

Approved



President’s Cabinet Meeting Minutes

Date: Tuesday, December 10, 2019
Present: President Jukoski, Betty Baillargeon, Rob Farinelli, Kathryn Gaffney, Steve Goetchius, April Hodson, Sam Bartosiak
Guests: Kem Barfield, Kenneth Briggs, Mark Comeau, Arnie DeLaRosa, Jonathan Lamiotte, Edith Ouellet, Sheila Skahan, Erin Sullivan, Regional President Rob Steinmetz, Alycia Ziegler
Absent w/Cause: Nicola Ricker

Topic	Discussion	Action
1. Approval of Minutes: - Tuesday, December 3, 2019		Motion to accept: Steve Goetchius / 2nd: Kathryn Gaffney-Unanimously approved.
2. Upcoming Civil Rights Compliance Site Visit – Team Invited to Attend	President Jukoski thanked the team members for attending and reviewed Site Visit Review Manual and the requirements for the upcoming site visit. This team will convene again in January to determine roles and responsibilities. Additionally, recent audits and accreditation work in the areas of financial aid, early childhood education, and nursing will be resources to draw from as we prepare for this on-site review of our policies and procedures to determine our compliance with civil rights standards and guidelines.	1. A. Hodson: Schedule team meeting in January and develop timeline for work milestones. 2. Bartosiak/A. Ziegler: Identify students to participate in the interview process.
3. President’s Update	President Jukoski summarized a recent President’s meeting she attended which included updates on the Lumina Foundation Grant assessing financial aid process (TRCC’s ATD Team will sit on this committee), the HR re-organization, Banner 9 and training needed for all users, and the upcoming NECHE annual meeting scheduled later this week in Boston.	
4. Academic Division Update	Dean Farinelli summarized briefings from a recent Academic Council Meeting which included the IT enterprise technology centralization at the System Office, reporting structures, and campus support.	
5. Student Services Update	Dean Farinelli advised we are in finals week and that grades are due on Tuesday, December 17, 2019. Dean Farinelli outlined the agenda for the upcoming faculty workday scheduled on Wednesday, December 18, 2019 noting that syllabus	

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	development (positive vs punitive) will be the topic during the morning session and process for progress reviews will be the topic during the afternoon session. Our enrollment is slightly down from this time last year and we will be taking a very close look at the class sizes going forward. Super Saturday is scheduled on January 11, 2020.	
6. Administrative Services Update	Dean Goetchius advised: 1. Contractors will work towards completion of the HVAC work during break but realistically may finish in the spring. 2. Dean Goetchius was made aware that Kombucha Tea, which contains less than 0.5% of alcohol, is available for sale in the cafeteria and asked if we should consider removing from the cafeteria. President Jukoski will check with SO and her colleagues to ask about and report her findings at a future Cabinet meeting.	President Jukoski will ask colleagues about the use, if any, of Kombucha Tea on campus.
7. Human Resources Update	1) Centers of Excellence – Steve sent this to HR colleagues and will provide additional information at a future Cabinet meeting. 2) DoE - Consumer Information: Are we meeting requirements to participate in Federal Title IV programs regarding consumer information and how we communicate this information to students and staff? Steve will coordinate a review, with content experts, of TRCC’s process and procedures and update Cabinet at a future meeting.	Steve Goetchius will identify, and meet with, content experts to ensure we are in compliance.
8. College Congress Update	No update at this time.	
9. Institutional Advancement	Betty Baillargeon reported that: 1. They are completing year-end financial closing requirements. 2. The Advancement Office is assuming additional responsibilities as Premier Bookkeeping ended their services with the TRC Foundation. Quick Book conversion is done and training will begin this week. Going forward, TRC Foundation board treasurer, Tessa Jordan CPA, will reconcile the accounts each month.	

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10. Marketing and Public Affairs Update	Kathryn Gaffney reported that FAFSA workshops were held yesterday, plans for senior night are underway, and advertising for spring is also underway.	
11. Student Government Association Update	Sam Bartosiak reported that all SGA meetings were wrapped up last week. Approximately 70 people participated in the NYC bus trip.	
12. All Other Business	No new business was presented.	

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