

Approved



President’s Cabinet Meeting Minutes

Date: Tuesday, October 22, 2019
Present: President Jukoski, Betty Baillargeon, Rob Farinelli, Kathryn Gaffney, Steve Goetchius, April Hodson, Nicola Ricker, Sam Bartosiak
Guest(s): Alycia Ziegler, Acting Director of Student Programs

Topic	Discussion	Action
1. Approval of Minutes: - Sept. 10, 2019 - Sept. 24, 2019		Unanimously approved.
2. President’s Update	President Jukoski briefly summarized recent meetings she attended.	
3. Academic Division Update	Dean Farinelli reported the following: 1. He received a call from a representative of the US Coast Guard inquiring about the possibility of Three Rivers providing classes for new cadets who need to be more prepared before entering the USCGA. Dean Farinelli will provide additional information at a future meeting. 2. Feedback on ATD Coaches Visit on Oct. 9-10, 2019: Dean Farinelli reported receiving positive feedback on the Coaches visit to introduce to the TRCC Community the need to close the gap on achievement goals and how they will support our efforts over the next 3 years. 3. TRCC’s NECHE Self-Study due in 2022. Dean Farinelli reminded Cabinet of the upcoming self-study and to begin developing the team’s membership. The Self-study will become a standing item on the Cabinet agenda.	
4. Student Services Division Update	Dean Farinelli announced the date of Saturday, January 11, 2020 as our next Super Saturday from 9:00-1:00. Staff will arrive at 8:00 to prepare and depart at 2:00.	
5. Administrative Services Update	Dean Goetchius reported: 1. The indoor HVAC project is progressing as scheduled, 2. Door replacement throughout the College: the doors are ordered and we are waiting for delivery.	

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	3. Training for Emergency Situations: Dean Goetchius is working with the local Norwich Police Department to schedule “Active Shooter” training for all faculty and staff at TRCC. Will possibly present the Run, Hide, Fight Video during the Spring return-to-classes workday and provide a separate training for students to view the video during new student orientation.	ACTION: Request that Cabinet review the Emergency Action Plan and related information on the TRCC Extranet.
6. Human Resources Update	No new information to share at this time.	
7. College Congress Update	Nicola Ricker advised: 1. There was light attendance at the last meeting of the College Congress, most likely because it occurred at the same time as the Achieve the Dream meeting held by the Academic Dean, nonetheless a quorum was met. There was representation at the meeting by the SGA representative, Thomas Voight, who presented concerns: regarding the idea of providing free sanitary products to female students in the campus restrooms or giving them out in the Food Pantry, studying the traffic issues of students trying to leave campus, and the installation of anti-slip strips on stairs throughout the building. 2. It appears that curriculum decisions are being made by a body not duly elected at the SO level. A document was drafted and will be sent to SO asking that Students First create a committee to include campus representatives to vet material.	Dean Goetchius will set up a meeting with Norwich PD
8. Institutional Advancement	Betty Baillargeon reported that: 1. The Foundation’s Annual Appeal is underway. 2. The Foundation received a \$15K donation from John and Mary LaMattina to support the tutoring center. 3. Dr. Edward and Maria Hargus will be invited to TRCC to meet with President Jukoski for tea and a photo opportunity. Edward and Maria recently established a \$15,000 endowment. 4. The Advancement Office will assume additional responsibilities this fall when Premier Bookkeeping ends their services for the office. The bookkeeping will be	

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	<p>transitioned “in house”, which will save money and create a more efficient process. In addition, Board Treasurer, Tessa Jordan CPA will take on additional responsibilities of reconciling the accounts each month. We have already cleared this change with our audit firm.</p> <p>5. There was positive feedback to the recent presentation by Marcus Engel on October 15, called “The Other End of the Stethoscope” as part of the Dr. Booker T. DeVaughn Lecture Series.</p> <p>6. Regional President Rob Steinmetz attended the October Foundation Board meeting and provided insight into his first three months as the Region One President.</p> <p>7. Jodi Calvert also joined the October Foundation Board meeting to share an update on Guided Pathways Summer Scholarship Program funded by the Foundation and gave an overview of the newest initiative at TRCC, Achieving the Dream.</p>	
9. Marketing and Public Affairs Update	Kathryn Gaffney reported her office is busy planning for marketing for winter and spring registration and enrollment, assisting departments with various needs, updating the TRCC Online Directory with missing photos, and preparing materials for the upcoming MAC ribbon cutting scheduled on Tuesday, November 19, 2019 at 3:30.	
10. Student Government Association Update	Sam Bartosiak provided feedback on Regional President Rob Steinmetz’s recent open forum with students. There is concern that new students are unaware of the Students First Consolidation; they are not hearing the full story and are only receiving “one-sided” information from supporters of the consolidation. The SGA has requested the drafting of a new, condensed document that fairly summarizes both the pros and cons of the consolidation in a more understandable format.	
11. All Other Business	No new business was presented.	

MEETING ADJOURNED AT 3:20 p.m. - Submitted by April Hodson