

### **CALL TO ORDER**

President Moore called College Council to session at 2:05 p.m.

### **ATTENDEES**

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

**Absent:** Audrey Jonas, Hector Zavala.

**Others Present:** Debra Baker, Christopher Clem, Jean Dugo, Geoffrey Glowacki, Sacella Smith, Erin Stapleton-Corcoran, Kurian Tharakunnel.

### **APPROVAL OF MINUTES**

Dr. Baness King made a motion to approve the minutes of the February 26, 2018 College Council meeting, seconded by Mr. Garrity. The motion carried unanimously by voice vote.

### **HOT TOPICS**

Ms. Figueroa provided a handout of Hot Topics from Classified employees. The first topic involves communication with Human Resources, and she explained that information sometimes goes to a Dean only, without information going to the supervisor. A suggestion for improvement is for HR to email not only the Dean, but also Chairperson and direct supervisor when information needs to be conveyed. The second topic is the process of returning to work after being out sick and the need for a doctor's note. Some questions have come up about when a doctor's note is needed, and a suggestion for improvement is a template or a return to work form.

President Moore noted that a communication was recently sent to all employees outlining the process for returning to work. Ms. Figueroa replied that things are still unclear. It was established that no one has reached out to HR for clarity on these issues; in the absence of an HR representative on Council, this information will go to AVP of HR Joe Klinger. Dr. Flaherty noted that the second issue should be laid out in the employee group contract. These topics can come back to Council next month, and perhaps Mr. Klinger will attend.

Ms. Meyer brought forward a question from Mid-Management asking the status of Succession Planning; she will send an email to President Moore about this for contacting Mr. Klinger.

### **OPERATIONAL ASSEMBLY**

Mr. Garrity provided the following highlights from Operational Assembly. SEM has three sub-committees working on specific issues: Data & Marketing is looking to expand digital ad campaigns after success in the fall; Retention is working on pilots in intervention when students want to drop a class and expanding faculty volunteerism in the alert program; Scheduling is working with Arts & Sciences on standardizing scheduling. Technology reported that the new Smart Catalog platform is live; web migration will be going live in May; self-service financial aid and digital transcript platforms are scheduled to go live end of spring. Student Affairs reported on Degree Planning workshops, Open House on May 5, and several campus visits

planned. Also, Counseling is reaching out to students who may be questionable for graduation to advise them of second-seven week options. Academic Affairs is preparing for the STEAM Expo on April 21. Research reviewed the Graduate Success report that is available on the portal; ICCB is working on a graduate report that will have more detailed employment data; the option of surveying students as they apply online for graduation is being considered.

President Moore provided an update on a Diversity committee, noting that work is being done exploring other institutions and talking with students, faculty, and staff. Conversation about equity came out of the annual ATD conference and will be explored during the ATD Coaches visit. Funds have been allocated in the FY 19 Budget for diversity and inclusion work, and President Moore hopes to share next steps by the end of the academic year.

### **ACADEMIC SENATE**

Dr. Flaherty reported that the Academic & Scholastic Standards Committee is researching the idea of requiring students to take college readiness courses as soon as the need is identified through testing, and Assessment Committee is going to explore General Education outcomes. He noted that both of these are major tasks that will take a lot of input and research before recommendations come forward to Senate.

It was announced that Larry Manno is stepping down as Chair of the Assessment Committee, and Lauren Kosrow has been appointed to that position for next year.

### **STUDENT SUCCESS**

Ms. Tiwari distributed the agenda for the ATD Coaches visit on April 12 and 13. The various groups they wish to meet with are being invited to those meetings. Ms. Moore commented that she is pleased to see that this is an action-focused agenda.

Metrics from our first year of participating in Voluntary Framework of Accountability were presented. This set of metrics is comprehensive because it includes part-time students (not included in IPEDS), who are a big part of Triton's population. Details on the two- and six-year cohorts were given, with data showing that outcomes for credential seeking students are higher.

Comments included that this data shows us things we know and discussion progressed into what we can do about it. One suggestion was having students meet with a counselor once they reach a certain number of credits, perhaps 24, to make sure they are on the right path, engage in academic planning, and declare a major. Benchmarking is needed so that we know what numbers to reach for and then avenues need to be identified to get there.

### **OLD BUSINESS**

#### **HLC VISIT DEBRIEF**

President Moore thanked Council for their work and planning for the HLC Visit and asked for their feelings about the visit. Comments included that the college was definitely better prepared than in the past; a variety of people spoke up during the visit; Trustee feedback was that the Team was interested in what the college is doing; the visit was very much like the mock visit

sessions and the questions were very reasonable; there was a high level of engagement throughout campus; there was a lot of pride on campus; the college community was listening and ready; Ms. Perry's leadership was excellent; people felt good about what we are doing on campus. Ms. Moore will let Council know when we hear from HLC.

#### **COLLEGE COUNCIL MEMBERSHIP**

President Moore discussed the following changes to occur in College Council membership. There is a vacancy in HR Representative due to a resignation. The Student Representative changes every year with the TCSA elections; the TCSA President is traditionally the representative, but it could be another TCSA member who would be able to attend regularly. Hector Zavala's term is ending as Faculty representative, and Dr. Flaherty's membership is dependent on his election as Academic Senate Chair. That will be decided in May. Dr. Bohleke's term is ending as Academic Affairs representative.

#### **NEW BUSINESS**

##### **ANNUAL COLLEGE COUNCIL SURVEY**

Ms. Perry brought the latest draft of the College Council Survey, which is designed to assess how College Council is meeting its goals. The pre-HLC Visit questions are no longer applicable, so removed, and the opportunity now is to ask about the preparations for the visit and if it improved engagement levels. Council discussed and made the following comments/suggestions. Strategic Plan questions should remain in the survey. Question 14 about the preparation activities for the HLC Visit should be reworked to reflect participation. It was suggested to ask where employees are getting their information about College Council. Ms. Perry concluded that the survey distribution date is proposed to be April 2. She will send a mock survey to Council for final comments by the end of this week.

##### **FY 19 BUDGET MISSION STATEMENTS & GOALS**

These Mission Statements & Goals were provided in Blackboard this afternoon. Council members were asked to review and provide their comments/endorsement within Blackboard.

##### **SHARED GOVERNANCE COMMITTEE ASSESSMENT**

The template for Shared Governance Committee assessment was provided in the College Council packet, along with a completed form as example. Ms. Perry will send it to the Chairs of Operational Assembly and Academic Senate to distribute to their subcommittees. A quality difference was noted between using the template or not, so the Chairs should encourage use of the template.

##### **NEXT MEETING**

The next meeting of College Council is scheduled on April 23, 2018, 2-4 p.m.

##### **OTHER**

President Moore discussed the busy Spring Break and thanked those involved in the Triton Trouper Circus and Tech Savvy event that attracted over 100 students and over 50 parents.

Congratulations were expressed to our student athletes on the Men's Basketball Team for winning the NCJAA Division II National Championship. Details will be coming soon about Championship Celebrations.

**ADJOURNMENT**

Dr. Baness King made a motion, seconded by Mr. Garrity, to adjourn the meeting. College Council was adjourned at 3:44 p.m.

/sp