on Monday, March 4 <sup>th</sup> .	

**MEETING ADJOURNED AT 2:45 pm**  
**Minutes submitted by A. Hodson**