

CALL TO ORDER

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

ATTENDEES

Council Members Present:

Mary-Rita Moore, Dr. Deborah Baness King, Christopher Clem, Dayanne Figueroa, Dr. Michael Flaherty, Mike Garrity, Audrey Jonas, Elise Rapala, Carlos Garcia Sanchez, Shelley Tiwari, Elizabeth Quan Kiu Vazquez

Absent: Dr. Susan Campos, Hilary Meyer, Tom Olson

Others Present: Susan Rohde, Will White, Christina Skasa, Lauren Kosrow, Jodi Koslow Martin, Derrell Carter, Humberto Espino, Brenda Jones Watkins, Joe Klinger

APPROVAL OF MINUTES

The minutes were modified to include additional clarity regarding the Mission and Vision goal update. Mike Garrity made a motion to approve the minutes of the May 20, 2019 College Council meeting, seconded by Christopher Clem. The motion carried unanimously by voice vote.

HOT TOPICS

President Moore invited Cabinet member Derrell Carter to update Council on last month's hot topic regarding the status of the Employee Resource Guide. The Employee Resource Guide will serve as a repository for College business practices and contact information. The Guide is currently under review by Business Services with plans to post online to the campus community by August 1. Business Services will be responsible for responding to inquiries and updating on a semi-annual basis. If anyone has questions please reach out to Derrell Carter.

Additionally, President Moore shared that Cabinet reviews quarterly the HLC Criterion Team Recommendations and updates the action completed as well as ongoing progress.

OPERATIONAL ASSEMBLY

Mike Garrity provided the following updates from the June 5th subcommittees. **Academic Affairs** reported Christopher Clem will be the Horticulture Coordinator for the summer. Will White is the new Director of Career Services. Triton College School of Business has received accreditation from the Accreditation Council for Business Schools and Programs (ACBSP) in spring 2019. **Student Affairs** reported new student orientation began June 10 and preparations for the relocation of the Transfer Center, Admissions and Counseling is underway. Nelly Marcial is the new Director of the Transfer Center. **Business Services** submitted a tentative FY20 budget to Finance and the financial audit has begun. **Human Resources** has implemented and is conducting Implicit Bias Training for search committees and continuing to review the new proposal for performance standards. Spam/Phishing

training sessions were held in May with over 120 participants. **Technology** reported the completion of the Colleague migration to new servers, and user interface 5 is available for all via the portal. The website migration has been scheduled and will be completed by the end of the fiscal year. **Research** reported IT has built the new server for Tableau and will work to install and configure the software on the new server.

President Moore acknowledged the work done on Spam/Phishing training and heard positive reviews from employees. Training will continue to be rolled out and IT is working on similar programming for students. Mike Garrity agreed that the training went well and will consider purchasing phishing test software to assess the employees who participated in the training sessions. Christopher Clem agreed the training was well done and he enjoyed it.

ACADEMIC SENATE

Dr. Flaherty reported Senate did not meet in June. Dr. Flaherty notified College Council that Dr. Christina Brophy has resigned as the Chair of the Campus Quality Committee and Dr. Jaqueline Mullany has agreed to become the new Chair. Jaqueline is already a member of Senate and therefore, a smooth transition is anticipated.

STUDENT SUCCESS

Shelley Tiwari distributed the November 2018 National Community College Benchmark Project (NCCBP) report for Council review. A lengthy discussion was held regarding retention rates as highlighted in the report. Dr. Flaherty and Christopher Clem raised the question that perhaps not having a formal withdrawal policy effects these rates. President Moore asked Council to consider if the College should review current practices of the withdrawal definition and process. Mr. Clem noted that Senate's Academic Scholastic and Standards Committee is reviewing the Withdrawal Policy and Academic Support Committee is reviewing Retention Alert. Dr. Flaherty agrees that Senate should review these policies and will send the Committee Chairs a message to see if they are already working on this. Council agreed to move forward with the initiative and President Moore expressed her hopes this can be addressed in the Fall semester.

OLD BUSINESS

ANNUAL COLLEGE COUNCIL SURVEY

President Moore shared the Annual College Council Survey analytical report and reviewed the following highlights with Council.

- Most respondents indicated that College Council is fulfilling its stated purpose well.
- An increased percentage of respondents had seen the shared governance model.
- Awareness of the mission and vision statement was widespread, and participation in evaluation activities was common.
- Awareness of and participation in Coworker Connect events reflected a range of responses.

Ms. Moore stated that the report will be discussed further at the July retreat and considered by Council for future goals and efforts.

COWORKER CONNECT SURVEY RESULTS REPORT

Christopher Clem shared the Coworker Connect survey results and insights on the Coworker Connect Trivia and Coworker Connect Luncheon events. Overall the events were favorably received, and the employees enjoyed the opportunity to connect with people across campus. Christopher shared the following feedback that the subcommittee grouped into the following categories:

- **Logistics:** employees requested the time and permission to participate, look for a better time and day for activities, and system to stagger attendance.
- **Socialization/Connections:** enjoyed meeting new people, facilitated socialization, and preferred small groups.
- **Suggestions:** name tags, facilitate mingling, include a service or learning component, scavenger hunt, and calendar of events.

If Council members are interested in the full report reach out to Christopher and he will send you a copy of the results. President Moore reminded Council this one of Council's goals, and she asked Council to be prepared to discuss how we want to move forward at the College Council or institution level during the July retreat. Attached is a copy of the presentation.

NEW BUSINESS

ASSESSMENT UPDATE

President Moore invited Lauren Kosrow and Christopher Clem to provide an update on the current progress and plans for student learning assessment and reminded Council that the HLC Commission Focus visit takes place in April 2020. Lauren and Christopher shared the following highlights from Fall 2018 and Spring 2019: identified 58 faculty partners, wrote 128 program-level learning outcomes, revised General Education Outcomes, created curriculum maps, continued faculty professional development, held first Learning Improvement Week, and identified 58 Assessment Fellows. Plans for Summer 2019 are to host six Assessment Institutes, two are completed and four workshops remain with half of the fellows completing the workshop. Lauren encouraged Council to stop by, meet the fellows and view the process. Next steps for Fall 2019 - the Assessment Committee will act as a steering committee and support the roll out efforts of all General Education Outcomes and program-level learning outcomes. Christopher mentioned that the Committee is planning workshops in CTE for faculty to define how and what assessment means to them at Triton.

President Moore inquired what should our students know and understand about Assessment. The role in communicating about Assessment to students was noted. Lauren stated all the program learning outcomes are in the catalog and during the Learning Improvement Summit discussions were held on this subject, and the Committee will address this in next steps. President Moore also inquired how or what is needed from Council to support the work completed or advocate for the work as it progresses; to be considered at the Council's retreat. Lauren felt the greatest need is support for the preparation related to the HLC focus visit in April.

PROFESSIONAL DEVELOPMENT CENTER

President Moore introduced Susan Rohde, the new Director of the Professional Development Center (PDC) and asked Susan to share information regarding the PDC. Susan shared her background and the PDC goals to help increase recruitment, retention and graduation rates. They are:

- Assuring that employees are well informed on school's processes and procedures and can clearly and enthusiastically communicate information to our students.
- Teaching leaders to hire and coach for service and to set service as one of our highest priorities.
- Ensuring that front line staff understand and practice the art of asking probing questions to determine needs.
- Encouraging supervisors to trust employees to make decisions because they are well-trained and understand priorities.
- Working with supervisors to coach and create a positive working environment resulting in increased engagement and decreased turnover.
- Offering programs that allow current staff to prepare themselves for upward mobility.
- Teaching faculty and staff to honestly and caringly communicate with students and each other even when the conversation is difficult.
- Identifying and implementing a recognition program that rewards faculty and staff for overall increased recruitment and retention.

Susan highlighted the recent updates to PDC website and future plans to include checklists for new hires and search committees; general institutional information to assist employees on campus in the evening; and an online Adjunct Faculty Orientation. President Moore suggested we may want to think about using PDC website as a way to promote Coworker Connect in the future. Susan encouraged Council to check the website as new information is being added and welcomed feedback on future sessions.

Dr. Flaherty requested that once the online Adjunct Orientation information be sent to the Deans, so they can send to Chairs and Coordinators to share the information. President Moore stated at this month's Administrator meeting Susan gave a similar presentation and Administrators agreed that the Deans would help share this information. President Moore thanked Susan and encouraged everyone to sign up for Professional Development Center workshops and share your experience with other employees.

NEXT MEETING

The next meeting of College Council is the Retreat scheduled on July 22, 2018, 10:00 p.m. – 2:00 p.m. in B-170. President Moore reminded Council the retreat will include current and new Council members.

OTHER

President Moore recognized and thanked Elizabeth Quan Kiu Vazquez Elizabeth and Tom Olson for their service on Council. Ms. Moore acknowledge the new College Council members Erica Baffa (Hourly representative), Jim Malarski (Adjunct Faculty representative) and Kevin Li (Academic representative). Carlos Garcia Sanchez will remain on Council as the student representative. Orientation for new members will be held before the July retreat.

President Moore informed Council of her recent job shadow experience with Classified Association employee Steve Morris, an Operations & Maintenance employee in skilled trades. President Moore assisted with oil changes, learned about vehicle batteries and his required paperwork. Ms. Moore thanked Steve for his willingness to share his work at the College that supports students and employees.

FY20 COLLEGE COUNCIL MEETING DATES

Council schedule for FY20 was included with the meeting materials.

ADJOURNMENT

Dr. Michael Flaherty made a motion, seconded by Mike Garrity, to adjourn the meeting. College Council was adjourned at 3:21 p.m.

/jf

Coworker Connect

SURVEY RESULTS AND INSIGHTS

Combined Survey Results:

Coworker Trivia and Coworker Connect Luncheon

52 Responses

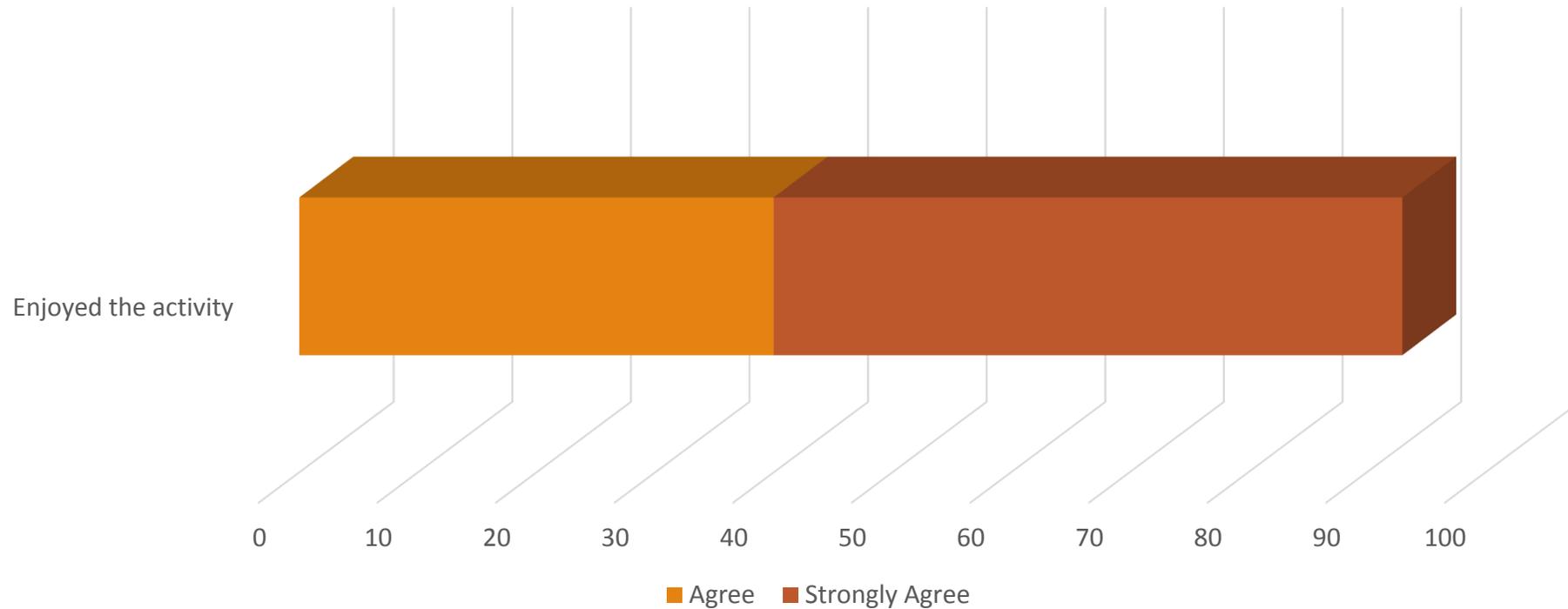
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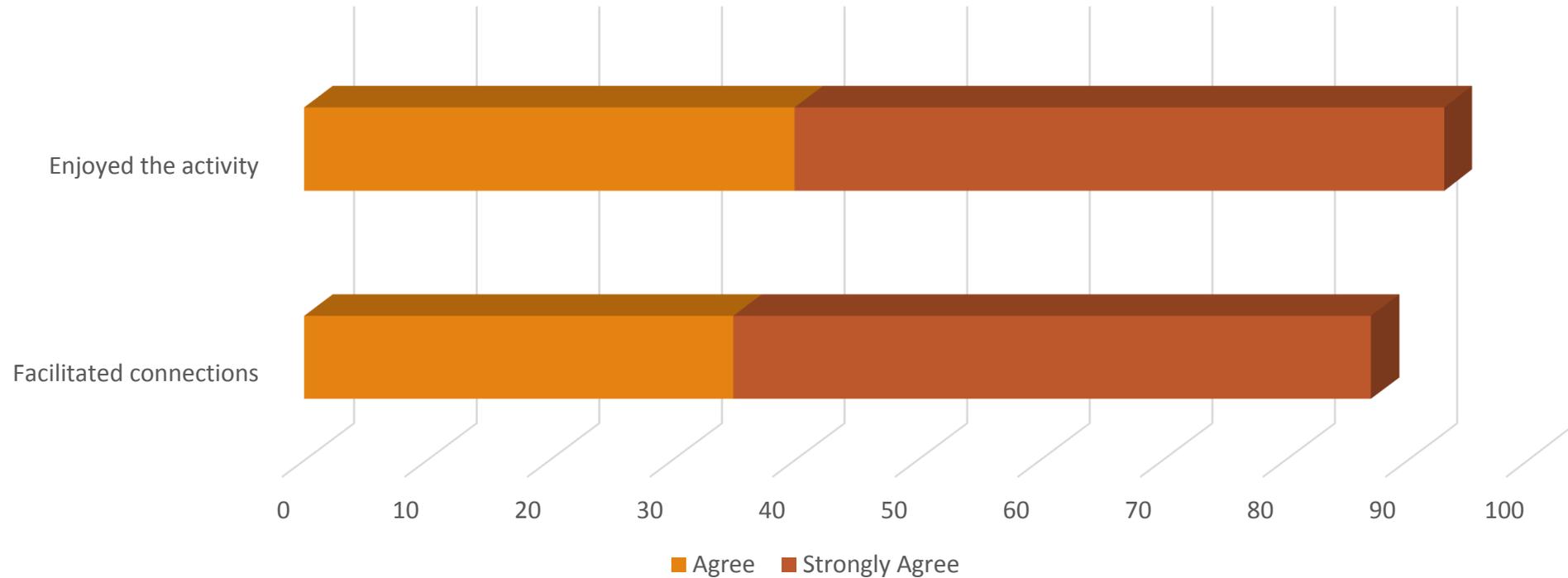
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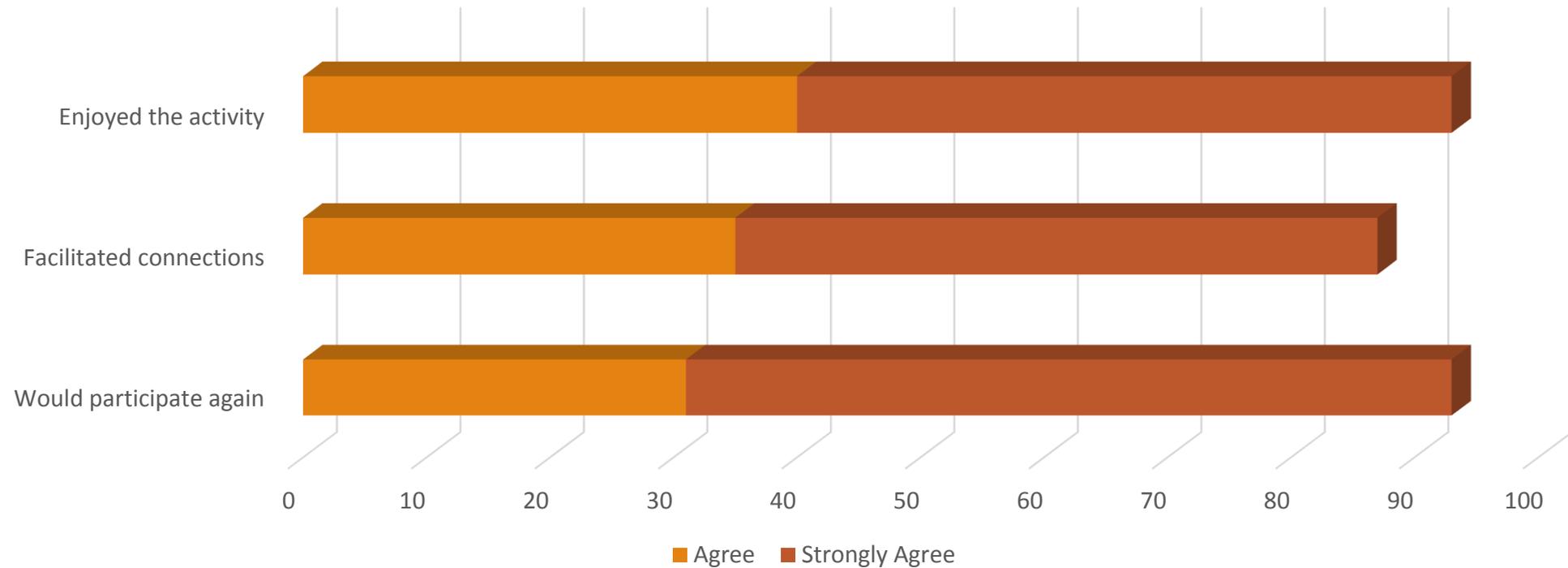
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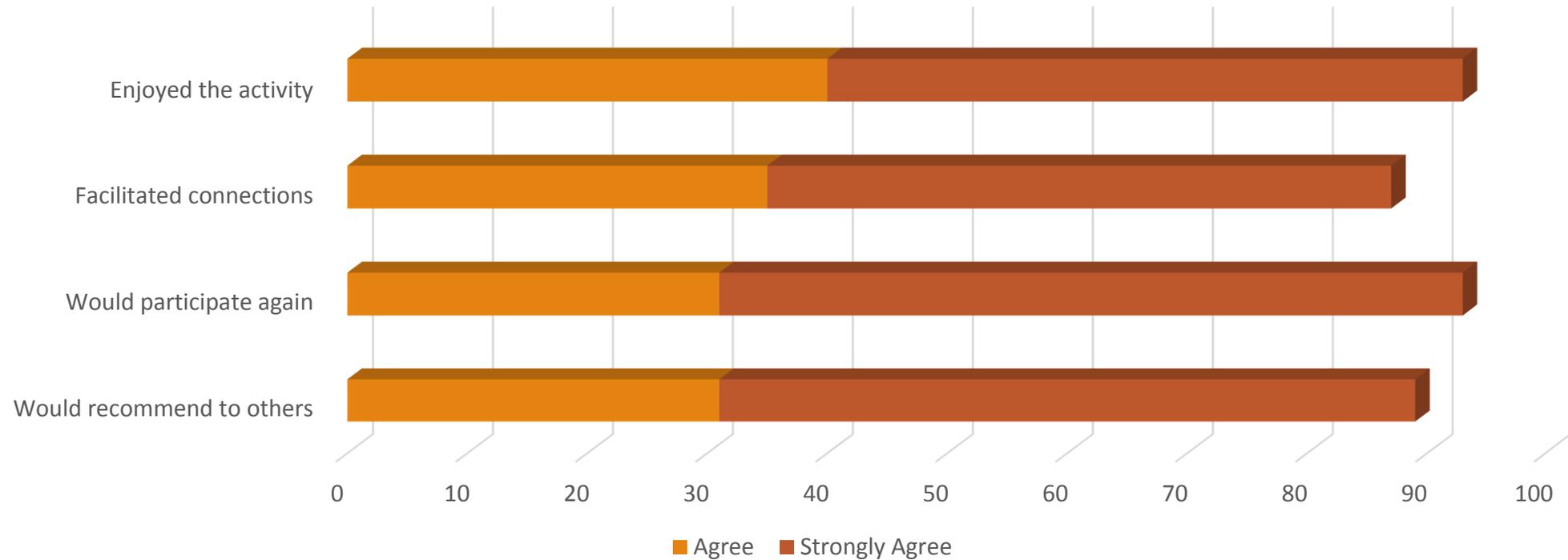
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- ✓ Socialization/Connections
- ✓ Suggestions

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- d) RSVP should be heavily encouraged
- e) Direct, invitation-style invitations should be placed in employee mailboxes or distributed by supervisors

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 - c) Appreciation for facilitated socialization

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- ✓ Suggestions
 - a) Name tags
 - b) Facilitate mingling
 - c) Add a “service” component
 - d) Add a learning component
 - e) Scavenger Hunt
 - f) Create an outward facing calendar of all coworker connect events for the year

Questions?

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IF YOU ARE INTERESTED IN THE DETAILED SURVEY RESULTS AND COMMENTS, THEY CAN BE MADE AVAILABLE TO SHARE OUT