

CALL TO ORDER

President Moore called College Council to session at 2:04 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, Shelley Tiwari, Elizabeth Quan Kiu Vazquez, Hector Zavala.

Absent: Alexis Borrego, Martyna Tabasso.

Others Present: Cheryl Antonich, Stephen Butera, Jean Dugo, Lauren Kosrow, Raquel Monge, Steven Page, Sacella Smith.

APPROVAL OF MINUTES

Dr. Flaherty made a motion to approve the minutes of the December 18, 2017 College Council Meeting, seconded by Dr. Bohleke. The minutes will be corrected to indicate that Debbie Baness King was present. The motion carried unanimously by voice vote to approve the minutes as corrected.

HOT TOPICS

None.

OPERATIONAL ASSEMBLY

Mr. Garrity provided the following updates received from subcommittees. Business Services reported that new tax rates came into effect, with employees notified of this change through a campus-wide email. Technology reported that they are working on 1090 and W-2 forms, which will be mailed only to employees who have not given electronic consent. An email will be sent to employees when W-2's are available through the portal. Technology also reported that web requests have increased due to the HLC White Glove Team's preparation for the HLC Visit, and migration to the new website is also taking place. Student Affairs reported that Super Saturday was a successful event, and that Student Welcome Back Week is planned to start on January 29. Two lactation rooms are now available on campus, in the B and G buildings. Research reported that the Graduation Success Report will be ready for release this week, and they plan on reporting highlights at the next meeting.

ACADEMIC SENATE

Dr. Flaherty reported that Academic Senate will meet for the first time this semester on the second Tuesday in February.

STUDENT SUCCESS

Ms. Tiwari distributed a summary of discussions that have been occurring on campus regarding the NCCBP Data shared last fall. Issues being discussed include a better class scheduling system to allow students to take classes in their program in a reasonable timeframe, class withdrawal rates, and peer mentoring. The withdrawal issue centers around students not being informed of the consequences of their withdrawal, and it is hoped that something can be done to

communicate options when students go online to drop a class. It was noted that SEM has a retention team working on something similar this semester, where in existing programs (i.e. TRIUMPH, SURGE, TRiO, Athletes) a trigger is created, making it a requirement that a student see an advisor before withdrawing. It was agreed that sometimes there's not a lot to be done if a student wants to drop a class, but it is important that students know their options. It was suggested that the withdrawal policy be reviewed as this issue is explored. President Moore expressed that she hopes ideas like this move to action and that resources are requested through the budgeting process.

OLD BUSINESS

SHARING GOOD NEWS

College Council members shared feedback they obtained about the Sharing Good News suggestion. Overall, comments received were positive with some concerns about where news would be shared and what procedures would be in place to determine what can be shared. Ms. Meyer reported that she has met with Mr. Garrity along with Sam Tolia and Stephen Butera from marketing. The recommended solution to the location of Good News would be to place it in Triton Today, with a submission form going to Mr. Butera who would follow up on submissions for verification and approval. It was noted that learning of new hires or job changes would be especially helpful news to know. President Moore asked that a small group get together to create a definitive structure and criteria for submissions and either discuss through Blackboard or bring back to a Council meeting. Ms. Meyer, Mr. Garrity, and Ms. Figueroa volunteered.

DOCU-SIGN FOLLOW-UP

Mr. Garrity reported that Operational Assembly discussed the issue of multiple attachments to DocuSign forms. While there is a way to create this ability, it would require hard coding, and the Business Office would prefer to receive one attachment. Dr. Flaherty reminded that part of moving to an electronic form process was to make it more convenient. Right now the way to submit more than one attachment is to scan them all together as one document, or send them via email.

ASSURANCE ARGUMENT

Ms. Perry reported that the Assurance Argument is all cleaned up, closed, and on the portal for viewing. She thanked everyone for their contributions to the document, which resulted in adding a lot of data and clarifying processes. President Moore added her thanks to everyone for their work in making the Assurance Argument more effective.

HLC VISIT PREPARATIONS

Dr. Baness King reported that the Mock Visit Team has met several times, reviewing what other institutions have done to prepare, and pulling pointed questions from each criteria to be used in the open forums. The Mock Forums have been scheduled on February 6, 7, 15, 20, and 27 at 2 p.m. in B-204/210, with a different criteria covered each day. The Team is working on recruiting volunteers from across campus to participate on the panels. The Mock Forums will be advertised in Triton Today, shared at various meetings, and College Council is asked to spread the word to their constituencies.

Ms. Jonas reported that the White Glove Team has been strategizing how to cover “walk-throughs” of the facilities and digital information. They are working with AVP John Lambrecht on facilities issues, with walkthroughs to look at signage, evacuation routes, and items that might need updating. Important issues are making sure everything is up-to-date and accurate. Administrators are being asked to review their immediate workspace and report things like broken light bulbs, furniture, and items that need repair. It was suggested that a web form be created for people to submit items that need remediation. The virtual cleanup is being done through emails out to specific individuals asking that they do targeted web searches and make web requests to clean what is needed.

President Moore mentioned that the Board of Trustees will be prepped for the HLC visit through their Board Committee meetings and the Regular Board meeting in February. Ms. Perry also reported that a flyer is being developed with an HLC FAQ and the criteria for accreditation to help individuals be more engaged.

NEW BUSINESS

STRATEGIC PLAN ANNUAL REPORT

President Moore reported that the full report is available on the website, and will also be given to the Board of Trustees. This is the third annual report of the current seven-year Strategic Plan. Ms. Perry provided highlights of the report, noting that a lot of data is being used in assessment of the action updates, and encouraged Council members to review the report. She discussed the benchmarks under the key performance indicators, noting where we are on target, above target, or below target, commenting that the benchmarks are very aggressive and become more challenging each year. President Moore noted that the Strategic Plan will be discussed at a future College Council meeting, after members have time to review.

NEXT MEETING

The next meeting of College Council is scheduled on February 26, 2018, 2-4 p.m. This will be Council’s last meeting before the HLC Visit on March 5-6.

OTHER

Ms. Moore reported that Ms. Tabasso has resigned and is wished well as she explores her career. Council will be updated on her replacement in this group.

President Moore wished everyone a happy start of the spring semester, and encouraged continued discussion about serving our community.

ADJOURNMENT

Dr. Flaherty made a motion, seconded by Dr. Baness King, to adjourn the meeting. Ms. Moore adjourned College Council at 3:28 p.m.

/sp