

APPROVED



President's Cabinet Meeting Minutes

Date: Monday, December 3, 2018 1:30 – 3:30
Present: Kem Barfield, Betty Baillargeon, Rob Farinelli, Steve Finton, Steve Goetchius, President Jukoski, Kevin Kelly, April Hodson, Nicola Ricker, Louise Summa, Joseph Victorino
Guests: Pauline Clifford and Michelle Jones – Seed (Seeking Educational Equity and Diversity)
Absent with Cause: Kathryn Gaffney

Topic	Discussion	Action
1. Approval of Minutes: - Monday, October 29, 2018		Motion-Steve Finton 2 nd -Steve Goetchius 0-Against 0-Abstain Vote Carried.
2. Welcome to Dean Rob Farinelli	President Jukoski extended a welcome to new Dean of Academics, Dean Farinelli.	
3. Equity and Diversity SEED Training	Steve Finton introduced both Pauline Clifford, Director of Educational Technology and Michelle Jones, Student Services Advisor at Quinebaug Valley CC and who are marketing the National SEED Project. Pauline and Michelle joined Cabinet to share and summarize information about SEED which is a “peer-led professional development program that creates conversational communities to drive personal, organizational, and societal change toward greater equity and diversity.” Pauline and Michelle offered to facilitate sessions at TRCC.	
4. Title IX Not Anymore Training	Steve Finton advised that the electronic training module is still open and encouraged all to complete the training. Our goal is 100% participation by faculty, staff and students. It was discussed that an email from the System Office encouraging all to complete the training would be beneficial. President Jukoski will reach out to the SO to discuss. Steve provided information about the “Know Your IX’s Fair” scheduled at TRCC on Thursday, December 6, 2018 at 11:00 in the MPR, hosted by Maria Krug.	



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5. Enrollment Update	Steve Finton provided an update on our current registration numbers. His staff is doing everything possible to close the 2.1% gap between now and this time in 2017. Steve shared that the catalogue is completed and thanked Kathryn Gaffney and Alexa Shelton and all who worked to complete the process. There was discussion that it would be beneficial to make the summer schedule available now so that students can plan their long term schedules and it may even improve summer enrollments. President Jukoski would like to see work to begin on developing and advertising a two-year TRCC schedule which would benefit so many areas at the college. We would also need to educate our advisors, etc. for discussions with advisees.	
6. All Other Business	<p>Administration: Steve Goetchius advised that the December 7th bond funding meeting is cancelled.</p> <p>College Congress: Nicola Ricker shared that the College Congress is working through election imperatives for a possible student voting taskforce (after 4 semesters, the taskforce becomes a permanent committee) and requested the President consider establishing this committee outside of the College Congress or remain a taskforce of the College Congress. President Jukoski would like to confer with Alycia Ziegler, Director of Student Activities, to determine our current level of student engagement or wait until we are closer to presidential election. Joseph Victorino, President of the SGA, recommends establishing the student voting task force now to begin the momentum. He also suggested TRCC's History Department take a leadership role in the student voting task force committee. This will help with local 2 year elections and shed light on what it takes to run for local elections and may inspire some of our graduates to become more involved in the local political landscape. We could also reach out to Cathy Osten, State Senator, for support and guidance. Cabinet agreed and approved to have the College Congress move forward with establishing the student voting taskforce under the auspices of the College Congress.</p>	



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	<p><u>Foundation:</u> Betty Baillargeon thanked Steve Goetchius for attending the recent Foundation Board Meeting. Betty's office is currently working on preparations for the Scholarship Committee meeting, preparing endowment reports, and wrapping up the Annual Appeal.</p> <p><u>Institutional Research:</u> Kem Barfield advised the Fall IPEDS were submitted. A study of registration and financial aid is ongoing. During the first week of January, 2019, there will be a meeting of IR and Administration to discuss consolidation implementation.</p> <p><u>Registrar's Office:</u> Kevin Kelly reported that winter enrollment is in progress with 125 students registered for winter session. We have 150 students graduating in December, 2018 and 500 students have applied for Spring Commencement. Kevin suggested that we move to an online graduation application.</p> <p><u>President's Office:</u> President Jukoski, after conferring with faculty recently, confirmed the next potluck will be on Friday, December 7, 2018. In addition, faculty expressed interest in scheduling the next potluck in the Spring, 2019</p> <p><u>Student Government Association:</u> Joseph Victorino requested more information about upcoming advising dates and could "Reading Days" included advising? Discussion deferred to next Cabinet meeting.</p>	

MEETING ADJOURNED AT 3:00 PM
Minutes submitted by A. Hodson