

Approved



## President's Cabinet Meeting Minutes

**Date:** Tuesday, August 13, 2019 2:30  
**Present:** President Jukoski, Betty Baillargeon, Rob Farinelli, Kathryn Gaffney, Steve Goetchius, Louise Summa, April Hodson  
**Absent w/Cause:** Nicola Ricker, Samantha Bartosiak

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - July 20, 2019		Unanimously approved.
<b>2. Super Saturday Update</b>	Dean Farinelli provided a data summary of the number of attendees, including the areas of their need; we registered 73 / 44.7 FTE. The day was well attended with folks arriving early in the morning. He attributes the attendance to the significant amount of advertising TRCC did for the event.	
<b>3. Faculty Workday on Monday, August 26, 2019</b>	Dean Farinelli provided an overview of the day's agenda which begins at 1:00 with Department Chairs meeting with Faculty, 3:00-4:30 Dean Farinelli will meet with all FT Faculty to provide updates, present ATD, followed by Program Assessment and Review. At 5:00 all Faculty and Adjunct Faculty are invited to attend a brief Welcome Back by President Jukoski and then at 6:00 all will break into groups by Departments with Department Chairs.	
<b>4. 1<sup>st</sup> Day of Classes, Tuesday, August 27, 2019</b>	Dean Farinelli summarized our plans to welcome students on the first day of classes to include SGA and student workers posted throughout the building to offer assistance, tables set up with informational brochures in the Main Entrance, etc. Regional President Rob Steinmetz will be invited to campus to meet and greet students.	
<b>5. Professional Development Day</b> - Friday, Sept. 20, 2019	Dean Farinelli advised the Academic Division will kick-off ATD at a professional development day for faculty and staff on Friday, September 20, 2019 to include a workshop on crisis de-escalation and/or a Title IX informational session.	
<b>6. Achieve the Dream Update</b>	This topic will be rolled in the September 20, 2019 professional development day organized by the Academic Division and the CFT.	

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7. <b>A-Wing Update</b>	Dean Farinelli reported that office moves and renovations are underway. A space planner will be reviewing the space (date TBD) (between Financial Aid and Admissions) not yet renovated to provide guidance on the best use of space.	
8. <b>Building – Facilities Update</b>	Dean Goetchius advised that 1) the A-Wing design is no longer being used, and that the bookstore will not be relocated, 2) design of the Library is moving forward, 3) the D-Wing renovation for indoor air-quality project, now renamed to the HVAC Upgrades project is slowing down until new quotes/bids are submitted and approved, 4) a study is underway of the nursing area on the 2 <sup>nd</sup> floor A-Wing, and 5) outdoor banner replacement is moving forward.	
9. <b>Other Business</b>	<p><b>Administrative Services:</b> TRCC closing the day after Thanksgiving Day (Friday, Nov 29, 2019). Steve Goetchius will work with all divisions to ask if everyone is in agreement and update Cabinet at a future meeting.</p> <p><b>Institutional Advancement:</b> Betty Baillargeon reported that 1) The annual report to leadership (F&amp;I Audit Review) is scheduled on Monday, September 9<sup>th</sup> at 8:30 as a teleconference, 2) planning is well underway for the upcoming Annual Golf Tournament scheduled on Monday, September 16<sup>th</sup> at Fox Hopyard; fund raising is approximately 10K ahead of this time last year; 3) and Rob Steinmetz is invited to attend the Foundation's October 8<sup>th</sup> Board meeting.</p> <p><b>Marketing:</b> Kathryn discussed the upcoming Grasso Tech ribbon cutting and MAC opening. A meeting with TRCC stakeholders is scheduled on Friday, August 23<sup>rd</sup> at 1:00 to strategize the MAC ribbon cutting and future constituent tours of the facility. Planning an EAMA event at the MAC is under consideration. MAC Center logo and marketing materials are in development.</p>	

MEETING ADJOURNED AT 3:50 p.m.  
 Minutes submitted by A. Hodson