

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

Members Absent: Mark Kouria

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

Meeting started at: 2:36 pm

Approval of Minutes

A motion to approve the minutes from the November meeting was made by Katie Rullo and seconded by Purva DeVol.

Technology, Mike Garrity

- Modern Campus has been approved as the vendor for our new website. Information gathering work will begin next week.
- The college originally planned to partner with NSC (National Student Clearinghouse) to submit the Gainful Employment report due January 15, but complications have led to the consideration of submitting reports independently due to data cleanup challenges.
- The new employee electronic resource guide has been implemented, with plans for further revisions and enhancements. A section specifically for faculty self-service guides has been added and linked directly within the college self-service portal.
- Efforts are underway to prepare W-2 and 1098 forms as the year-end approaches.
- A question was raised regarding CAAS data and its absence from self-service rosters. CAAS data, which previously appeared on rosters, is no longer available due to student privacy issues.
- CAAS has transitioned to a new platform (AIM).

DEI, Purva DeVol

- The Heritage Month Committee meeting is on Wednesday December 11 and going into final details on Black History Month events. Planning on having the announcements for programming in January.

Guided Pathways, Shelley Tiwari

- The college is enhancing its student support and success tools using Student Planning and CRM Advise capabilities. This includes integrating student data across various departments, allowing staff and advisors to access detailed student information and collaborate more effectively.
- Students now have visibility into their success teams (retention specialists, advisors, financial aid) within their portal. This makes it easier for students to reach out to the right support staff.
- Advisors can use student planning to track students' progress on their program maps and academic plans. The system also allows for predictive scheduling and planning across multiple semesters.
- While students use the program map and progress tracking, keeping the data updated remains a

challenge and requires input from various staff members.

- The system is evolving toward more personalized student support, with students and advisors able to see more relevant information. Faculty are also requesting features like student photos on rosters for better engagement.
- The college is moving forward with Guided Pathways, helping students navigate their education more effectively through the integrated system.
- A recent call on data analytics in higher education introduced tools for data-driven decision-making, although it turned into a sales pitch for new products from Ellucian.

Research & Institutional Effectiveness, *Kurian Tharakunnel*

- The Fall 2024 Fact Sheet has been published and is available on the college website under the “About” page and in the Research page on the portal. It is a two-page document, distinct from the more detailed Fact Book.
- The Fall 2024 Fact Book is currently in progress, with plans to publish it in January.

Student Representative, *Mark Kouria*

- No report

Academic Affairs, *Katie Rullo*

Adult Education:

- The Fall edition of the Adult Ed Gazette is out and can be found in print around campus. Here is the [electronic version](#) showcasing student success stories, reflections, and faculty spotlight.

Early College:

- Partnering with the School of Continuing Education to offer cohorts for the coming FY26 year. The new cohorts will be Dental Assistant, EKG, Optician, and Physical Therapy & Sports Medicine Aide. Information sessions for these programs were recorded last week. The students participating in these cohorts will be current enrolled high school students at Triton’s district high schools allowing the students to gain knowledge in an area that would allow them to earn a credential and seek employment opportunities while still continuing with their high school studies.

Continuing Education:

- Spring 2025 guide is available electronically on our website and is currently being printed for home distribution. Here’s the link to the guide: https://www.flipsnack.com/TritonCollege/ce-guide-spring-2025_final/full-view.html
- Not all Continuing Education programs are eligible for Early College partnerships.
 - Programs are assessed based on whether participants can sit for certification exams upon completion. Some programs are excluded because of age requirements for certifications.

- High schools may reach out directly to request specific cohorts, which are then tailored to meet their needs.
- The cohorts will be designed to fit within high school schedules. Students will be bussed over to the program, and the schedule may be extended to meet semester requirements.
- Most Continuing Education programs are offered online or in the evening, but these new cohorts will require specific schedules.
- Customization is required to meet both high school students' needs and certification requirements.
- These cohorts will be exclusive to high school students, with the goal of forming separate cohorts for each participating high school, depending on demand.
- The program is still in the planning stages, with an initial vision of smaller groups, but with the potential for expansion.
- The planning for the program is far in advance, with preparations for the Fall 2025 cohort already underway.

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

- The ETRC, currently located on the third floor, will move to the main floor of the library beginning Spring 2025. This change is based on student behavior observations and aims to better support students, lowering barriers to accessing support.
- Starting Spring 2025, Academic Coaching will be piloted by the CAAS team in the library, focusing on student success and executive functioning skills (time management, organization, study skills). This service will be decoupled from CAAS to reduce stigma and will operate under the broader "academic success" umbrella in a neutral space. Appointments are available, but drop-ins are welcome. Students who could benefit from enhancing these skills (essentially any student) are encouraged to participate.
- TRIO submitted its annual performance report for year four of the current five-year grant cycle, meeting all metrics and the minimum number of students they are funded to serve. This was a successful outcome.

Admissions:

- Triton Week was held last week at East and West Leyden high schools.
- Upcoming Admissions events include English and Spanish campus tours, a Next Step Workshop, a Pathway Spotlight on Visual Communication, and high school group visits.

Student Life/Retention & Student Engagement:

- The Elf Party is tomorrow for those who participated in the Adopt-a-Wish program. Gifts can be dropped off and treats will be provided by Student Life and TRIUMPH & SURGE. Finals week registration is encouraged, with a push for students to meet with advisors before the winter break to ensure they are registered for upcoming courses.

Financial Aid:

- FAFSA workshops are being held to kick off the new FAFSA the opened on 12/1. Students must reserve spots for these workshops, and Financial Aid staff will also assist at the Proviso and Leyden campuses.

Business & Facilities, Colleen Rockafellow

Facilities:

- Mechanical Projects: Several projects are planned, including ongoing window replacements over the next few years. In February, windows in the Bridge, N, P, and some R buildings will be replaced.
- Bird Issue: The campus is aware of birds entering the Bridge building through windows, and this issue is being addressed.
- Roof Guards: Ongoing installation of roof guards to meet OSHA requirements.
- A discussion was held about electric cars occupying charging spaces for too long. Internal guidelines are being considered to limit charging time, ensuring cars are moved after charging is complete.
- The M building's EV charger will be replaced with a grant of \$500,000, aimed at expanding and updating the current charging stations.

Athletics:

- Winter sports are performing well, and some teams may be heading to Nationals.

Budget:

- The last payroll of the year will be on December 27. Hourly staff must have their timecards approved by December 23.

Financial Aid:

- The new FAFSA opened on December 1 for Fall 2025. Workshops are starting for students.

Marketing & Communications:

- Spring marketing materials are live, and preparations are underway for the Employee Bingo Bash this week.
- The Continuing Education guide is almost finalized.
- The *Chicago Tribune* featured an article on the Respiratory Care program, with Dr. Peter Jaswilko providing an interview. The Allied Health department was also highlighted.
- Communications is working on a department-wide overview to improve support and collaboration.
- The 50th anniversary of the college radio station will be celebrated in April 2025.
- A student profile campaign has been launched, featuring weekly student stories on the Triton Pride homepage.

Human Resources, Joe Klinger

- Full-time employees should update health insurance policies, enroll in a flexible spending account (FSA), and review beneficiaries for retirement or life insurance policies.
- The new full-time faculty seniority list will be sent out before the January workshop. The new adjunct faculty pool list will be updated and sent out in January as well. The Adjunct Faculty Pool list, previously produced twice a year, will now be produced once annually in the spring.
- Ongoing recruitment for several roles:
 - Coordinator, Degree Audit
 - Transfer Center Specialist
 - Faculty in Respiratory Therapy, Surgical Technology, Nursing, and Nursing Assistant
 - ESL Instructors (posting on LinkedIn, bachelor's degree required). Thanks to those Triton employees who are interested in teaching.

Announcements

- Shekinah shared that the winner of the Great Cookie Debate (soft vs. crunchy) will be revealed and sampled in the Library this Wednesday, December 11.

Next meeting: Tuesday, January 21, 2025, 2:30–4 pm

*Meeting adjourned at: **3:11 pm***

Submitted by
Xavier Skinner