CALL TO ORDER
Ms. Moore called the meeting to session at 2:05pm.

ATTENDEES
Present: Mary-Rita Moore, Dr. Michael Flaherty, Pat Zinga, Baylee Cabrera, Pamela Perry, Kevin Kennedy, Humberto Espino, Maria Correa, Chuck Bohleke

Absent: Donna Stadermann, Sam Tolia, William Justiz, Maria Correa, Andrea Blaylock

Others Present: Joe Klinger, Shelley Tiwari, Raquel Monge, Curry Greene, Brenda Jones Watkins, Peter Jaswilko, Sujith Zachariah, Sara Gallagher

APPROVAL OF MINUTES
The Minutes of the November 26, 2015 meeting were approved by unanimous voice vote.

HOT TOPICS
Kay Frey asked if the campus community would be able to see the results of a vote taken at the public campus renewal project review meetings. Mary-Rita Moore stated that it wasn’t an actual vote but more so a format to receive input from the campus community. The input received will inform the Executive Team in their decision making process.

Ms. Moore announced that her office received word last year that the state would be releasing federal funds, related to Perkins for career technical education as well as federal funds pertaining to Adult Education. These funds total a little over $900,000. Ms. Moore stated that this was great news, but the state is still holding other portions of the budget that are still impacting the institution greatly. She commented that she saw an email that gave information on collaborative work between Illinois community college student governments who collected signatures on a petition for MAP funds. Baylee Cabrera confirmed, stating that they collected a total of 7,800 signatures throughout the entire state.

Pat Zinga commented that she had received a survey asking all financial aid administrators to respond on how they are handling the state budget impasse so they can gather all that information and get a better understanding of the impact of the MAP grant issue, in order to respond to questions from policy makers, etc. Ms. Moore stated that she has been hearing a variety of things from her colleagues at different campuses on how they are dealing with the MAP grant issue and there are a variety of approaches that have been taken. Triton College will continue to support those students who are eligible for the MAP grant and will ensure that they are able to continue for this year.

OPERATIONAL ASSEMBLY
Shelley Tiwari reported on committee reports from the last Operational Assembly meeting. Joe Klinger shared the recruitment packet on behalf of the HR Committee, and reported that administrators are currently taking the packet to their conferences, and HR is currently in the process of putting the packet up on the website. There were some questions from the Diversity Committee regarding recruitment and challenges the institution faces when looking for diverse candidates. The Business
Committee reported that a lot of time was spent in budget presentations and that the east side of the campus renovation is wrapping up. For the SEM Committee, Dr. Quincy Martin reported that this upcoming year will be the year of actions regarding their long-term goals for increasing enrollment and under their short-term goals there are various enrollment initiatives currently taking place around the campus. The Data Team discussed the outcomes of the recently held data summit, and looking at next steps regarding this event. Three main themes that came forward, the first one was looking at new form and mandatory withdrawal policy, having a rigorous and mandatory in-person orientation especially for online students, and scale up the first year of services to support new students coming in. The Data Team has decided to have a college hour to further discuss this. The Diversity Committee went over the details of their newsletter. The purpose of the letter is to get conversation going about the variety of diversity events that Triton hosts, as well as highlighting programs, initiatives, and a data corner that highlights who Triton students are. Their next newsletter will feature data on district high schools. Dr. Chuck Bohleke stated that Dr. Kurian Tharakunnel has posted data from the data summit is now up on the employee portal. Shelley Tiwari stated that the next Operational Assembly meeting will take place in February.

ACADEMIC SENATE

Dr. Flaherty announced that the College Curriculum Committee gave the Senate an overview of all that has been done by way of reviewing and approving curriculum changes, but the priority of the committee continues to be the AS degree. Kevin Li has put together a sub-committee to figure out exact curriculum changes for the new AS degree. The Scholastic Standards Committee continues its work examining transcriptions of student clubs experience and reviewing the format for final exam week. The Academic Support Committee is giving a survey on online instructors to find out about students accessing services and blackboard trainings. The Campus Quality Committee announced that there will be new door codes for the classroom doors next semester and there will be a wider distribution of panic buttons. The Professional Development Committee is working on the Spring Workshop and there will be some smart teaching components but also some crisis intervention trainings. The Technical Advisory & Distance Learning Committee continues to work on online evaluations so that by next semester students will be able to do online evaluations of courses and instructors. Also, working on the new Blackboard which is going through some changes, and trainings in the CTE are continuing. The next Academic Senate meeting will be in February.

OLD BUSINESS

ASSESSMENT OF BUSINESS PRACTICES AND POLICIES

Kevin Kennedy informed the Council that he has been working with the Committee on getting a new travel policy together, as well as working with the President. The goal has been to simplify the travel policy and as of right now, the policy is stating the following:

- An employee requesting single day travel within or out of the state of Illinois must obtain two approvals which would include the supervising administrator and the appropriate vice president.
- At that same approval level, a supervising administrator and appropriate vice president can also approve overnight travel of one or two nights, within or out of the state of Illinois.
• The third level of approval - if an employee is requesting overnight travel of three or more nights, within or out of the state of Illinois, would require the approval of the supervising administrator, the appropriate vice president, as well as the president.
• This new travel policy no longer requires that overnight travel or special travel circumstances go to the Board of Trustees.
• All requests requiring air travel need to be approved at least 30 days prior to the travel.
• All travel requests requiring overnight stay but no air travel need to be approved at least 20 days prior to the travel.

Mr. Kennedy stated that there will need to be two readings of these changes at the Board meetings, and there may be some changes that come from that, but as soon as this policy is approved it will be implemented. Mr. Kennedy will continue to keep you updated on any progress or changes. Dr. Flaherty suggested that having a single budget for professional development funds would further simplify the travel policy and make things easier. Mr. Kennedy agreed that it would be helpful but there are some ICCB regulations that prohibit this, but he did offer to look at this again to see if there is a way to further simplify.

FY 17 BUDGET Q & A
Ms. Moore stated that she just wanted to convey her appreciation for the cost center managers on their involvement in the work of comparative budgeting. Last week step 1 of the FY 17 budget took place, and that was the budget presentations. Ms. Moore stated that she really could see the work and effort that went into the presentations, and asked that the Council convey her appreciation of all the collaboration and hard work. She also noted that while the institution did start a bit behind with this new process, they have noted to start earlier in the future to support all of the work that goes into preparing for the presentations.

NEW BUSINESS

HLC ASSURANCE VISIT
Pamela Perry announced to the Council that the institution did hear back from the Higher Learning Commission regarding scheduling the assurance visit, and that visit has been set for March 5th and 6th, 2018. Ms. Perry stated that typically an institution would begin working on this assurance argument approximately two years in advance, so starting early next semester she will be bringing information forward to the Council and a proposal on how the institution can start working towards this visit.

STRATEGIC PLAN SEMI-ANNUAL REPORT
Ms. Perry announced that the Semi-Annual report that was attached in the meeting packet is actually the last report that will come forward in this format since the structure is changing from three reports a year, to two reports a year, in an effort to cut repetition. She received some feedback from Council members on minor changes, grammatical changes and typos and thanked all for their time and asked all present if there was any additional feedback. Maria Correa asked about the stigma that seems to be attached to the use of support services and asked if there was anything being done to address that stigma. Ms. Perry stated that she would go back to the action champions working on the student support actions and ask them and bring information back to the Council.
STRATEGIC PLAN ACTION UPDATE
Ms. Perry introduced action champion Sujith Zachariah who was present to give an update on Action 2.4 – Enhance Prior Learning Assessment under Strategic Direction: Improve College Completion Rates. Prior Learning Credit is defined as credit awarded for demonstrated college-level learning gained through work, traditional and nontraditional educational experiences, and other life experiences. Prior Learning Credit may be awarded through one or more of the following means:

- Advanced Placement
- College Level Examination Program
- DANTES Subject Standardized Tests
- Military Experience
- Portfolio Evaluations
- Proficiency Examinations
- Transfer Credit

Mr. Zachariah indicated that a lot of progress has been made with this action, through collaboration with the Scholastic Standards Committee who had already been working on this initiative prior to it becoming an action under the Strategic Plan. He stated that the main priority for the action now is spreading awareness, so he, along with Julie Gilbert of the Scholastic Standards Committee have been presenting at Academic Senate as well as Chairs and Coordinators meetings to create dialogue. In addition, the Admissions Department will be using the pamphlet that we created (see the attached - Appendix A) in the community during recruitment activities. Ms. Moore asked if there was no previous analysis of what types of prior learning credits were flowing in. Mr. Zachariah confirmed this and stated that moving forward there will be some additional analysis conducted to look at who these students are that are coming in and earning these prior learning credits. Ms. Moore asked Mr. Zachariah if he faced any challenges in this action item and how the College Council could support his efforts.

NEXT MEETING

ADJOURNMENT
The meeting was adjourned at 3:01pm.