Attendees: Garrick Abezetian, Sandra Berryhill, Jean Dugo, Julie Gilbert, Luisa I. Hernandez, Joe Klinger, Quincy Martin III, Shelley Tiwari

Guests: Laura Torres, Jean Dugo

Feedback from College Council:
Shelley stated that she shared highlights of OA discussions during the College Council meeting. No questions were asked. Some of the other discussion topics of the CC meeting were crisis management update and FY ‘17 budget process.

Committee Meetings Highlights

a. Human Resources (J. Klinger):

HR continues to work on the development of the wellness program. Joe has been working with President Moore on some of the ideas already discussed. In the coming weeks HR will look at some of the resources that are already in place like insurers that currently have Blue Cross Blue Shield and vendors. EAP provides wellness programs either for free or a low cost. The Spring PDC calendar will be coming out in January 2016 with lots of health and wellness trainings.

Joe brought the recruitment packet brochure and passed it around so that everyone had the opportunity to view it. A few administrators have taken them to conferences. The packet is something people can take when they are done with the recruiting process as it talks about our benefits, professional development, some facts about the institution, talks our President and our two VP’s. Regarding diversity and recruitment, the board policy says that we are supposed to hire the best qualified candidate for the position but we also have an affirmative action, and EEO board policy. HR requires diversity questions through the interview process, diversity through the committees, and HR monitors the applicant pool to ensure quality. EEO category doesn’t require people to disclose their race.

Questions/Concerns/Ideas:

Julie inquired if there is information in the packet that cannot be shared with those who are not serious about Triton College. Joe replied that it is a general document. Julie inquired if it can be available electronically to which Joe said that they are working on it, and it will be posted on HR website. Luisa inquired if candidates do not complete a form about their ethnicity, can the search committees tell their ethnicity. Joe replied all that is needed is diversity in the process.
Shelley inquired what happens if search committees do not end up finding qualified diverse candidates. Joe replied that they go back and look at it as a group, and brainstorm to find different avenues. Luisa inquired if our faculty reflect the diverse student body. Joe replied there are many restrictions that does not allow for recent college graduates and/or faculty to come on board without having the specific degree types, experience, and the salary expectations are higher than Triton’s.

b. Business (G. Abezetian):

The business department has spent a lot of time in the budget presentation that has lasted the last 48 hours.

c. Facilities (Gary reported on behalf of J. Lambrecht):

Construction on the East side of the campus is being wrapped up, and decisions on what investments to pull are being discussed.

d. SEM (Q. Martin):

SEM worked on four major goals this year: retention plan, points of pride, customer service, and barriers to enrollment and this upcoming year will be their year of actions. SEM will be meeting this week and the team leads will discuss their ideas to move forward.

Short term goals: persistence group, community recruitment group, and marketing group. Mass communications have been sent out via e-mail about recruitment, enrollment initiatives, and register now campaign. Faculty made outreach phone calls to students. Amanda Turner will provide a weekly spreadsheet to report recruitment efforts completed. Community outreach encouraged faculty, staff, to go out and reach faith based organizations, businesses, etc. SEM will be assessing the community recruitment. Marketing’s role is taking the ideas of both groups and bringing it to life. SEM is open to ideas and suggestions.

Questions/Concerns/Ideas:

In a previous meeting Luisa asked if there was any adult education members on SEM. Quincy inquired about that and responded that they do, and Maria Talamantes serves on one of the work groups for SEM. Shelley asked if SEM received faculty recommendations for joining the committee and Quincy responded that Deb Krukowski has reached out to faculty and Quincy has also sent out e-mails.
Julie inquired about the start date of the No late registration initiative. Shelley responded that we implemented the new procedure two semesters ago, in spring 2015. Julie inquired about the last day to pay student balances and Sandra responded that it’s January 5th.

e. Student Success Data Team (S. Tiwari):

The data team discussed the outcomes of the data summit. An assessment survey for the summit was sent to the participants and recommendations were given. Some of the emerging themes from the summit discussions were- have a uniform and mandatory withdrawal policy; a rigorous and mandatory in-person orientation especially for online students, and scale up the first year services. The team will probably be doing a college hour in spring.

Questions/Concerns/Ideas:

Sandra mentioned that in-person orientation numbers are low. Luisa mentioned that not just the students but the parents have to be educated as well. Students coming directly from high school should be informed of the expectations and their parents. Sandra mentioned per FERPA they need to authorize the parents to obtain information.

Jean mentioned that a while back when a data analysis on students who dropped for non-payment was done it was found that the neighboring schools charged a fee for reenrolling.

f. Diversity:

The diversity team went over the newsletter which comes out as part of Triton Today. The purpose of the newsletter is to get conversations going about culture events, highlights of a specific program or initiative that needs a certain diversity need, and a data corner presenting data to give everyone an idea of who our students are. The next newsletter will be coming out next week and will provide data of the district high school students.

Questions/Concerns/Ideas:

Shelley inquired about the type of data that the committee is looking for to include in the newsletter. Luisa responded not a lot of data but a piece of informative data.
Old Business:

a. Engagement and attendance at OA meetings: Shelley shared with the OA members that she has met with faculty representatives from OA committees to gather ideas for discussion topics for future meetings and has received good input. Faculty members were willing to share their perspectives and ideas to increase engagement and attendance at OA meetings. Shelley will be including these items in the upcoming meetings and thanked faculty for their feedback.

New Business:

a. New budgeting process: The budget presentations took place during the last 48 hours. Everyone had an opportunity to present and used standardized forms to complete their budget. Garry and Pamela will be meeting to discuss performance indicators. Shelley inquired about the absolute deadline to make any changes and Gary replied that budget can be changed by February 8, 2016.

Announcements: No meeting January 2016; next meeting in February 2016

Adjournment: Meeting adjourned at 3:30 p.m.