

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

**Members Absent:** Dmytri Havrylyak

**Others Present:** Gregg Beglau, Denise Jones, Tina Lilly, Shekinah Lawrence, and Michael Thunberg

*Meeting called to order at: 2:32pm*

#### **Approval of Minutes**

A motion to approve the minutes of the November meeting was made by Mike Garrity and seconded by Colleen Rockafellow.

#### I. Technology Representative – *Mike Garrity*

##### Network & Hardware:

- 200 new access points purchased in November and delivery is pending currently.
- Installation of access points planned once shipment arrives.
- New virtual server hardware for Building A has arrived.
  - Installation planned for Spring 2026, including rack mounting and data migration of Colleague servers.

##### Website Project:

- Currently in the User Acceptance Testing (UAT) phase for website templates.
- This is the final step before content migration.
- Goal:
  - Complete UAT this month.
  - Begin content migration early in the new year, expected to take a couple of months.

##### Colleague System Updates:

- Student Photo ID integration into Colleague planned over the winter break.
  - Student photos should appear in Colleague when staff return in 2026.
- Additional annual compliance updates for:
  - W-2s
  - 1099s
  - These updates will also be installed over the break.

##### Clarification on User Acceptance Testing:

- UAT is performed by internal users, not the web development team.
- Purpose: confirm the system works as promised before final approval.
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#### II. DEI Representative – *Purva DeVol*

##### Black History Month:

- Planning is underway for Black History Month events.
- The Heritage Committee and Professional Development Center are collaborating to host the event.
  - February 12<sup>th</sup> 1pm in B204, open to all employees.
  - The event's focus will be on celebration and recognition of Black history and culture.

III. Guided Pathways Representative – *Shelley Tiwari*  
No report

IV. Research & Institutional Effectiveness – *Kurian Tharakunnel*  
Research Updates:

- Developing a new Fact Book and Fact Sheet for FY25.
- The goal is to publish both in January.
- FY25 data is expected to be ready and available for website publication by January.
- Transitioning the publication format from PDF to Word to improve access.
- The team is currently focused on compliance and catching up during this transition.

V. Student Representative – *Dmytryi Havrylyak*  
No report

VI. Academic Affairs Representative – *Katie Rullo*  
Business & Technology:

- Automotive faculty submitted a major curriculum revision aligning with ASE competencies; planned Curriculum Committee submission in February.
- Launching second HVAC certificate in Spring 2026: “HAC Installation Technician,” building on the Installation Assistant certificate.
- T Building receiving new hallway and entryway flooring over winter break; expected completion by January.
- ENT faculty member Antigone Sharris interviewed by *Welder Magazine* for article published “Educating the Next Generation of Fabricators,” 11/24/25.

Adult Education:

- Fall 2025 enrollment matched the recent three-year average; slightly below Fall 2024 (an unusually high year).
- Administrative withdrawals (no-shows) slightly higher than Fall 2024 (31 students).
- Drops after classes began decreased by ~8% compared to the previous three-year average—200 fewer than Fall 2024.

Continuing Education:

CECHP

Upcoming Events:

- Completion of remaining Fall 2025 programs: Pharmacy Technician, Veterinary Assistant, Optician.
- NHA certification exams for Medical Billing/Coding, EKG Technician, Phlebotomy Technician (on-campus, CE-proctored).
- Recent Events
- Participation in Leyden Week at East & West Leyden High Schools (12/1 and 12/4), engaging ~50 students.

- Departmental Highlights – Course Completion Rates
  - Pharmacy Technician (Evening): 100%
  - Dialysis Technician: 90%
  - Dental Assistant: 94%
  - Registered Behavior Technician: 83%
  - Veterinary Assistant: 100%
  - Optician: 100%
  - Phlebotomy Technician: 93%

**PEPA Academy:**

- Healthcare cohort completed on Nov. 20; eight students completed a 60-hour pre-apprenticeship program and earned CPR BLS, OSHA 10, Food Prep & Sanitation certificates.
- Students attended a Professionals' Night and hiring event on completion.
- At least one student progressing in the hiring process with Gottlieb.
- PEPA Academy-Launch (dual-credit high school program) finishes on Dec. 11.

**FET Program**

- Spring schedule in development: 88 courses, up from 77 last year.
- Working with instructors on ADA compliance prior to holiday break.

**CBPD:**

- Completed Technical Math & Blueprint training (Dec. 5) as part of DOL Apprenticeship program.
- Proposal pending with Melrose Park manufacturer for safety training (CPR, OSHA 10, OSHA 30).
- Potential new client discussing youth and returning-citizen workforce development (welding, PEPA Academy Manufacturing).

**Arts & Sciences:**

- Jeanette Bartley served on the Dean's Panel at the Illinois Council of Community College Administrators annual meeting.
- Faculty delivered five CTL talks on topics including AI and neurodiversity.
- Education faculty Ally Miller judged the Team-Based Challenge for 350 high-school education students.
- Elizabeth Collins took eight Model UN students to American Model UN International in Chicago (1,400 attendees).
- Philosophy faculty Daniele Manni led the Ethics Bowl Team to 7th place at the Upper Midwest Regional, with wins over the University of Chicago and University of Pittsburgh; team also competed at the two-year college nationals (12/6).
- Music faculty Salvatore Siriano and Nathalie Colas hosted the Triton College Winter Community Choir & Band Concert on 12/5.

**VII. Student Affairs Representative – *Hilary Meyer***

**Academic Success:**

- Hosted our inaugural First Fr-AI-day session with 37 attendees.
  - Noticed that Otter attended for many. People using Otter should change their settings, so all meeting attendees are not automatically emailed with summaries. If a recipient wants to not receive these, they can change their inbox rules to delete upon receipt.

- Early Alert & Intervention is seeking faculty members who take attendance via self-service and keep their grades updated on Blackboard. We'd like them to participate in a Spring pilot program on early intervention and proactive outreach.
- CAAS currently working with a few instructors to pilot accommodative testing scheduling through AIM, their accommodations management system.
- Library showing holiday movies December 8-11 for finals (M-Th 10-5). They'll be offering hot chocolate, and different savory treats including fresh-popped popcorn and chips.
- Loanable tech is being folded into the Troy Care Collective. Beginning in Spring, laptop loans will be part of the Troy Tech program.

**Retention & Student Engagement:**

- Holiday Rush Registration (Dec. 8–11 | 9 AM–4 PM | B Building) Advisors will be assisting students on a walk-in basis to help them secure their spring schedules before winter break.
  - Virtual Advising Adjustments for Holiday Rush Due to high walk-in volume and limited staffing: Morning Virtual Advising will be closed Monday–Thursday. Morning Virtual will be available on Friday, December 12th during Holiday Rush.
  - Virtual Drop-In Hours for Holiday Rush Week: Mon–Thu: 4–6 PM; Fri, Dec. 12: 10 AM–12 PM
  - Virtual Hours Resume the Following Week: Mon: 10 AM–12 PM & 4–6 PM, Tue–Wed: 4–6 PM, Thu: 10 AM–12 PM & 4–6 PM, Fri: 10 AM–12 PM
- Testing will be completing their site visit on Dec. 17, the final stage of their recertification process.
- Transfer Center Spring 2026 Events
  - Transfer Center Kick Off Monday, February 2 | 11:00 am–2:00 pm; Wednesday, February 4 | 2:00 pm–5:00 pm
  - Show Me Da \$ (Yes You CAN Pay for College) – Meet, Greet & Eat Thursday, February 19 | 10:00 am–2:00 pm
  - Spring 2026 Transfer Fair Tuesday, February 24 | 9:30 am–12:30 pm
  - UIC TAG Event Tuesday, March 2 | 12:00 pm–1:00 pm
  - UIC Transfer Day Week of March 9 (exact date TBD) | 10:00 am–1:00 pm
  - PICU (Private Illinois Colleges & Universities) Fair Tuesday, April 7 | 10:00 am–1:00 pm
- Transfer Center Spring 2026 Workshops
  - Transfer 101: How to Write a Stellar Admission Essay Week of February 9 and March 23
  - Transfer 101: How to Transfer to a University Thursday, March 5 | 1:00 pm–2:00 pm, Wednesday, April 22 | 12:00 pm–1:00 pm

**Student Life:**

- Extremely successful donation drive for Thanksgiving meals.

**VIII. Business and Facilities Committee – *Colleen Rockafellow*****Marketing & Communications:**

- Working on Spring 2026 Credit and Continuing Education (CE) schedules.
- Finalizing the Annual Report for the President's Office.
- Significant ongoing work on the website in preparation for the new year.
- Strong recent media coverage, including:
  - WGN televised segment

- NBC feature
- Tribune recognition for Aspen award news
- HIA feature with Chef Manny for producing 1,000 community meals
- Communications team goal: publish one new student (or alumni) story per week to highlight student impact.
- Press releases and coverage available on the Triton Newsroom page.

**Alumni Engagement:**

- Tina Lilly added to the Business Services Functional Committee for stronger alignment with alumni initiatives.
- Preparing a soft launch of “Reconnect Your Story”—part of the strategic plan to increase alumni engagement and ties to business/industry.
- Planning 2026 alumni showcase, possibly tied to athletics at a homecoming baseball game.

**Finance:**

- Reminder to approve timecards before the holiday break to ensure hourly staff are paid on time.
- Budget transfer requests require stronger, more detailed justifications. Simple statements like “we need the money” are insufficient for Board of Trustees approval.
- Encouraged to work with teams to improve clarity and rationale when requesting budget transfers.

**Athletics:**

- Women’s flag football coach hired, marking progress for the program.
- Partnership with Fenwick High School renewed; Fenwick recently won the state championship, strengthening collaboration.

**Financial Aid:**

- Tom Panas visited local high schools, including the Leydens, to meet with counselors and provide financial aid guidance to students and families.

**Other Updates:**

- Budget presentations are happening December 8 and 9.

**IX. Human Resources Committee – *Joe Klinger*****Training & Compliance**

- Sexual Harassment Prevention Training is past due for anyone who has not completed it.
- HR staff will be contacting employees who are out of compliance.
- Training takes approximately 17 minutes (longer for first-time users).
- Employees are urged to complete it before winter break and remind their staff as well.

**Open Enrollment**

- Open enrollment for health insurance is currently active.
- Deadline: December 19.
- Employees may:
  - Change plans
  - Add dependents
  - Switch policies
- If satisfied with current coverage, no action is needed.
- The changes become effective January 1.

**Winter Break**

- Winter Break runs Wednesday, December 24 through Thursday, January 1.
- Employees return to work on Friday, January 2.

#### Recruitment & Talent Acquisition

- Numerous key positions currently open; HR encourages:
  - Referrals from staff
  - Sharing openings on LinkedIn
- Sample of open positions:
  - Dean of Early College Programs
  - Dean of Health Careers & Public Service Programs
  - Director of Early College
  - Director of System Operations
  - Admissions Representative
  - Associate Director – Child Development Center
  - Multiple additional vacancies in Information Technology
- The Early College Program is undergoing rebuilding due to recent departures.
- For Academic Deans:
  - Begin hiring adjunct faculty early for spring; avoid last-minute requests.

#### Hiring Process Coordination:

- If a candidate interviews for one role but seems well-suited for another:
  - Notify HR, who can reach out and encourage the candidate to apply.
- This practice has become more common and is appreciated by HR.

## X. Old Business

#### Early Momentum Metrics:

##### Overview:

- Discussion focused on eight Early Momentum Metrics measuring first-time, first-year student progress.
- Follow-up addressed five key questions raised previously.

#### Demographic Breakdown – Students Placed in Both Math & English Developmental Courses

This “dual dev-ed group” was examined for demographic overrepresentation.

- Black students are overrepresented in this group compared to the overall cohort.
- Fall 2023:
  - Overall cohort: 14.4% Black students
  - Dual dev-ed group: 28% Black students
- Fall 2024:
  - Overall cohort: 13.8% Black students
  - Dual dev-ed group: 20% Black students
- Black student performance improved substantially from 2023 to 2024 across 7 of 8 metrics.

#### Pell Eligibility & Enrollment Status (Full-Time vs. Part-Time):

- Metrics were analyzed by Pell eligible vs. non-Pell and full-time vs. part-time for 2023 and 2024.
- Part-time composition may affect how metrics appear:
  - Fall 2023 cohort: 38% part-time
  - Fall 2024 cohort: similar pattern

#### Important clarification:

- “Pell eligible” includes only those students who completed the FAFSA. Additional students could be Pell eligible but not known to the college.
- Line graphs showing trends were included in the College Council presentation (available online).
- Finding: Improvements for Black students do not appear to be random variation—performance increased significantly more than other groups.

**Predictive Value of Early Momentum Metrics:**

- A chart was presented linking fall credit completion to retention into Fall 2025.
- Key insight:
  - Students completing more credits have much higher retention.
  - Students completing 0 credits are *least likely* to return.
  - High early withdrawal rates—often within the first three weeks—significantly harm retention.
  - Emphasizes the need for early student support, especially during the first weeks of the semester.

**Relation to Overall Retention & Progress:**

- Early momentum aligns with long-term progress and completion.
- The college has shown major improvements in fall-to-fall retention of full-time students:
  - 2018: 59%
  - Latest: 69%
- ICCB recently published a statewide dashboard with similar metrics for all colleges.
- Covers Fall 2021, 2022, and 2023 cohorts.
- Triton will update its internal dashboard when microdata becomes available.
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**AI guidelines:****Student Concerns & Existing Policy:**

- Students have expressed concerns about intellectual property and whether AI tools are ingested in their original work.
- Review of existing Board Policy (Academic Affairs 6180) shows that Triton already has strong protections in place related to:
  - Privacy
  - Data use
  - Student intellectual property
- Group consensus: current board policy sufficiently addresses these concerns.

**Next Steps: Policy Visibility & Communication:**

- Incorporate references to the board policy into the institution’s public Privacy & Data Collection Notice.
  - Make protections easy to find
  - Reassure students
  - Provide faculty a quick reminder of obligations
- Internal needs to ensure that AI vendors comply with institutional privacy rules.

**Faculty & Employee Use of AI:**

No major employee-side concerns have been reported so far.

- Key reminder for faculty:
  - Do not upload student work into open AI tools (e.g., free ChatGPT, Gemini) with unclear data practices.
  - Free AI tools share or reuse user input; this may violate privacy expectations.
- Faculty should follow existing board policy and only use approved tools.

**FERPA-Compliant AI Tools:**

- Some companies now offer FERPA-compliant or closed-system educational AI tools.
  - Use large language models (LLMs) like ChatGPT/Gemini
  - Add backend protections to keep student data private
  - Require paid licensing
- Eventually, platforms like Blackboard may integrate such tools, shifting the cost to institutions.

**Institutional Considerations:**

- Continue using policy guidance, monitoring vendor options, and educating faculty.

A dossier of research will be appended to support the AI guidelines.

**Adjournment:**

Meeting adjourned at 3:31 PM

**Next Meeting**

**Date:** Monday, January 12th, 2026

**Time:** 2:30–4:00 PM

Submitted by Xavier Skinner