

**Members Present:** Hilary Meyer, Purva DeVol, Joe Klinger, Colleen Rockafellow, Kurian Tharakunnel, and Shelley Tiwari

**Members Absent:** Mike Garrity, Mark Kouria, and Katie Rullo

**Others Present:** Lorena Gasca, Toni Johnson, Denise Jones, Shekinah Lawrence, Jason Lemberg

*Meeting started at: 2:33 pm*

### **Approval of Minutes**

A motion to approve the minutes from the January meeting was made by Kurian Tharakunnel and seconded by Joe Klinger.

### **Guided Pathways, Shelley Tiwari**

- Director of Career Services Lorena Gasca connected her department's work to the Guided Pathways framework and explained how they have been taking a cocurricular approach to student programming.
- Career milestones developed based on program maps and advisor feedback, evolving based on student input.
- Four main services offered: One-on-one appointments covering a wide variety of topics. Internship, job placement, and job search assistance. Workshops (in-person and virtual, offered in multiple languages). Networking opportunities through tools like LinkedIn and the career cube.
- Services organized into three stages: Get Ready (help students identify a path from day one), Gain Experience (focus on building relevant skills), and Grow Professionally (career development as a lifelong activity).
- Transitioning from a four-semester program map to a career plan checklist to accommodate part-time students, which is more accessible.
- Encouragement for students to attend workshops and career fairs each semester as part of their career exploration.
- Career Services also refers students to other departments such as the Transfer Center and Advising for support with career paths and academic planning.
- Collaboration with advisors to ensure students are taking the right classes aligned with their career goals.
- Lifelong learning promoted through connections to the Alumni Association.
- Last semester started tracking student referrals from various sources (e.g., Transfer Center, Advising, Adult Education) to ensure intentional collaboration.
- Need for a more efficient tracking system, currently relying on manual processes.
- The majority of students seek resume assistance (55%), while about 15-20% seek career path guidance through assessments.
- Ongoing effort to improve data tracking to target students in need of internships, co-ops, and work-based learning opportunities.

- Increased collaboration with advisors and workshops to support students in their career development process.

**Research, Kurian Tharakunnel**

- New reports on the portal include Fall 2024 course success report (including high enrollment/low success courses) and the annual report on town demographic information (based on the 2023 American Communities Survey).

**Student Representative, Mark Kouria**

- No update

**Academic Affairs Representative, Katie Rullo**

- No update

**Student Affairs, Hilary Meyer****Academic Advising:**

- Launched a new, streamlined web page for advising services, following a departmental committee review.
- TRIUMPH & SURGE is hosting several events, including a “Classic Man” event focused on professional and career tips for male students, as well as a speaker session. An event targeted to female students will take place in March.
- Transfer Center is hosting three events featuring University of Illinois campuses:
  - UIC Transfer Day on February 24, a major event featuring UIC’s academic programs.
  - U of I informational session for transfer programs.
  - UIC TAG (Transfer Admission Agreement) session.
- Testing Center is conducting Early College placement testing for Proviso and PMSA high schools in February.

**Academic Success:**

- Staff alerts are now available in the portal, allowing any staff member to flag students who may benefit from additional support. This is part of the Student Assistance Team’s efforts.
- New event tracking and registration capability in CRM Advise, developed with various campus teams, including TRIUMPH & SURGE, the Library, and TRIO.

**Admissions:**

- Admissions exceeded their enrollment goal for the spring (12,000), reaching 12,501 students, with a target of 12,000 students for the fall.

**Financial Aid:**

- Financial Aid Awareness Month is ongoing with weekly workshops, and preparations are underway for the 2025-26 academic year. Award letters are expected to be sent out in early March.

**Business Services, Colleen Rockafellow**

**Financial Aid Updates:**

- Financial Aid Awareness Month and FAFSA Family Night: Open workshops for current and prospective students.
- Scholarship Workshop: Focusing on 2025/2026 applications.
- Mandatory Direct Deposit: Increased usage among students, with clear messaging and signage to inform them about this requirement.

**Business Office Updates:**

- W-2 Forms: Mailed out to students.
- IDROP: Students who have outstanding balances were submitted to the State.

**Facilities Updates:**

- New Bleachers for Gym: Approved and underway.
- Roof Guard Project: Phase 2 focusing on OSHA compliance.
- Building T-156 HVAC Lab: New lab being developed.
- Cosmetology Lab in the "M" Building: To be completed by Fall.
- Window Replacements: Expected to start in 4 weeks.
- Electric Vehicle Program: Support for the new lab, including a replacement charger funded through a grant, to be installed this month.

**Communications and Marketing:**

- WRRG Radio Station 50th Anniversary: Celebration on Monday, April 28, including an open house and a potential broadcast in the student center.
- New Programming: Introduction of 8-week courses and their benefits.
- Connect: Community publication being sent out.
- Summer Schedules: Finalizing summer credit schedule (2-3 weeks) and the summer Continuing Education guide (coming in March).

**Administrative Updates:**

- Personnel Budgets: Will be verified in March, with communication sent to the cost center managers.
- Authentic Triton Event: Happening this Thursday in the library, featuring the Library and Student Assistance teams.

**Human Resources, Joe Klinger****Statements of Economic Interest (SEI):**

- Required for administrators, mid-managers, and faculty chairs.
- Expect an email by the end of February or March.
- Deadline for submission: May 1. A \$35 fee applies for late submissions.
- Disclose any business relationships or entities tied to the college.

**Employee In-Service Planning:**

- In-services being prepared for employee groups (mid-managers, classified, non-bargaining).
- These will take place in March, offering professional development and opportunities to engage with colleagues.

**Floating Holidays:**

- Employees need to work on the holiday to earn a floating holiday.

- If requesting a vacation, sick, or personal day on this holiday, note the floating holiday will not be granted unless the employee works that day.

**Technology Representative, Mike Garrity**

- No update

**DEI Representative, Purva DeVol**

- Black History Month celebrations kicked off with women's and men's back-to-back basketball games last Thursday.
- Celebrating Black Entrepreneurs event on February 12 in the B Building cafeteria, featuring activities such as practicing the perfect pitch and meeting entrepreneurs. Open to community members, students, and employees.
- Freedom Quilt Squares hosted by the Counseling department on February 20, allowing participants to create their own quilt square to take home.
- Celebration of Black Architects by Architecture Faculty Michael Rogers in the Library on February 26.
- Library Movie Series is ongoing every Thursday throughout the month.
- For more details, visit <https://www.triton.edu/bhm2025/>

**III. Old Business****Automating Degree Completion Update**

- Though the initial Operational Assembly task force work completed June 30, 2024, the interdepartmental group is continuing to meet monthly to ensure we are maximizing opportunities for students to complete.
- Summer 2024 was the first term with automating degree completion work in place. We are pleased with the early results and are carefully watching the Spring 2025 graduate number, since May historically includes the largest pool of graduates. For reference, Summer 2024 graduates: 428 (compared to Summer 2023 graduates: 250); Fall 2024 graduates: 556 (compared to Fall 2023 graduates: 471).

Next meeting: Monday, March 10, 2025, 2:30–4 pm

*Meeting adjourned at: 3:18 pm*

Submitted by  
Xavier Skinner