CALL TO ORDER
Ms. Moore called the meeting to session at 2:06pm.

ATTENDEES
Present: Mary-Rita Moore, Kevin Kennedy, Bill Justiz, Humberto Espino, Pamela Perry, Pat Zinga, Dr. Michael Flaherty, Sam Tolia, Pamela Perry, Maria Correa, Kay Frey, Chuck Bohleke, Andrea Blaylock, Donna Stadermann

Absent: Eddie Hinojosa

Others Present: Shelley Tiwari, Sacella Smith, Raquel Monge, Luisa Hernandez, Brenda Jones Watkins, John Cody, Kurian Tharakunnel, Ricardo Segovia, Kevin Li, Adrian Fisher, Mary Ann Tobin

APPROVAL OF MINUTES
The Minutes of the June 22, 2015 meeting were approved by unanimous voice vote.

HOT TOPICS
Mary-Rita Moore informed the Council that at approximately 11am that morning, parking was an issue. In working with campus facilities, it was identified that students were having problems finding parking. After discussion with the Executive Team and campus facilities, they were able to identify a vacant lot, formerly known as the Follett Bookstore lot, and were able to secure approximately 100 additional parking spaces. As of noon, students were being directed to that lot. She added that there would be signage and a public safety vehicle and officer present to notify students. In addition, there will be a shuttle present to transport students from the south end of the campus to the main campus. This will be available all day and throughout the evening, to cover needs. Ms. Moore stated that the campus will continue to utilize this lot until additional parking is opened upon the completion of the repavement project. She added that a communication would be coming from her office, via the All Staff list serv, regarding this additional parking option. Bill Justiz stated that at about 9am that morning, there were only about 5 cars in the north parking lot outside of the H-Building and that perhaps students didn’t know that they were able to park there. Ms. Moore stated that when she came through at about 10am that parking lot was completely filled, but added communication regarding available parking lots would be helpful. Dr. Michael Flaherty asked when they could expect the repavement project to be done and Ms. Moore responded the work would go through October, so there will be about 8 more weeks of decreased parking access. With the remaining construction around campus that greatly impacts T and R Buildings, conclusion of construction is expected at the end of November.

OPERATIONAL ASSEMBLY
Shelley Tiwari had nothing to report on behalf of Operational Assembly, since they haven't yet had the first meeting of the academic year.
ACADEMIC SENATE
Dr. Flaherty had nothing to report as Academic Senate’s first meeting will take place September 8th, 2015. He added that he would be following up with committees who had not provided him an assessment, at the first meeting of the academic year.

OLD BUSINESS

HLC MONITORING REPORT
Pamela Perry informed the Council that the full draft of the report is complete and wanted to get the Council’s thoughts and feedback. Ms. Moore stated that she did share this draft with the Board of Trustees at the last Board Meeting and that they are taking time to digest it and will offer feedback at the next Board Meeting. She added that she did offer a broad-based message encouraging all to review the report. Dr. Flaherty stated that he read it and that he didn’t have any corrections, he thought it was accurate. He acknowledged that the HLC did not give clear direction on what they wanted to see so he is hopeful that this will be satisfactory, but in the event that it isn’t, he hopes they will offer clear direction on what should be added in the future. Pat Zinga offered a few comments regarding verbiage choices and some small grammatical errors. Ms. Perry noted all feedback and will be incorporating those changes into the final draft. In addition, she asked for an elaboration on the Memorandum of Understanding which details changes to the process of appointing faculty and staff to institutional committees, which was referenced in the report.

ASSESSMENT OF BUSINESS PRACTICES AND POLICIES
Kevin Kennedy updated the Council on his work on his work with the responses received during the assessment of business practices and policies this summer. He informed the group that after a deeper review and investigation of the requests and feedback submitted through the assessment, he is moving forward with a recommendation to start off by selecting five key business forms to get into an electronic forms. The five forms recommended are the budget transfer form, the travel form for in and out of district travel, the claim for reimbursement form, the mileage form and the conference travel form. Mr. Kennedy stated that he believes this would be a very productive project that will include some efficient calculations, electronic signatures, etc. that would provide a very solid foundation for future work in moving towards being paper-free with business practices. There were also some policies that were identified that tied into the forms, and would therefore be investigated during the work of creating the electronic forms. The problems identified were: a lack of consistency in who should be signing budget transfers; cutoff dates don’t allow enough time for employees to submit reimbursement claims; too many approvals required for requisitions and purchase orders; allowing dean level approval for student-related as well as professional development related travel; and finally, reduce redundancy in approvals required for all forms related to travel and reimbursement. Mr. Kennedy stated that he would like to form a committee that included a few people from the Council, a couple people from Business Services, a couple of the respondents in the assessment and Mike Garrity, in I.T. He added that he would like to do one form initially, as a template, and see how that goes. Chuck Bohleke asked if there was a specific Board Policy that stated that all budget transfers need to be approved by the Board, regardless of dollar amount. Mr. Kennedy stated that the Business Office does not wait for Board Approval to enter budget transfers into accounts, and once the money has been entered, departments are available to utilize funds. Mr. Kennedy also cautioned that changing Board Policies can take quite a lot of time to change, and it may slow down the process. However, if there is a policy that will prevent the changing of a form, then the committee will have to look at that policy. Dr. Bohleke stated that he brought that issue up
based on the feedback from the HLC regarding the lack of separation between what the President approves and what the Board approves. Mr. Kennedy stated that was a good point. Dr. Flaherty agreed on simplifying approvals for budget transfers. Ms. Moore clarified that she does not sign budget transfers, those stop at the Vice President level. Humberto Espino stated that to him, the forms were either the beginning of a workflow or the end of workflow and that if the problems behind the form aren’t corrected, then the form will simply expedite a problematic workflow. Mr. Kennedy clarified, that at this point, all they will be working on is the form at this point, due to the institution’s capacity in terms of manpower and competing priorities, they won’t be able to resolve every issue with these practices all at once – this can be a starting point.

NEW BUSINESS

FY 16 COLLEGE COUNCIL GOALS
Ms. Moore asked if the Council was okay with the goals (below) as they were communicated via the list serv, or if they required additional conversation.

1. **Oversight**: The Council will continue to provide oversight for the Shared Governance model, the Strategic Plan, and the completion of HLC monitoring reports.

2. **Communication**: Through various means of communication the Council will increase the campus community’s awareness of the Strategic Plan’s content and goals.

3. **Assessment**:
   a. The Council will insure that all groups included in the shared governance structure are assessing their work.
   b. In addition, the Council will develop a model to assess its own progress.

For the second goal, Mr. Espino asked for clarification on the term “increase” because increase connotes that there would be a measurement of how much the Council has increased. Dr. Flaherty stated that he believes what was meant in that goal was simply the Council would improve what was done previously. Dr. Bohleke suggested creating a communication plan so that there is something to assess at the end of the year. Ms. Moore confirmed that was consistent with what was done in previous years. Ms. Perry stated that the assessment would also be based on asking the same or very close to the same questions asked in last year’s annual College Council Survey, to accurately measure improvement. Mr. Kennedy stated that he would encourage the group to keep the Council’s goals as they are, stating that sometimes trying to create more events and activities to measure communication and awareness, often makes a lot of work without a lot of results. Dr. Flaherty agreed. The Council approved the FY 16 goals, as documented here. Ms. Moore stated the implementation of these goals would be an agenda item for the September meeting.
STRATEGIC PLAN ACTION UPDATE
Ms. Moore informed the Council that this agenda item is something that was discussed with Ms. Perry, in order to provide the Council with regular updates on Strategic Plan action items, and hopes that the Council will consider what actions they would like to hear about in future months and communicate that forward. She stated that she understands some actions aren’t as well developed as others and that there may be items that are challenging, and the Council needs to hear about those as well in order to support the work of the action champions as well as the institution. Pamela Perry presented Ricardo Segovia, Action Champion of Action 1.1 (related to Strategic Plan Goal of Increasing College Readiness) – Collaborate with K-12 Partners to Ensure Alignment. Mr. Segovia informed the Council of the successful pilot which involved taking Dev Ed Math into the district high schools – East and West Leyden. 84% passed at East Leyden and 48% at West Leyden in the first year, which was very successful. This year is now the second year of this initiative, and now several schools are on board, including East and West Leyden, Proviso East and West, Oak Park River Forest. Private high schools in the district have also shown interest. The second phase of this initiative is to bring information on registration, admissions, financial aid, counseling, advising etc. into the high schools, with the help of the Admissions Department. This will assist in the recruitment of these students. Dr. Bohleke asked if these students success rates were going to be tracked and Mr. Segovia ensured the group that they are tracking these students to see how successful they go on to be once enrolled at Triton College. Pat Zinga asked if tutoring would be available to these high schools students and Mr. Segovia confirmed that it would be and that everything available to a Dev Ed math student here at Triton would also be available to these high school students.

Ms. Moore announced that Ms. Perry would be sending out the one sheet matrix that shows who all of the Strategic Plan Action Champions were, for the Council’s reference.

NEXT MEETING
September 28, 2015 at 2:00pm in B204/210

Ms. Moore stated that she had the opportunity to talk to some hopeful hourly representative candidates and believes there will be an hourly representative in place for the next meeting.

ADJOURNMENT
The meeting was adjourned at 3:11pm.