

CALL TO ORDER

President Moore called College Council to session at 2:02 p.m.

ATTENDEES

Council Members Present: Mary-Rita Moore, Debbie Baness King, Chuck Bohleke, Dayanne Figueroa, Michael Flaherty, Mike Garrity, Audrey Jonas, Hilary Meyer, Tom Olson, Pamela Perry, Elise Rapala, Elizabeth Quan Kiu Vazquez, Hector Zavala.

Absent: Alexis Borrego, Martyna Tabasso, Shelley Tiwari.

Others Present: Cheryl Antonich, Curry Greene, Sacella Smith, Brenda Jones Watkins.

APPROVAL OF MINUTES

Dr. Flaherty made a motion to approve the minutes of the November 27, 2017 College Council Meeting, seconded by Mr. Garrity. The motion carried unanimously by voice vote.

HOT TOPICS

Ms. Meyer proffered a suggestion of there being an outlet to share good news with others on campus, to help build community and break down silos. Council members suggested a space on the portal or in Triton Today to share celebrations such as births, marriages, degrees earned, etc. Questions were raised about who maintains the announcement section on the portal, and who would maintain a Good News section. It was decided that Council members would reach out to their constituencies to see how they feel about this and then share through Blackboard or at an upcoming meeting. Ms. Meyer and Mr. Garrity will discuss the option of using the portal.

Dr. Flaherty brought a question of how to expand the number of attachments to a claim for reimbursement through DocuSign. Mr. Garrity will explore this and report back, but noted that in the meantime, individuals can scan things together in a copier and have one multi-page attachment.

OPERATIONAL ASSEMBLY

Mr. Garrity provided the following technology update related to classroom technology. Smart classrooms that have the oldest, nearing end-of-life equipment are being identified for replacement with new equipment. Also, classroom space is being identified for the build-out of six new smart classrooms. This is all being planned for the spring 2018 semester.

In response to a question about logging into Colleague without Silverlight when the college moves to Windows 10, Mr. Garrity explained that there is a new Ellucian product that will replace Silverlight, and it will be rolled out with Windows 10, thus eliminating the issue.

ACADEMIC SENATE

Dr. Flaherty highlighted the following items from the December Senate meeting. Senate approved the change in graduation policy regarding credits to be taken at Triton, as presented by the Academic & Scholastic Standards Committee. This recommendation has been forwarded to Vice President Baker and President Moore. The Assessment Committee has completed the

2016-17 assessment cycle and are working on 2017-18. An Assessment Day has been scheduled for the morning on April 6, 2018.

The Academic Senate webpage and committee pages continue to be updated in preparation for the HLC visit.

STUDENT SUCCESS

There was no report in Ms. Tiwari's absence.

OLD BUSINESS

FY 19 BUDGET PROCESS

Ms. Moore provided the following update on the FY 19 budget process, with the conclusion of ten days of presentations from departments and divisions on their proposed budget. The format for these presentations was based on the assessment of last year's process, which resulted in very in depth presentations with various levels of collaboration apparent. A theme throughout the presentations emerged related to retention and completion. The process now continues with a review by the Executive Team and questions to budget managers. It is hoped that by the end of February, there will be an understanding of what concepts, ideas, and adjustments will be brought forward in FY 19.

Dr. Bohleke opined that helping budget managers better understand the objective of the process may help the process. Ms. Moore expressed her appreciation to the departments, leaders, and managers who participated in this second year of the comparative budgeting process, noting that assessment will occur again this year, and more training offered next year as necessary.

HLC FINANCIAL REPORT

Ms. Moore noted that she shared last month about the HLC requesting a report in response to the college's annual financial report being "under the zone," and updated that the report was submitted on December 8. Council members received the report through Blackboard, and it is also available to everyone through the Accreditation webpage. She highlighted that some of the actions to be taken to move the indicator into the proper zone will impact how resources are allocated for the next few years.

Ms. Perry provided this explanation of the report. The structure is set by HLC and includes three major parts along with supporting documentation. Section 1 lays out the component ratios and financial trajectory of the last three years. Section 2 is the college's explanation of the trajectory, including institutional debt for the campus renovation and the state budget impasse, causing a depletion of reserves. Section 3 identifies the actions taken by the college to stabilize the financial ratios. In FY 17 and FY 18, a focus was on stabilizing the ratios, which was realized, and it is predicted that we will be above the zone in FY 18. Benchmarks have been set for the next ten years indicating slow growth, and this will be tracked. Response from the HLC is expected in about four weeks, and there are three possible actions they could take: approval, put the college on monitoring, or have the Visiting Team look into. Tied to the HLC visit in March, the college has been notified that the Federal Compliance section will be reviewed beforehand, with questions sent to the Visiting Team, who will then ask specific questions during the visit.

NEW BUSINESS

MOCK VISIT PREPARATION

With February being the month of final preparations for the HLC visit, Council discussed getting ready for the visit using the tools of a White Glove Review and a Mock Visit.

The White Glove Review incorporates facilities, signage, items that indicate the protection of student privacy and safety and institutional integrity. Examples given were consistent messaging in signage, evacuation plans being current, security in areas where student data is exchanged. This review would also include the website, with a suggestion of going through the Assurance Argument and picking big, significant items (like Mission, Student Success, or Diversity) and doing a search of the webpage to see if current information comes up. Ms. Jonas and Mr. Garrity volunteered to head the White Glove Review team, and will be seeking volunteers from across campus.

The Mock Visit Team will include building substantive questions around major topics where there are challenges and bringing those questions to the people likely to be asked about specific topics. This will allow employees to get comfortable with the types of questions that are likely to be asked, and arm them with information. If the agenda is received from the HLC in time, we will know the groups they want to meet with, and they can be targeted. If the agenda is not received until the last minute, the Team will focus on the challenge areas where there have been monitoring reports. Dr. Bohleke and Dr. King volunteered to head the Mock Visit Team, and they will be asking for volunteers from the college community who are familiar with HLC visits.

This topic will be on the January College Council agenda.

NEXT MEETING

The next meeting of College Council is scheduled on January 22, 2018, 2-4 p.m.

OTHER

Happy holidays were wished for everyone.

ADJOURNMENT

Dr. Flaherty made a motion, seconded by Dr. Bohleke, to adjourn the meeting. Ms. Moore adjourned College Council at 3:18 p.m.

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