

Approved



President's Cabinet Meeting Minutes

Date: Tuesday, September 10, 2019 - 2:30
Present: President Jukoski, Betty Baillargeon, Rob Farinelli, Kathryn Gaffney, Steve Goetchius, Nicola Ricker, April Hodson, Samantha Bartosiak

Topic	Discussion	Action
1. Approval of Minutes: - August 20, 2019		Unanimously approved.
2. Fall Enrollment Update	Dean Farinelli provided a summary of enrollment to date: 3,747 headcount / 1,148 FT and 2,600 PT.	
3. Feedback on Opening Week	Dean Farinelli shared that it was a very smooth return for faculty and students in light of the on-going renovations. Staff were positioned throughout the classroom wings to direct faculty and students to classrooms.	
4. Feedback on Faculty Workday on August 26, 2019	Dean Farinelli shared that the faculty workday was well attended by both faculty and adjunct faculty.	
5. Rescheduling Professional Development Day to Nov. 22, 2019	Cabinet agreed to reschedule the fall professional development day from September 20, 2019 to November 22, 2019 due to the availability of a speaker who is an expert in the field of equity.	
6. Feedback on Welcome Week	Welcome Week was successful. Scoops was very well attended with approximately 500 attendees. SGA President, Sam Bartosiak suggested that in the future, they may schedule Welcome Week to run a week or two later so that more information can be sent / shared with students ahead of time. Additional changes next year to increase student attendance include: combining games and BBQ, schedule events throughout the month of September, look at changing the daily schedule to align with end-of-classes so that students don't have conflicts, and schedule some events to run for those attending evening classes.	
7. Humidity / HVAC Building Project	Project is moving along very well. A faculty member sent a very complimentary email to Dean Farinelli on the smooth first week of classes.	



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8. A-Wing Renovation Project and Office Relocations		Deferred
9. Foundation Faculty and Student Government Reps	Betty Baillargeon advised they need to fill two ex-officio positions for a student (1-year term) and faculty representative (2-year term) to the Foundation Board. Betty shared the importance of having student and faculty perspectives during discussions.	
10. Feedback on Grasso Tech Ribbon Cutting on Sept. 5, 2019	President Jukoski shared that the Grasso Tech ribbon cutting was very successful. TRCC was mentioned multiple times by various speakers. President Jukoski thanked Kathryn Gaffney and Alexa Shelton for the work they did to prepare TRCC materials (bookmarks and info sheets) as handouts to attendees during the tours of the building. A separate ribbon cutting for the TRCC MAC (Manufacturing Apprenticeship Center) is being planned for late October or November when the center is ready and running full steam.	
11. Building – Facilities Update	Steve Goetchius advised that construction and mold remediation in the E-Wing should be completed in another week or two.	
12. Ellucian – Recruiting (CRM)	Kathryn Gaffney shared that the CRM software system will be in place in March 2020.	
13. IHEP – Degrees When Due”	President Jukoski shared that TRCC will participate in the IHEP, Degrees When Due (DWD), Cohort 2 Initiative of the Institute for Higher Education Policy (IHEP). DWD is a completion initiative that supports states and institutions with scaling adult reengagement and reverse transfer strategies. The goal is to provide custom support to help participating institutions to successfully scale and institutionalize this work. The project also helps states and institutions approach this work through an equity lens and to identify and remove potential barriers to student success. More information on this will be shared at a future Cabinet meeting.	



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14. Annual Norwich NAACP Freedom Fund Dinner – Frederick Knowles	President Jukoski confirmed that TRCC will send a delegation to the NAACP Dinner to honor our colleague, Frederick Knowles.	
15. Other Business	<p>College Congress: Nicola Ricker advised there is a meeting of the College Congress on Wednesday, September 11, 2019.</p> <p>Institutional Advancement: Betty Baillargeon reported that:</p> <ol style="list-style-type: none"> 1. We received a 15K endowed scholarship from Dr. Hargus and are in discussions to develop an annual scholarship. 2. The Foundation Audit is completed and went very well. 3. Planning for the Foundation Annual Golf Tournament is in great shape with 80 golfers scheduled to tee off on September 16th at Fox Hopyard. 	

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