

## Meeting Notes

### Attendees - via Microsoft Teams

Kurian Tharakunnel, Mike Garrity, Jacqueline Lynch, Colleen Rockafellow and Hilary Meyer

*Meeting started at 2:39 pm*

### Committee Updates

#### Academic Affairs Rep (J. Lynch):

- In Adult Education, with their two big metrics, students take pre and post-tests as well as students who have measurable skill gain. The average attended hours and numbers are higher in High flex than in all other models. Average attended hours was 30% higher in GED due to the flexibility to attend online.
- Presented at COABE and ICCB has reached out and asked to share their model with Adult Ed and the state.

#### Student Affairs Rep (H. Meyer via email):

- EMSA has gone live with CampusLogic StudentForms for Fall 22 and on. Students can complete Financial Aid documents and SAP appeals electronically.
- Triton College website was updated with a hero image on our home page highlighting Triton College's relationship with Amazon. The College is 1 of only 180 colleges across the country approved by Amazon to be an educational institution approved for their associates.
- TRIO, TRIUMPH, SURGE, and TCSA students attended a networking luncheon cruise on Navy Pier on Friday, May 6, along with TRIUMPH programs from partner area schools. A guest speaker spoke on the importance of networking. Awards were given out for student leaders as well as staff and faculty advisors. The new TCSA board was welcomed.
- The Summer Refresh Program is an initiative to assist students who had academic challenges in the Fall 2021 and Spring 2022 semesters to use the summer to “refresh and retake” their efforts towards their educational goals. Those students who received a D, F, W, or R in a Fall 2021 or Spring 2022 class and the class is offered in the upcoming summer sessions will be eligible to retake up to 2 courses at no cost. MSI (Minority Serving Institution) dollars- the institutional funds designated from COVID-19 government funding to cover the cost of these classes. All eligible students are receiving communications regarding this program.
- Colleen mentioned that the business office is researching solutions on how to recover loaned laptops as well as how to report loss to HEERF, since they were purchased with federal dollars. More information to follow.

**Business and Facilities Committee (C. Rockafellow):**

- Old business: Chef Christopher and Dennis McNamara suggested working with the Art students to cut the canvas and split into a 3pc keep the integrity of the artwork. Since there is no money to rehang the artwork, Chef Christopher and Dennis will continue working on other solutions.
- Chef Christopher's report included the Cannabis Cultivation Program and how economics is working towards partnering with a company in Broadview about growing Hemp.
- Jim Reynold's update was about the year-end audit and wrapping up the books and fiscal year with auditors visiting the campus soon.
- John Lambrecht reported O&A projects that are under way such as the touchless doors installation across campus, welding lab expansion, monuments that will go up out front, exhaust systems, rooftop AC system, and elevator contract.
- Sam Tolia's Marketing updates include work on this summer's campaigns: Summer Time, Time to Save Your Money, digital campaigns, summer schedule, and postcards are going out. Fall combined schedule will go out for print soon, work on Faculty of the Year videos, E-connect newsletter and graduation.
- From a budgeting standpoint, Colleen mentioned that she is receiving great feedback from Cost Center managers and will work with Human Resources to look into these suggestions in a timely matter.

**Human Resources Committee (J. Klinger):**

- No update

**Technology Rep (M. Garrity):****Carryover topics from last month:**

- Design and document the process for adding Curriculum Track program maps into Colleague
  - The documentation is complete and they are finishing training with the advising staff this month.
- Wait listing option for registration
  - Waitlist is live for four courses for the Fall term. Summer will be evaluated to see how the waitlist works on those courses and see if there are any changes that need to be made to the process in order to continue the expansion of wait listing in the Spring.
- Phone System upgrade
  - Work will begin the first 3-day weekend of the summer. Training for the call center staff and financial aid staff will also begin the first week of June due to different software.

- The ATA converter boxes for some of the analog devices such as fax machines, elevators and emergency polls that have old ATA boxes will also need to be changed.
- Multi Factor Authentication for email
  - Rolling out to employees this month. This will continue on Tuesdays in May until all groups are covered.
  - Virtual Server buildout is still in progress.
- Blackboard migration to Blackboard Ultra SAAS hosting.
  - Migration is underway with Faculty training in the new SAAS Ultra hosting environment.
  - For the upcoming fall term, although technically faculty courses will be in the hosted SAAS version of Blackboard, faculty will still be teaching with their old shell appearance and during the fall and spring they will begin converting their old shells to take advantage of the new functionality in ultra.
- Photo ID card language update
  - Student Services has the new ID cards that include language for mental health awareness and suicide prevention. As students come in, new cards will be printed.

**DEI Framework Committee (P. Rushi):**

- No update

**Guided Pathways (S. Tiwari) via email:**

- GPS committee has presented its recommendations to the cabinet about institutionalizing guided pathways. The ATD coaches' visit concluded 2 weeks ago. An updated GP project plan is available on the Guided pathways portal page. The next steps for guided pathways to be discussed and determined in the coming months

**Research (K. Tharakunnel):**

- The Student Satisfaction Survey is currently being administered and will be wrapped at the end of this week. 684 responses have been received with a target number of 700.
- Currently hiring for two positions; Data Analyst and Senior Research Analyst. Interviews should begin sometime next week.

**Student Rep (Daniel Aguilar):**

- No update

**Old Business****FY22 Goals:**

1. The list of recommendations for sustaining pandemic period processes has been updated. Kurian will send it out next week for all to review and then send it to President Moore.

**New Business**

- None

**Announcements**

- Next meeting: Monday, June 13, 2022 at 2:30 pm in H-142.

*Meeting adjourned at 3:25 pm.*