

CALL TO ORDER

President Moore called College Council to session at 2:03 p.m.

ATTENDEES

Council Members Present:

Mary-Rita Moore, Erica Baffa, Christopher Clem, Dayanne Figueroa, Dr. Michael Flaherty, Mike Garrity, Audrey Jonas, Kevin Li, James Malarski, Hilary Meyer, Susan Rohde, Dr. Purva Rushi, Shelley Tiwari

Absent: Elise Rapala

Others Present: Joe Klinger, Derrell Carter, Jean M. Dugo, Jodi Koslow Martin, Brenda Jones Watkins, Humberto Espino, Rebecca Hernandez-Chavez, John Lambrecht, Lauren Kosrow, Aligia Kapascioz, Tim Nystrom, Erin Stapleton-Corcoran, Linda Wilkins, Manny Uribe Espin, Susan Campos, Kurian Tharakunnel, Denise Jones

APPROVAL OF MINUTES

Dr. Michael Flaherty made a motion to approve the minutes of the August 26 College Council meeting, seconded by Mike Garrity. The motion carried unanimously by voice vote.

HOT TOPICS

None.

OPERATIONAL ASSEMBLY

Mike Garrity reported the group had the first meeting of FY20 on September 9 and provided the following highlights. **Operational Assembly** is reviewing membership and establishing goals for this year. **Academic Affairs** reported they recently filled seven dean and coordinator positions. **Guided Pathways** continues finalizing Steering Committee membership. **Student Affairs** reported that Ken Smith the New Director of Admissions began in August. **Diversity Committee** will begin meeting in September. They are looking to engage with an external consultant this year to help guide efforts on campus. **Research** reported all compliance reporting were submitted on time in FY2019. The annual program review is complete and they are moving to fill their vacant Sr. Data Analyst position. Triton College Alumni Association Glow Golf Outing was held on September 6 with its largest number turnout this year. All proceeds will benefit the Alumni Legacy student scholarships.

Hilary Meyer asked Mike Garrity if he could provide an update to Council on the new email banner warnings. Mike stated this is becoming standard practice in many organizations. The banner alerts individuals to the fact that an email is generated from outside the Triton College email system. This is being done to prevent users from clicking on phishing emails that capture the user's credentials. The message may evolve, and IT is adding exceptions to the rule for emails that we send ourselves from other platforms.

Erica Baffa asked if IT has received any negative feedback on the highlighting in yellow. A co-worker mentioned they receive a significant number of emails outside of the Triton College email system from students, and it appears that all messages are urgent. Mike mentioned the individual can reach out to him and they can consider a change. However, that would defeat the purpose of alerting users to an outside email. IT will continue gathering feedback and implement changes as needed.

ACADEMIC SENATE

Michael Flaherty reported Senate Committees had its first meeting of the school year on September 11 and highlighted the following. **College Curriculum** Committee is considering the General Education Core Curriculum (GECC) Certificate for students in AA or AS programs. Once a student has completed all of their general education requirements they will receive the certificate. It will help to promote a goal for students and the College will be able to include this as a completion. The committee continues working on general education outcomes. Dr. Flaherty acknowledged all the great work Julianna Murphy is doing leading the efforts. **Academic Scholastic and Standards** Committee reported that the Grade Change Policy modifications has been approved by the Board of Trustees. **Assessment Committee** continues its work with Student Learning Outcomes. **Technology Advisory Distance Ed (TADEC)** Committee is seeking a chair. Additionally online peer review may becoming part of the Curriculum committee. **New Business** – Senate brought forth a vote to change Senate bylaws regarding the appointment of faculty to committees. The original bylaws state that the President of the Faculty Union appoints faculty members to committees. This has not been the practice for a few years. The vote is to eliminate the wording to reflect the current practice and allow chairs to appoint committee members. Senate Chairs continue to discussion removing committee members for non-participation.

STUDENT SUCCESS

Shelley Tiwari provided an update on Guided Pathways and the College is in the final stage of selecting the Steering Committee. Communication will go out this week to faculty via email and the College Community via Triton Today. The initial step for the Steering Committee will be to attend the Achieve the Dream (ATD) - Holistic Student Support Institute on October 1st to 4th. This Institute will serve as retreat for the committee as they begin their work on Guided Pathways. ATD Coach Visit will be held on October 16 and 17. One of the coaches has expert level knowledge on Guided Pathways and has helped Colleges from beginning to end with the process. Shelley will share the agenda with Council once it is finalized.

OLD BUSINESS

COLLEGE COUNCIL GOALS

President Moore invited Dr. Rushi to lead the continued discussion on the FY20 College Council goals. The current version was updated based on the feedback from last month's Council meeting. The updated version is as follows:

FY20 College Council Goals - Draft

Council will provide oversight on the preparation of the HLC focused visit on assessment.

Council will provide feedback on Guided Pathways planning.

Council will strengthen communication from Council representatives.

Christopher Clem feels the group spent a large part of the July College Council Retreat working on SMART goals and they are still missing from this version. He does like new structure of the goals, even though they are still vague. Dr. Rushi has created FY 20 draft addendum that lists outcomes and assessment and she shared some examples. President Moore asked Council how they want to move forward and do they want to consider the other detail before we adopt the new goals. Council would like to see the addendum and President Moore asked Dr. Rushi to share it on the Blackboard shell and continue the conversation between meetings. President Moore thanked Council for the additional feedback and anticipated finalizing the goals at the October meeting.

NEW BUSINESS

President Moore invited John Lambrecht to demonstrate the new Operations & Maintenance Work Order Request System. AVP Lambrecht and Rebecca Hernandez-Chavez walked Council through the process to complete a work order online. The system is available via the following link: <http://wr1.tsportal.net/tritonwebrequest/Login.aspx> or it can be accessed on the Triton Portal under Employee Resources – Facilities – Work Order Request.

Current users include: Administrators, College Council, Campus Quality and department Administrative Assistants and/or Office Managers. Operations & Maintenance is working on adding all Faculty to the system. If an employee would like credentials please send an email to maintenance@triton.edu. The presentation is attached that can be used as a tutorial to walk users through the process of electronically submitting a work order request.

After the presentation, Council members shared their feedback and thoughts on the new system. John Lambrecht asked Council to share any additional feedback to help improve the system.

Follow up from Council Election

The Council has completed a cycle of electing members. In May, the Council discussed assessing the process at the start of the Academic year. President Moore wanted to take this time to discuss the need for any changes to the document created in November 2016.

Dr. Flaherty feels it is an efficient process and believes that faculty has the most convenient way to communicate. Christopher Clem liked the current process but asked if each employee group

can follow the process. President Moore reminded Council that we have conducted an election for each employee group, while they may have pursued alternative approaches, they all followed the process outlined in the Council Election process document. Council members shared their feedback and thoughts on the election process. A couple of grammar errors were identified by Council. Audrey Jonas felt clarification of certain terms regarding the announcement of the seat, absentee voting and runoff is needed.

Council agreed to form a sub-committee to discuss. The sub-committee members are Audrey Jonas, Jim Malarski, Erica Baffa, Hilary Meyer, and Dayanne Figueroa. Ms. Jonas will schedule the first meeting and will bring recommendations to a future Council meeting.

NEXT MEETING

The next meeting of College Council is October 14, 2019, 2:00 p.m. – 4:00 p.m. in B-204/210.

ADJOURNMENT

Christopher Clem made a motion, seconded by Dr. Michael Flaherty, to adjourn the meeting. College Council was adjourned at 2:49 p.m.

/jf



On-line Operations & Maintenance Work Order Request System Instructions

John Lambrecht - Associate Vice-President of Facilities



Triton College

It's about you.



- There are a couple of ways to access the Work Order Request System.
- One way is to copy and save the following link:

<http://wr1.tsportal.net/tritonwebrequest/Login.aspx>

- Another way is to access it through the Triton Portal as shown on the following slides:

Login to your Triton Portal through your normal process:



MyTriton Triton College Portal John Lambrecht

Home Academic Resources Student Financials Student Services Campus Resources Faculty Resources Employee Resources

MyTriton > Employee



President's Corner

Tuesday, August 27, 2019 8:27/2019 8:03 AM

Triton students are invited to **Student Club Days** for the purpose of becoming familiar with the student clubs and organizations as well as other aspects of Student Life at our college. The Student Club Days are scheduled today & tomorrow (Aug. 27/28), 11:00am – 1:00pm in the Student Center Cafeteria. Please encourage students to attend in support of their engagement with the campus community.

The Board of Trustees meets tonight at 6:30pm in the Boardroom, A-300. Click [here](#) to see the Board agenda. The Board meetings are open to the public.

You have 5 unread messages.

Fall 2019 Enrollment

Credit: ▼ -6.3%

Non Credit: ▼ -2.4%

Total: ▼ -5.7%

Compared to the same day last year
(updated Aug. 27, 2019)

[View the Enrollment Report](#)

Announcements My Week My To Do

No announcements found.

WebAdvisor

- WebAdvisor for Students
- WebAdvisor for Faculty
- WebAdvisor for Employees
- WebAdvisor for Advisors

Quick Links My Team Sites

- Colleague UI (On Campus Only, You May Be Asked to Sign In)
- New Colleague UI A new, more modern interface for Colleague. Please use as you are able. (you will be asked to sign in)
- Research Requests
- Microsoft Discount
- Employee Telephone Directory

Select Facilities under the Employee Resource Tab:



MyTriton Triton College Portal

John Lambrecht

Search this site...

Home Academic Resources Student Financials Student Services Campus Resources Faculty Resources Employee Resources

MyTriton > Employee

You have 10 unread messages

President's Corner

Tuesday, August 27, 2019 8/27/2019 8:03 AM

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Announcements

No announcements found.

Facilities

- Human Resources
- Business Services
- Marketing
- Staff Services Photocopy Request
- Technology
- PDC (Professional Development Center)
- Center for Teaching Excellence
- Facilities**
- Behavioral Intervention Team
- Accreditation
- Research
- Career Services
- Title IX
- Student Affairs Assessment
- Campus Comment

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WebAdvisor

- WebAdvisor for Students
- WebAdvisor for Faculty
- WebAdvisor for Employees
- WebAdvisor for Advisors

Quick Links **My Team Sites**

- Colleague UI (On Campus Only, You May Be Asked to Sign In)
- New Colleague UI A new, more modern interface for Colleague. Please use as you are able. (you will be asked to sign in)
- Research Requests
- Microsoft Discount
- Employee Telephone Directory

Feedback, Portal Tools and Help

Click on the Work Order Request Link shown circled below:



MyTriton Triton College Portal

John Lambrecht

Search this site...

Site Actions

Home Academic Resources Student Financials Student Services Campus Resources Faculty Resources **Employee Resources**

MyTriton > Employee Resources > Facilities

Facilities / Operations & Maintenance

Operations & Maintenance Department
O-100
maintenance@triton.edu
(708) 456-0300, Ext. 3210

John Lambrecht
Associate Vice President of Facilities
johnlambrecht@triton.edu
(708) 456-0300, Ext. 3048

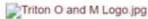
Averil Miles
Associate Director of Facilities
averilmiles@triton.edu
(708) 456-0300, Ext. 3038

John Knox
Construction Manager
johnknox@triton.edu
(708) 456-0300, Ext. 3547

Kirk Larsen
Chief Engineer
kirk@triton.edu
(708) 456-0300, Ext. 3265

Steve Mazurek
Carpenter Shop Manager
stevemazurek@triton.edu
(708) 456-0300, Ext. 3890

Terry Spulak
Custodian Manager
terrencespulak@triton.edu
(708) 456-0300, Ext. 3011



Requests for services can be submitted several ways:

- **Work Order Request**
- Phone
- Maintenance@triton.edu
- Inner Office Mail
- In Person

Our Office hours are 7 a.m. to 4 p.m. Monday through Thursday and 7 a.m. to Noon on Fridays.

Please use the forms listed below for Work Order and Set Up request.

Please allow a minimum of 2 weeks notice for Set Up requests.

Maintenance Staff is on campus outside of these hours and can be reach through the Police Department if need be at Ext. 3206.

Documents

Name
Setup Request Form
New Construction or Rehabilitation Project Request Form and Instructions 100917

Add document

Additional Info

Title
There are no items to show in this view of the "Additional Info" list. To add a new item, click "New".

Add new announcement

Announcements

Title
Requests

Add new announcement

FAQ

Question
There are no items to show in this view of the "FAQ" list. To add a new item, click "New".

Add new announcement

Work Order Request

Login Screen:



Login

User Login [New User?](#)

Password [Forgot Password?](#)



- If you're receiving this email then you have been set up with a temporary Login and Password to access the system.
- Your Login will be your first and last name together without space as it appears in your Triton email address but without the @triton.edu. It is not case sensitive.
- Your temporary Password is 123456. Enter your credentials and Click Login as shown circled in Red on the next slide:

Login Screen:



Login

User Login [New User?](#)
johnlambrecht

Password [Forgot Password?](#)

Once your logged you'll see this screen.

Follow the instructions on the next slides to change your password:



Create a Request

Requester Information	
Requester Name	<input type="text" value="John Lambrecht"/>
Email	<input type="text" value="johnlambrecht@triton.edu"/>
Phone	<input type="text" value="312-310-7811"/>

Work Location	
Property	<input type="text"/>
Building	<input type="text"/>
Asset	<input type="text"/>
Asset Location	<input type="text"/>

Work Details	
Service	<input type="text" value="General Maintenance"/> Other
Description	<input type="text"/>
To attach a relevant document or image to this work request, please select 'Attach' below	
<input type="text"/>	<input type="button" value="Attach"/>

Click on your username in the upper right corner of the screen:



Create a Request

Requester Information	
Requester Name	<input type="text" value="John Lambrecht"/>
Email	<input type="text" value="johnlambrecht@triton.edu"/>
Phone	<input type="text" value="312-310-7811"/>

Work Location ▶▶	
Property	<input type="text"/>
Building	<input type="text"/>
Asset	<input type="text"/>
Asset Location	<input type="text"/>

Work Details	
Service	<input type="text" value="General Maintenance"/> Other
Description	<input type="text"/>
To attach a relevant document or image to this work request, please select 'Attach' below	
<input type="text"/>	<input type="button" value="Attach"/>

This is the settings page where you can update account information as well as change password:



[Create a Request](#) [View Status](#)

[LogOut johnlambrecht](#)

Account Settings

[Help](#) [Contact Us](#)

Personal Information

Last Name

Lambrecht

First Name

John

Middle Name

User Name

johnlambrecht

User Password

Contact Information

Email

johnlambrecht@triton.edu [Edit](#) [Delete](#) (Primary)

[Add an Email](#)

Phone

312-310-7811 [Edit](#) [Delete](#) (Primary)

[Add a Phone](#)



- The next slides will walk you through the process of entering and submitting an electronic work request:

Select Property - Main Campus is the Only Option for this Category :



[Create a Request](#) [View Status](#)

[LogOut Johnlambrecht](#)

Create a Request

Requester Information

Requester Name

John Lambrecht

Email

johnlambrecht@triton.edu

Phone

312-310-7811

Work Location ▶▶

Property

Main Campus

Asset

Asset Location

Work Details

Service

General Maintenance

[Other](#)

Description

Text area for description

To attach a relevant document or image to this work request, please select 'Attach' below

Attach button

[Submit Request](#)

[Reset](#)

Select the Building where the Service is required:



Create a Request View Status

LogOut johnlambrecht

Create a Request

Requester Information

Requester Name

John Lambrecht

Email

johnlambrecht@triton.edu

Phone

312-310-7811

Work Location

Property

Main Campus

Building

- A Building
- Athletic Field Buildings
- Athletic Fields
- B Building
- Bridge D to E Building
- Bridge E to F Building
- Bridge F to G Building
- C Building
- Cafeteria
- D Building
- E Building
- F Building
- G Building
- H Building
- I Building
- J Building
- M Building
- N Building
- O Building
- 'Attach' below

[Other](#)

- elect

Attach

Submit Request

Reset

Select Asset (Area) that best matches the request location. If none exists then select Miscellaneous:



Create a Request

Requester Information

Requester Name
John Lambrecht

Email
johnlambrecht@triton.edu

Phone
312-310-7811

Work Location ▶▶

Property
Main Campus

Building
O Building

Asset

- Miscellaneous
- O & M Office
- Shed
- Vehicle Maintenance
- Warehouse

Service
General Maintenance [Other](#)

Description

To attach a relevant document or image to this work request, please select 'Attach' below

Attach

Submit Request

Reset

Enter Asset Location which is any additional details such as Room Number, Office Occupant, etc.



Create a Request

Requester Information	
Requester Name John Lambrecht	<input type="text"/>
Email johnlambrecht@triton.edu	<input type="text"/>
Phone 312-310-7811	<input type="text"/>

Work Location ▶	
Property Main Campus	<input type="text"/>
Building O Building	<input type="text"/>
Asset O & M Office	<input type="text"/>
Asset Location John Lambrecht's Office	<input type="text"/>

Work Details	
Service General Maintenance	<input type="text"/> Other
Description	<input type="text"/>
To attach a relevant document or image to this work request, please select 'Attach' below	
<input type="text"/>	<input type="button" value="Attach"/>

Submit Request

Reset

Select the Service Type that best describes your Work Request. If it's not listed click other to the right of the Window and type it in:



Create a Request

Requester Information

Requester Name
John Lambrecht

Email
johnlambrecht@triton.edu

Phone

Service Type

- Furniture Disposal
- Furniture Move
- Furniture Repair
- Furniture Request
- General Maintenance
- Glass Cleaning
- HVAC System Failure
- Insect / Bug Issue
- Landscape Maintenance
- Lights Out
- Miscellaneous
- Moving Crate Delivery / Pickup
- Office Move
- Paint / Wall Repair
- Paper Towel Dispenser Service
- Power Outage
- Refrigerator Service
- Rodent Reported
- Roof Leak
- Set Up Request For Event
- General Maintenance

[Other](#)

Description

To attach a relevant document or image to this work request, please select 'Attach' below

Enter a Description of the Work Request:



[Create a Request](#) [View Status](#)

[LogOut](#) johnlambrecht

Create a Request

Requester Information

Requester Name

John Lambrecht

Email

johnlambrecht@triton.edu

Phone

312-310-7811

Work Location

Property

Main Campus

Building

O Building

Asset

O & M Office

Asset Location

John Lambrecht's Office

Work Details

Service

Lights Out [Other](#)

Description

Please replace burnt out lamps.

To attach a relevant document or image to this work request, please select 'Attach' below

When relevant, a JPEG or PDF can be attached to the work order request such as a photo or a Setup Request by Clicking on the window next to the Attach Box and selecting the file from your file directory. A Green Dot to the Left of the File indicates a successful upload:



Create a Request

Requester Information

Requester Name
John Lambrecht

Email
johnlambrecht@triton.edu

Phone
312-310-7811

Work Location ▶▶

Property
Main Campus

Building
O Building

Asset
O & M Office

Asset Location
John Lambrecht's Office

Work Details

Service
Lights Out [Other](#)

Description
Please replace burnt out lamps.

To attach a relevant document or image to this work request, please select 'Attach' below

 John's Office Light Out 082719.jpg

If You attempt to Attach a File that is the Wrong Format or Too Large in size, you will receive the Error Message shown below. When You Click OK to Exit the Error Message the File will appear but with a Red Dot next to it. This File Will Not transmit if a Red Dot is showing. To correct simply remove the File and Re-Attach a New File in a Correct Format or Reduced File Size.



A screenshot of a web portal interface. At the top, a blue navigation bar contains the 'MICROMAIN' logo, 'Create a Request', 'View Status', and 'LogOut johnlambrecht@triton.edu'. A white error dialog box is overlaid on the page, displaying the text 'wr1.tsportal.net says Wrong Extension!' and an 'OK' button. Below the navigation bar, the 'Create a Request' form is visible. It is divided into three sections: 'Requester Information' with fields for Name (John Lambrecht), Email (johnlambrecht@triton.edu), and Phone (312-310-7811); 'Work Location' with dropdowns for Property (Main Campus), Building (O Building), and Asset (O & M Office), and a text field for Asset Location (John Lambrecht's Office); and 'Work Details' with a Service dropdown (Lights Out), a Description text area containing 'Please replace burnt out lamps.', and an 'Attach' button. At the bottom of the form are 'Submit Request' and 'Reset' buttons.

At this point you are ready to Submit your Work Request simply by clicking on the Submit Button at the bottom of the page. Once you Click Submit, your screen will change as shown below indicating that your Work Order has been Submitted Successfully.



Create a Request

Work order submitted successfully!
[Click here to view this work request.](#)
An email has been sent to your maintenance coordinator.

Requester Information

Requester Name

Email

Phone

Work Location

Property

Building

Asset

Asset Location

Work Details

Service [Other](#)

Description

To attach a relevant document or image to this work request, please select 'Attach' below

Attach

Immediately following your Submission you will receive an Email as shown below confirming that your request has been received and Logged in the Work Order System.



micromain@tsportal.net | John Lambrecht

New Maintenance Request Received for Main Campus

6:22 PM



Work Order Number : 1896

Requester Name : John Lambrecht

Email : johnlambrecht@triton.edu

Phone : 312-310-7811

Property : Main Campus

Asset : O & M Office

Service : Lights Out

Description : Please replace burnt out lamps.

Now that your Work Order has been Successfully Submitted, you have the ability to check the status of your request simply by clicking View Status on the top of the page. You'll also find that you can sort through every work order you've ever created by Building, Asset, or Status.



Once you see the Work Order You're inquiring about, simply click on the Work Order Number at the far left and you'll see the Current Status as well as any Comments that the technician may have entered.



[Create a Request](#) [View Status](#)

[LogOut](#) [johnlambrecht](#)

Request Status

Property	Building	Asset	Status	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Requested"/>	
Work Order	Service	Status	Survey	Description
1896	Lights Out	Requested	Fill Out	Please replace burnt out lamps.

Once Your Work Request has been Completed, you will receive an email similar to the one displayed below:



From: micromain@tsportal.net
To: [John Lambrecht](#)
Subject: Work Request #1896 was Completed 8/28/2019 8:07:33 AM
Date: Wednesday, August 28, 2019 7:07:34 AM

WO Number: 1896
Service: Light's Out
Property: Main Campus
Building: O Building
Asset: O & M Office

Questions?

Please feel free to contact The Operations & Maintenance Department (O & M) at anytime with any questions regarding this process. We can be reached at Ext 3210 or maintenance@triton.edu



From: micromain@tsportal.net
To: [John Lambrecht](#)
Subject: Work Request #1896 was Completed 8/28/2019 8:07:33 AM
Date: Wednesday, August 28, 2019 7:07:34 AM

WO Number: 1896
Service: Light's Out
Property: Main Campus
Building: O Building
Asset: O & M Office