

Members Present: Purva DeVol, Mike Garrity, Hilary Meyer, Kurian Tharakunnel, and Shelley Tiwari

Members Absent: Joe Klinger, Mark Kouria, Colleen Rockafellow, and Katie Rullo

Others Present: Dominique Dial, Denise Jones, Shekinah Lawrence, and Jason Lemberg

Meeting started at: 2:34 pm

Approval of Minutes

A motion to approve the minutes from the April meeting was made by Mike Garrity and seconded by Purva DeVol.

Academic Affairs, Katie Rullo

- No report

Student Affairs, Hilary Meyer

Academic Success:

- Redesigning Academic Support Syllabus Supplement for summer to make it more engaging.
- Retention Alerts will be changed to Support Referrals for the Fall.
- Fantastic end-of-year celebration for Student Life, TRIUMPH & SURGE, and TRIO.
- SEED Coordinator resigned. We are in the process of interviewing for a second CAAS Coordinator. The SEED program will be managed by the CAAS team.
- TRIO SSS Director resigned. Jason Lemberg will be assuming the responsibilities.

Retention & Student Engagement:

- Registration Rally: Our summer and fall enrollment initiatives officially kick off with the first Registration Rally on Wednesday, May 14.
- The Testing Center is actively administering final exams and conducting placement testing for incoming summer and fall students.
- Transfer Center staff are working with students on transfer planning and will be hosting an additional On-the-Spot Admissions event for recent graduates who are still looking for a transfer option.
- Advisors continue to support students with summer and fall course selection. A special focus is on helping students utilize the remaining Pell Grant funds for summer to accelerate their progress or retake necessary courses.

Student Life:

- Graduation Saturday, May 17. Employees pick up regalia in Student Life (B240).
- Troy Safe Haven brings basic needs under one umbrella. Look for more communication soon.

Admissions:

- Registration Rally - Campus Tours: Wednesday, May 14th at 10 am and 2 pm; B – Building
- Forthcoming group visits include Mannheim Middle School, Melrose Park Community Event, and Phoenix Academy.

Business Services, Colleen Rockafellow

- No report

Human Resources, Joe Klinger

- No report

Information Technology, Mike Garrity

- Ongoing weekly collaboration with Modern Campus continues for website development.
- Simultaneously, reviews are underway within curriculum assessment areas to evaluate potential replacements for Watermark.
- Six major platform migrations are scheduled to be completed by the end of July 2025. Work is actively progressing on the backend to support these integrations and cutovers:
 - Aruba Central (wireless infrastructure)
 - Milestone (CCTV server migration)
 - AwardSpring (scholarship platform)
 - Common App (application platform)
 - TracCloud (tutoring management system)
 - Follett (eBook service migrating to Cortex)

DEI, Purva DeVol

- Haitian Heritage Month: A celebration is planned for Wednesday, May 14 at 1:00 PM in the pavilion area, featuring Haitian lemonade for all. Promotional materials will be shared with employees.
- Pride Month Planning: Preparations are underway for Pride Month events, including the college's first Pride Picnic, scheduled for June 24.

Guided Pathways, Shelley Tiwari

- No report

Research, Kurian Tharakunnel

- Student Satisfaction Survey: The student satisfaction survey remains open beyond the initial May 3 deadline to boost participation. Continued efforts include web team collaboration to keep promotional materials live and additional reminder emails being sent. Plans include sending another email campaign via Mainstay, with updated messaging through a custom send.
 - As of this morning, around 763 responses have been received. Hitting 950 responses would reduce the margin of error by 3%.
 - This year's participation is significantly higher than last year's (701), reflecting improvements made to simplify access for students.
 - Email remains the most effective method of reaching students. It is more effective than social media or printed materials. Spikes in responses consistently follow email reminders.
 - The survey will remain open through graduation week.
- High School Market Share and Placement Reports for the Class of 2024 are now available on the portal.

Student Representative, Mark Kouria

- No report

Next meeting: Monday, June 2, 2025, 2:30–4 pm

*Meeting adjourned at: **2:50 pm***

Submitted by
Xavier Skinner