

Approved



## President’s Cabinet Meeting Minutes

**Date:** Tuesday, December 3, 2019  
**Present:** President Jukoski, Betty Baillargeon, Rob Farinelli, Kathryn Gaffney, Steve Goetchius, April Hodson, Nicola Ricker, Sam Bartosiak

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - <b>Tuesday, November 12, 2019</b>		Unanimously approved.
<b>2. President’s Update</b> - <b>Civil Rights Compliance Site Visit</b> - <b>HSSR Forums</b>	<p>President Jukoski shared that we were advised that Three Rivers has been selected by the State Department of Education to undergo an Office of Civil Rights Compliance Site visit review. A team will be formed to respond to the audit and to prepare for the site visits and will be invited to a future Cabinet meeting to discuss roles and responsibilities.</p> <p>The Holistic Student Support Redesign (HSSR) team, as part of the CSCU Guided Pathways work, will conduct two forums at Three Rivers on Thursday, December 5, 2019 to provide opportunities for administrators, faculty, staff and students to provide feedback on their progress.</p>	President Jukoski will identify membership of the OCR site visit team.
<b>3. Academic Division Update</b>	Dean Farinelli reported receiving positive feedback to the recent equity presentation/presenter during last month’s professional development day. We also had several folks express interest in the role of “equity champion” and will discuss development of the role with the ADT Core Team.	
<b>4. Student Services Update</b>	Dean Farinelli reported on spring registration numbers: HC: 1,672 / FTE: 1,246.	
<b>5. Administrative Services Update</b>	Dean Goetchius reported the HVAC work is moving along with work concluding during the spring semester. Rooftop units will be installed in the new year. The exterior door project is scheduled for the week of December 23 <sup>rd</sup> , 2019.	
<b>6. Human Resources Update</b>	No update at this time.	
<b>7. College Congress Update</b>	Nicola Ricker reported the shared governance workgroup is in progress.	

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<b>8. Institutional Advancement</b>	Betty Baillargeon reported that: <ol style="list-style-type: none"><li>1. Electronic scholarships will be available on-line after the new year.</li><li>2. The Advancement Office is assuming additional responsibilities as Premier Bookkeeping ends their services for the office. We will save approximately \$3,600 + annually by transitioning the bookkeeping “in house” and also create a more efficient process. TRC Foundation board treasurer, Tessa Jordan CPA, will reconcile the accounts each month.</li><li>3. Betty, Meghan La Casse will attend the regional foundation meeting, along with Chris Jewell, TRC Foundation Vice President. Each college was asked to present a “best practice” and Betty will present the TRC Foundation format for our annual reception and scholarship award event.</li></ol>	
<b>9. Marketing and Public Affairs Update</b>	Kathryn Gaffney presented updates to the website for the spring semester and discussed upcoming advertising plans for the spring semester which include the use of billboards, banners at the local mall, etc.	
<b>10. Student Government Association Update</b>	Sam Bartosiak reported on the recent success of providing food baskets for veterans and students for Thanksgiving.	
<b>11. All Other Business</b>	No new business was presented.	

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