Meeting Notes

**Attendees:** Garrick Abezetian, Sandra Berryhill, Humberto Espino, Julie Gilbert, Luisa I. Hernandez, Joe Klinger, Quincy Martin III, Shelley Tiwari, Laura Torres

**Guests:** Kevin Kennedy, Richard Chan, Pamela Perry

**Feedback from College Council**

Shelley stated that she was not present in the last College Council meeting and that Quincy reported on her behalf. She will request Quincy to provide feedback from Council. From reading the minutes, it appears that there were questions and concerns about attendance in Operational Assembly meetings. She would like to discuss this topic in details under new business.

**Committee Meetings Highlights**

- **Human Resources (L. Torres):** Due to an insurance meeting, Joe has sent Laura Torres to report on behalf of HR committee. Laura stated that Joe wanted to relay to the Operational Assembly that HR had been delegated by the President to develop a Health and Wellness Program. Basically they are looking for ways to promote healthy eating, exercising, and overall well-being of the mind and body. HR is looking to get some suggestions or ideas from other committees. Shelley stated that this was brought up in the Administrator’s Retreat and would be a good topic to discuss.

  Some of the ideas provided by the OA members were

  ➢ Health fair event for staff only with different tables available for people to check-in, if they have questions they can be answered. It can be tied in with the Health Careers program they can have people, it will be a nice benefit for them, and where they can have students involved to help with it. The same type of thing it can benefit the employees as well as the students it is a win win for everyone.
  ➢ More ideas for an on-going program are needed. For example massage places if you go so many times during the month you get this amount of a discount.
  ➢ Weight loss contest.
  ➢ Important for faculty to be involved as well.
  ➢ A walking club. Creating a pass for walkers.
  ➢ Perks or incentives.
  ➢ Blue Cross Blue Shield has a fitness program available on their website.
  ➢ Use of the new facilities across campus. There would be the track as well. We already have a walking track that we can walk across the way.
  ➢ Credits for fitness classes.
  ➢ Raffle an iPad.
  ➢ Triton gear and/or Triton gear for specific fitness programs.
Questions/Comments: Joe stated that the problem with the wellness program is getting participation and continuation. We would have to give a really strong incentive as to why people should be involved in it. Any research done tells you incentives are what makes up the program and what incentives to drive people to participate.

- **Business/Facilities (G. Abezietian):** A new budgeting process called Comparative Budgeting has been introduced, which basically means that through the Deans and AVPs we will have to justify the amounts we want to spend in 2016 and the process will start earlier than in the past. We may say everything is the same but we will have to justify as to how and why. This will start end of November 2015 and more will come after. Regarding bond project, it's moving along all over campus including the East Campus. All of the heavy lifting is done, now it is just the decorative stuff, grass, painting, etc. B-building is still in the drawing board. A-building is a year out.

The Cernan Center has a new projector and received a $10,000 donation for $20,000 movies. New Director Kris McCall at the center has been on board for six weeks now. Julie stated that she will get her students to go visit the center, and that not many are aware of all the stuff in the Cernan Center. Garry stated that the director will be working with faculty and will be doing more as with the new full dome digital projector there is more that can be done.

We are still waiting on the State for money, for grants money as well as ICCB. We are on our annualized basis of over seven million dollars. Kevin stated that there are still rumors floating around but the previous board meeting the President and Chairman said that as of right now we are not making any changes and Adult Ed and GED. Kevin further stated that as an institution we are lucky to have a pretty good reserve compared to other smaller institutions who do not have the money in reserve and had to make cuts. Garry stated that the Chairman wasn’t looking to make any changes until after the Presidential elections of what he said in the meeting, a year from now. Luisa stated that some Adult Ed programs have closed and/or will be closed at the end of December 2015 in other institutions. Garry stated that we are due around six million dollars from the State for their portion and the thought is that even if they resolve it we may not get the back case of it, but that’s a good way to cut the deficit for the State.

- **Student Success Data Team (S. Tiwari):** The main topic of discussion in the last team meeting is planning for the upcoming Data Summit. She encouraged members to register as there are a few slots available. The objective of the summit is broad engagement of the campus in the data on student outcomes. This could be a great venue to be more informed on what our data is and discuss it with others on campus. Interested faculty members can request for paid substitutes. Some of the topics for data discussions will be course success, placement and advancement to gateways courses, student engagement, and student satisfaction survey and retention/completion data. We want to hear from all employee groups and get their insights on why we might be seeing what we are seeing. We are also inviting students to participate.

The data team also talked about graduate success tracking as it is an action item that is aligned
with the data team. Some of the discussions revolved around what exactly do we want to track and how do we want to define success. Two suggestions that stood out were using employer surveys and tracking academic success rates of students who transferred to 4 year universities.

Questions/Comments: Luisa asked if the data being looked at is going to be disaggregated. If we are looking at success rates, we are also going to look at success rates of African Americans and any other diverse groups. Shelley answered that she will check with research and agreed that it is important to look at disaggregated data. Regarding graduate tracking, Julie stated that an idea can be to complete surveys once student complete the class. They get sent out to our graduates. Shelley stated that we have had a bad response rate on the graduate surveys last spring as well as employee surveys as ICCB requires them. The other concern that was brought up during the meeting was the duplication of efforts. One example is surveying students and that multiple surveys are being given by different committees/areas requesting similar type of information. We may start to see survey fatigue. We should inquire about existing data first and Research office has a lot of data already. Julie stated that perhaps taking the initiative to read the minutes from Senate and other minutes to see what people are doing can help. Putting the data out there for everyone to view and have access would be helpful.

- SEM (Q. Martin): Quincy sent out an e-mail copy of the retention plan that the SEM committee has developed. The important piece of the retention team of the SEM committee who developed the retention plan, made sure that the strategic plan was aligned to a lot of the items to kind of move the needle. Shelley brought to Quincy’s attention that a few individuals listed are not action champions and changes will be made. If there are any questions he will be happy to answer them. Also Quincy sent out an e-mail with his co-chair Deb Krukowski to a large portion of the campus to let them know that they are expanding SEM and essentially he discussed the core components of SEM: Points of Pride, Retention, Customer Service, and Barriers to Enrollment all these are long term enrollment strategies. We expanded the role to include some short term enrollment strategies specifically for this upcoming spring. Those are divided into work groups and those are community outreach led by Paul J. and Izabela Z. this work group is responsible for creating some short term and very aggressive to get out there and do recruitment for our various population faith based organizations, high school students, adult students, businesses etc. They developed an action plan and submitted it to Quincy and Deb who have been reviewing it. They have a persistence work group led by Ric Segovia and essentially that work group is responsible for making sure that students who are currently enrolled will re-enroll for the next semester. Next week either Quincy or VP Olson will be submitting a communication to the campus to let everyone know what some of the short term strategies towards enrollment are. We have to be very aggressive as with the state budget as there is so much at stake. We are really going to rely on a lot of hands on approach. Quincy received an action plan for that as well and will be reviewing that with VP Olson. The third work group that was created was a marketing work group they will be taking all the ideas from the community outreach workgroup and from the persistence workgroup and they will be developing a plan to really get it out within the campus, inside the campus, and outside the campus as well through the various communication outlets. There is a lot of work that has been
going on and he hopes that others will assist the teams in communicating this message out. If there are any questions at all as to what the role of the SEM is, and what is happening, Quincy is a great point person to contact as well as Deb K. Lastly, Deb and Quincy have looked at their membership and noticed that their full-time faculty from Art and Sciences decided to step down as a member and become a resource member. They are in need of an Arts and Science Faculty as well as one from Careers and Tech. Quincy will send out an e-mail to the Faculty listserv to encourage participation in the committee. If you are talking to faculty please let them know.

Last week during the Senate Meeting there was a discussion about that there aren’t enough committees for faculty to participate in. There are two spaces right now so please pass the message along.

Questions/Comments: Luisa asked as to how the retention plan relates to the Adult Education. Students in adult education are Triton students, in spite of adult education being a grant. The goal is to transition them so we need to retain them through Adult Ed and then transition them to a program. Quincy answered that when this plan was developed, the team combed through the strategic plan and pulled everything related to retention from the strategic plan. Not knowing the details of the strategic plan he believes that there is information related to non-credit initiatives. Quincy said he can look back and highlight them for Luisa. Luisa further stated that for example Tactic #4 which is primarily workforce needs that’s all WIOA and Adult Ed is part of WIOA and that the entire bridge program is focused on that. Then the plan talks about the summer bridge program primarily which is for high schools and now we have an Adult Ed bridge program. Luisa thinks that we need to include that, as it is a goal to retain and transition these students, and we need to make sure that it is there. Quincy stated that it is likely that it can be there or not but he will go back through it and really take a deeper look because it may be imbedded in there and we need to pull back a couple of layers to make a stronger presence that can be looked at.

Luisa asked if there is any representation from Adult Ed in any of those teams, and Quincy answered that the way they had it structured is to get participation from various umbrellas of the college like non-credit and credit representation, and other employee groups. For non-credit we didn’t break it down to Adult Ed and Continuing Ed but instead we have resource members who we go to when we have questions and we also have subsets of the SEM groups. Quincy needs to double check the membership to see if there are any Adult Ed members in any of the teams. If the voice is not there and it needs to be then we can include that. Luisa stated that she thinks about the enrollment numbers and Adult Ed has a fourth of the total student population (not sure if it was a correct number) but it is a significant number of students. It is really important that they are at the table. If they are not then we need to invite them. Quincy answered that he can look through their membership and will let Luisa know but he knows that when there is any conversation about the various student populations they always reach out to those individuals i.e. Virginia C. to say this is what they are working on and we need your feedback. They are always ensuring that the communication is open. Shelley agreed that faculty participation is extremely important. Quincy stated that he really wants to over emphasize that while communicating we do all that we can do towards enrollment and he urged members to take this information back to their departments and/or areas of work and more information will be coming. If anyone have any questions please do
feel free to pass Quincy’s name. Quincy stated that a lot of things within the strategic plan may involve budget and we must be moving forward on many things and have an impact. Shelley asked if the retention plan has primarily actions of the strategic plan and if additional actions will be added in future. Quincy stated that they took actions from the strategic plan and pulled the retention initiatives together. Shelley stated that the retention plan shows that if the strategic plan actions move forward in the given timeline we can safely say that the retention will increase. Quincy stated that just like the strategic plan we need to be flexible as to moving steps. Julie stated that it is reassuring and showing that our strategic plan is a good plan and it is pulling together. We have a lot of the elements in it, and it is just about putting them into action. Shelley stated that it is important that we integrate retention efforts as she has been hearing about a retention plan being discussed in academics. We have to keep everyone on the same page about what the college is doing for retention.

- **Diversity (L. Hernandez):** The committee met and one of the things they talked about is that they want to be involved in the whole retention and increasing enrollment piece. The team thinks it is very important, and the recent data from the consultant really made it very clear that the student population as well as the community population has drastically changed. So, we want to be involved in assisting whenever we can. It is important to learn more about what is taking place in order to make sure that we are doing intentional activities to focus in recruiting. For example; the African American population. We are really concerned about the low number of enrollment and the retaining graduation rate. We are looking very specific not at the entire college but specific populations and how we can help. We want to invite individuals from these different groups to come and talk to us, and see how the diversity committee can be involved in helping with these kinds of things. We want to hear what they are working on and maybe bring up issues that they haven’t addressed, and what can be done to help in those efforts. We also talked about similar issues of diversity with HR about the recruitment of faculty and staff. We are still seeing the discrepancy between our student populations and the staff which is still a significant issue. We understand that sometimes if we post a job announcement and people are just not applying then the question to this is what intentional activities HR is doing to actually go out and recruit a specific population? For example; the team met with Joe last year and one of the questions was that whenever there was a big conference in the city that we make sure we are there and recruit from those people. We should work with the universities that are training teachers make it really targeted and not just put a job announcement. We have to make it more intentional.

**Questions/Comments:** Shelley asked for clarification on the recruitment part, if that means the recruited candidates will still have to go through an interview process to which Luisa said yes. Sandra stated that we can leave the job announcement out there for longer until we have a better pool to select from. Luisa stated that for example if we need more minority faculty in the Arts and Science department or other areas, then we go work directly with say UIC with the students in the education program and target them. Just like in the engineering program companies are coming straight to Antigone to recruit. Luisa further stated that last year we talked about that when
Administrators go to the national conferences the administrator's view themselves as recruiters for the college as well as faculty and make sure we are passing out our business cards and informing them that we are hiring in this area. Shelley stated that she believes that HR is already working on something like that and HR already has brochures ready. Luisa stated that it is not intentional and she has never seen the brochures. Shelley stated that she will request HR to bring the brochures to the next Operational Assembly meeting. Quincy stated that HR has been intentional about that.

Last year, when he went to a national conference and they were looking for a variety of positions within the student affairs, he inquired and Joe provided some brochures that highlighted our diversity, the type of campus we are etc. They purchased a table like a career booth and interviewed people. Quincy said that he doesn't know how aggressive we have been at communicating it but it is there. Luisa stated that maybe this is the issue and that in May she went to Encore a huge diversity conference which could have been a great opportunity to recruit. Quincy stated that we cannot just go and recruit and that we have to know what we are recruiting for. Luisa stated that she has been on search committees and there are very limited populations applying for these jobs. So, what can we do to ensure that they apply? Laura T. from HR responded that Joe posts a lot of positions though other job boards and not just the Triton College website. Quincy asked Luisa how she knows they are not applying and if she receives a report from Human Resources that indicates the racial and ethnic makeup of the applicants. Luisa stated that a lot of times applicants self-identify themselves in the application and talk about their diversity, but she has served in the search committee such as the Dean for the Business and Tech and they are just not there. Quincy again asked that if someone is not putting it in the cover letter, how she would know that and if she is receiving the data. Luisa responded in negative but said that this came up because they have Monica on their committee and she also stated that they are just not applying. For example a population that really doesn't apply for faculty jobs is the Latino community. Quincy stated that he respectfully disagrees because every committee that he has been on, especially with the student affairs, have a very diverse makeup of people.

Quincy said that when we call these people for interviews we see, and we haven't experienced that in the ten years that I have been here. Maybe there are other populations or segments of the college that might have experienced this but not in his area and in the committees that he has served on. Shelley stated that there may be certain positions that we might not have qualified candidates available at all. Sandra stated that in the last search committee she served on there was a minority being interviewed and Luisa stated that she didn't say that there was no minorities, but there are limited minorities. She said for example 30% of our student populations are Latinos and our number of Latino faculty is very low, especially full-time faculty. Shelley stated that there might be other reasons why minorities might not be applying, and it may not just be related to us not reaching out. Shelley said that she has been on many search committees as well, and has seen diverse candidates coming for interviews. Luisa stated that the Diversity newsletter will be coming out before Thanksgiving.
a. Attendance and engagement at OA meetings: Shelley stated that she would like to discuss any suggestions or ideas that the assembly members have to increase attendance in our meetings. Shelley requested Quincy to give more details about the discussions that happened in the Council. Quincy stated that they didn’t go into a robust discussion about how we get people here but they noticed that the membership is low. Shelley stated that it is important that the members attend the OA meetings and that the HLC has recently accepted the new governance structure but we cannot just stop making efforts to keep it engaging and meaningful for all and continue to assess it.

Pamela Perry gave an update about HLC’s response to the recently submitted monitoring report on two specific areas. The whole report was on governance but the first was the shared governance and it relates to the delineation between our union and our shared governance, review, etc. The second part of the report was related to board policies, specifically things related to the operations of the board. They reported that everything looked good in section one. In relation to the board piece they said we are moving in the right direction but still had some work to do related to our travel policy. They also noted that in our report we had said that the college council was drilling into that further and they want to hear what happens with travel policies, specifically where they reside with the executives and less approval having to go through the board. Everything we have said about our purpose, intentions, and our shared governance changes looks good on paper, but in their next visit if they find out that the operational assembly doesn’t really do anything, and people don’t attend, we will end up right back on reporting for this particular item. We need to work now to make this functional and purposeful and to take an active participation in it, and not sit back and wait for somebody else to make Operational Assembly meaningful to your group or area. For that to happen we really need everyone’s involvement. Some of the things that could happen is bringing in information and disseminating it out and using it as a source of feedback because we hear all the time that no one asked for a person’s input, and because an e-mail isn’t enough. In order for that to happen we need to engage in a dialogue. This committee is a great place to start dialogue on particular issues which can be expanded by the membership, by bringing information back to their committees, having dialogue about it, and bringing back feedback from those areas. It is also a starting point that if you hear something here that you want to take back to your committee and know more about, you can invite people from the operational assembly to attend your committee meeting. We all need to feel empowered as an Operational Assembly member as a committee addressing areas that are important to you and/or your committee. Everyone needs to take the initiative to tell Shelley what they want to hear, example would be details about what is going on with the bond project. Members can ask Shelley to add it to the agenda and have the team do a presentation on the bond project. We touched very briefly on the comparative budgeting today, if when you bring it back to your committee and they had a lot of questions that were not able to get answered, you can put it on the next agenda,
a specific item, so that a presentation can be provided on that item so you get back information that is important to you.

Shelley stated that the Operational Assembly is made up of all of our committees and we need to take equal partnership in making it meaningful. People can be busy, and other priorities can come up, but in that case we can have another representative attend. Sandra said she understands the purpose of this meeting and will be making an effort to attend and will not be sending a representative. Shelley stated that one thing that we are not doing anymore is reading the committee reports in advance, if we think we need some time to digest before coming up with feedback and questions. Julie stated that sometimes it is very difficult to get the timing of electronic documents and then we have to bring them to the meeting. Shelley said that another idea is to maybe come up with some goals for OA, just like the other committees. For example one of the goals could be to improve attendance in our meetings this year. Julie stated that perhaps we can have something like Hot Topics. Kevin stated that sometimes we structure things too tightly and a lot more comes out of a meeting if it is not so structured and we have more honest conversations on the table. Sometimes we sit here and read our reports and we never get through the real issue as an institution. Maybe this is where people go beyond and be honest with themselves and other people. You can still have an agenda but these types of meetings should be for people to open up and have discussions. Being more honest as to how are our students are feeling, how are faculty are feeling, how are people and, support areas, etc. are feeling. Shelley said we will continue this discussion in the next meeting.

**Announcements:** Humberto had an announcement about an initiative of TADEC who will be recognizing 11 faculty members who have been trained on online training on their next meeting. They are going through the conversion of Black Board Essentials which has various tools that can be used. They will be here tomorrow in H114 presenting.

Kevin stated that business hold will be placed in effect. An e-mail will go out but we are in $1.9 million deficit.

**Adjournment**

*Meeting adjourned at 4:00 p.m.*