

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

**Members Absent:** Dmytriy Havrylyak, Mike Garrity, and Shelley Tiwari

**Others Present:** Jeannette Bartley, Dominique Dial, Shekinah Lawrence, Jason Lemberg, Tina Lilly, Melissa Ramirez Cooper, and Michael Thunberg

*Meeting called to order at: 2:31pm*

### Approval of Minutes

A motion to approve the minutes of the January meeting was made by Colleen Rockafellow and seconded by Joe Klinger.

- I. Guided Pathways Representative – Shelley Tiwari
  - No report

- II. Research & Institutional Effectiveness – Kurian Tharakunnel

Fact Book Available:

- Comprehensive report with consolidated institutional data
- Information previously shared in various venues is now in one place
- Available on the *About Triton* webpage
- Formatted as a PDF, but fully ADA-compliant

Quick Facts / Fact Sheet:

- Condensed version of key data
- Also available on the website alongside the Fact Book

Key Institutional Data:

- 132 total programs
- 92 certificate programs
- 40 degree programs

Portal Access:

- Reports are also available under the *Research* page on the employee portal

Data Accuracy

- Community members are encouraged to report any inaccuracies
- Commitment to maintaining accurate and up-to-date information

- III. Student Representative – Dmytriy Havrylyak

- No report

## IV. Academic Affairs Representative – Katie Rullo

## Continuing Education:

## CBPD (FET Program):

- Strong enrollment semester with 1,162 unique students, a 20% increase from Spring 2025.
- 6,486 credit hours, up 17.3% from Spring 2025.

## Pace Class:

- Completed on January 16.
- All 10 students successfully completed the CLP program with a 100% success rate.

## Summer Enrollment:

- Opens on February 16.
- Youth courses will be available for registration at that time.

## Arts and Sciences:

## STEM Mentorship:

- Dr. Sheldon Turner mentoring Triton students in the Science, Technology, Engineering and Math Student Experiences Aboard Ships (STEMSEAS) Program
- Participating in a 10-day oceanography voyage aboard a National Science Foundation (NSF) funded research vessel in the Atlantic
- Blog available to follow the experience

## Faculty Panel Discussion:

- Event: *Thinking Out Loud* on Tuesday, Feb 9th, 9:30–10:45 AM
- Professors Bill Decker, Seth McClellan, and Julianne Murphy
- Topic: The concept of truth from multiple disciplinary perspectives
- Hosted by Arts & Sciences and the Triton Library

## V. Student Affairs Representative – Hilary Meyer

## Admissions:

- Upcoming Events:
  - Transfer Path: Triton to University (with Transfer Center) – March 23
  - Career Path event – planned for April (details forthcoming)

## Financial Aid:

- February is Financial Aid Awareness Month
- Workshops offered through February 26 on:
  - Scholarships
  - FAFSA
  - Work-Study
  - Satisfactory Academic Progress (SAP)

## Retention &amp; Student Engagement:

- Summer registration opens February 16
- Outreach efforts encouraging summer enrollment

- New Student Orientation:
  - Registration rallies: June 15 and July 13

Transfer Center:

- Upcoming events include:
  - Transfer 101 Workshop
  - Virtual UIC Transfer Day
  - “Show Me the Money” Meet & Greet

TRIUMPH & SURGE:

- Hosting culturally responsive events through February
- Focus areas:
  - Student well-being
  - Black history and excellence
  - Community connection
  - Student leadership
- Includes workshops, celebrations, and collaborative programming

Student Life & Special Programs:

- Troy Safe Haven Program
  - Received an additional \$25,000 in funding
  - Provides student support and resources
- Student Trustee & TCSA Board Elections
  - Info sessions: Tuesday, February 17
    - 3:00–4:00 PM (Board)
    - 4:00–5:00 PM (Trustee)
- Black Student Union & Student Life Event:
  - From Blueprint to Brilliance: Celebrating 100 Years of Black History
  - February 18, 10:00 AM – 3:00 PM (Cafeteria)
  - Features:
    - Mini museum experience
    - Community vendors
    - Student-focused entertainment
    - Celebration of Black history and entrepreneurship

VI. Business and Facilities Committee – Colleen Rockafellow

Alumni Relations:

- Reconnect Campaign (soft launch)
  - 30 alumni have already reached out
  - Focus on rebuilding engagement and sharing alumni stories
- Upcoming Events
  - Pack the Place to watch women’s and men’s basketball games – February 19

- Alumni Reunion at the Ballpark – March 27
  - Lance Johnson (former Chicago Cub & White Sox) throwing first pitch
- Ongoing updates available on the Alumni webpage

#### Marketing & Communications:

- Connect Newsletter going out to the community soon
- Summer Credit Schedule
  - Sent to printer this week
  - Expected delivery in early March
- New Catalog Platform/Webpage
  - Currently in development with marketing support
- Crowns of Excellence
  - Strong promotional campaign
  - High-quality photography and marketing presentation
- Media & Community Engagement
  - Active press coverage (see [triton.edu/newsroom](http://triton.edu/newsroom))
  - Increased engagement with local chambers of commerce
  - Continued community storytelling initiatives

#### Finance:

- W-2 Forms
  - Available in employee portal (if consent given)
  - Otherwise mailed
- January is audit season
- Budget Personnel Verification
  - Coming in March for cost center managers

#### Facilities:

- Building Updates
  - A & J Buildings: New cooling equipment installation underway
  - T Building: New flooring installed
  - A Building (lower level): Flooring replacement planned (more communication forthcoming)
- Auction Program
  - Surplus vehicles, equipment, and items auctioned to recoup funds
  - Vintage TV studio equipment currently up for auction
  - Wood from old bleachers also being auctioned
- Auditorium Update
  - Remains offline until R Building roof is replaced
  - Expected timeline: 2027

#### Athletics

- Volunteers (call out to mid-managers) needed for region 4 Basketball Tournament (March)

- Continued collaboration between Athletics and Alumni (e.g., Pack the Place event)

#### VII. Human Resources Committee – Joe Klinger

##### Statements of Economic Interest (Conflict of Interest Forms):

- HR submitted required employee names to the County Clerk's Ethics Office
- Notifications will be sent directly to applicable employees
- Applies to:
  - Administrators
  - Mid-managers
  - Non-bargaining employees
  - Faculty chairs & coordinators
- Deadline: May 1
  - Late submissions result in a personal fine from the county
- HR will send reminders via:
  - Administrative listserv
  - Direct emails to affected employees
- Forms cover activities from the previous calendar year

##### Performance Evaluations:

- Annual evaluations beginning soon for:
  - Mid-managers
  - Classified employees
- Hourly employee evaluations encouraged (not required)

##### Adjunct Faculty:

- Union sent Request for Assignment forms for spring and fall
- Updated adjunct faculty pool list recently distributed (primarily for Deans/Academic Affairs)

##### Tuition Waivers:

- Must be submitted during the semester courses are taken
- Late submissions may be denied

##### Recruitment & Staffing Updates

##### Open Positions:

- Director of Early College
- Dean of Health Careers & Public Service Programs
- Coordinator of Call Center
- Apprenticeship Coordinator
- Admissions Representative
- Full-Time Faculty Counselor

##### Recently Filled:

- Dean of Early College

- Senior Systems Analyst (IT)

Floating Holiday Reminder:

- Upcoming floating holiday: February 16<sup>th</sup> (President's Day)
- Must work the day to earn the day
- Cannot substitute another day
- May choose to take the floating holiday if eligible

Resignation Process:

- Supervisors must immediately forward resignation letters to HR
- Delays have caused processing issues

Employee Group In-Service (Professional Development):

- Scheduled for March 18–19
- For mid-managers and classified staff
- Attendance strongly encouraged
- Agenda forthcoming

Events & Recognition:

- Black History Month Celebration
  - February 12, 1–2 PM
  - Location: B-204
- Employee Retirement & Recognition Ceremony
  - The ceremony is on April 23
  - Nominations encouraged for Shared Values awards

VIII. Technology Representative – Jo Perez provided report on behalf of Mike Garrity

Infrastructure & Network:

- 200 new wireless access points
  - Deployed or being deployed campus-wide (building-by-building upgrades)
- New virtual server hardware
  - Installed in January
  - Replaces legacy 3PAR system in A Building
- Dome audio improvements
  - Significant sound quality upgrades
  - Eliminated echo/noise issues

Website & Digital Platforms:

- Modern Campus Website Migration
  - Template testing and design underway
  - Content migration beginning soon
  - Existing website content will be scraped and moved into new templates
- Acadia Curriculum Management Migration

- Moving from Watermark to new platform
- Target completion before end of fiscal year

#### Cybersecurity & Phishing Testing:

- Barracuda phishing training
  - Sent to 30,000+ active student email accounts (accounts remain active for two years)
- Employee phishing tests completed
  - Failure rates decreasing
  - Continued monitoring of repeat failures

#### Tax Forms (W-2 & 1098-T):

- Processed and completed in January
- New consent process implemented
  - Employees/students must actively consent to online access
  - Reduces unnecessary printing
  - Those not seeing forms online may need to update consent settings

#### Student Systems Enhancements

- Student Photo IDs integrated into Colleague & Self-Service
  - Positive feedback from staff and students
  - Only applies to student ID photos (not employee photos)
- Ellucian Instant Enrollment (Continuing Education)
  - Under discussion for implementation
  - Would allow online “shopping cart” style registration
  - Reduces manual data entry
- Adult Education Application Automation
  - Early stages
  - Aims to reduce duplicate manual entry into Colleague and state reporting

#### Bookstore Integration:

- Exploring Follett Discover platform
  - Faculty book requests submitted online
  - Blackboard integration
  - Single sign-on access

#### IT Staffing Updates:

- Senior Systems Analyst starting end of February
- New Web Systems Analyst started end of January
- Director of Operations offer extended
- IT department nearing full staffing

#### IX. DEI Representative

- Black History Month Celebration
  - February 12, 1–2 PM

- Location: B-204

X. Old Business

AI Statement:

- Recommending statement be published on the website.
- The statement was shared with the Chair of the Academic Senate's AI Committee (Rebecca Fournier).

**Adjournment:**

Meeting adjourned at 3:01 PM

**Next Meeting**

**Date:** Monday, March 9th, 2026

**Time:** 2:30–4:00 PM

Submitted by Xavier Skinner