

Members Present: Purva DeVol, Hilary Meyer, Colleen Rockafellow, Katie Rullo, Shelley Tiwari, and Kurian Tharakunnel

Members Absent: Mike Garrity and Joe Klinger

Others Present: Dominique Dial, Christina Garcia, Lisa Huff, Shekinah Lawrence, Jason Lemberg, Tina Marie Lilly, Jo Perez, Melissa Ramirez Cooper, and Ali Sahtout

Meeting called to order at: 2:33 pm

Approval of Minutes

A motion to approve the minutes of the June meeting was made by Katie Rullo and seconded by Colleen Rockafellow.

I. Academic Affairs – Katie Rullo

Arts & Science:

- We have a new Associate Dean of Arts & Sciences, Michael Thunberg. He started in this role on August 11th.
- The first cohort of students for the Associate of Engineering Science degree has officially started August 18th.

Business and Tech:

- There is a new Automotive instructor Paul Zelek.

Continuing Education:

- Early College sections of Dental Assistant and Physical Therapy Aide started August 11th. This is a new partnership with CE (Continuing Education) and Early College where high school students are coming to campus and completing vocational training opportunities through our Center for Health Professionals. A new cohort will begin this Spring 2026 for students interested in EKG Technician.
- During the month of August, CE was recently approved by the IDFPR (Illinois Department of Financial and Professional Regulation) to offer the Field Event Exam for Home Inspection students. This now allows us to provide both the 60-hour class and field event exam so students can complete the entire pre-license criteria for the Home Inspection license through Triton College.

Adult Education:

- The Secretary of State Adult Volunteer Literacy grant was renewed for another year. The Access to Literacy program offers free tutoring services to native and non-native English speakers who wish to improve their basic reading, writing, math, or English conversational skills with flexible scheduling.
- The Adult Education (AE) Westlake Elevate Healthcare Scholarship was renewed for an additional five years. The scholarship supports Adult Education students pursuing a degree or certification in the healthcare field. This Fiscal Year, 23 students have been awarded the scholarship, working towards degrees in Nursing, Radiologic Technician, Respiratory Therapy and certifications in Pharmacy Technician.

- Additional New Course: Microsoft Office Specialist IET (Integrated Education and Training), working with CE to provide AE students with a course to prepare them to take the Microsoft Office Specialist - Excel certification exam.
- Adult Education classes beginning next week.
- Registration for off-site ESL classes this week. (Off-sites are East Leyden High School, Rhodes School and Dynamic Manufacturing, Inc.).

Health Careers:

- Barber/Cosmetology Salon space is completed.
- There are two new nursing faculty and a new chair for nursing assistant.
- We have selected a new part-time program assistant and a new full-time office assistant for Nursing, Nursing Assistant, and the office of Associate Dean Ty Perkins and hope to have them here next week.

II. Student Affairs – Hilary Meyer**EMSA****Personnel Updates:**

- The search for a Director of Admissions is underway.
- New TRIUMPH & SURGE Advisor started on August 18th and Transfer Center Advisor started August 11th.

Enrollment

- FY26 Enrollment Action Plan tied to new Strategic Plan.
 - Will be aligned with the three main goals of the strategic plan.

Student Life

- Welcome Week - Monday, August 18: 11 am-6 pm, Play All Day the Triton Way; Tuesday, August 19: 12-1 pm, Mind Flip & Hypno Trip; Wednesday, August 20: 11 am-2 pm, Grill, Chill, and Bubble Thrill.
- Corn Roast Wednesday, Sept. 17, 11 am-2 pm.
- Movie on the Mounds: *Elio* Friday, September 26, seating at 6 pm, movie at 7 pm, free popcorn, beverages, and hot dogs, while supplies last.

Academic Success & Support

- Retention Alert Rebranded (Early Alert and Intervention): Now called Student Referrals (improved backend connection to resources and updated messaging for students).
- New AIM (Accessible Information Management) Program (Center for Access and Accommodative Services):
 - Streamlines communication for student accommodations.
 - Automates and speeds up accommodation delivery to faculty.
- TutorTrac to TracCloud (Academic Success Center):
 - Now cloud-based with a more intuitive interface.
 - Easier student access for drop-in and appointment-based tutoring.
 - Improved backend reporting and data integration with SAM Revised.

Library & Student Tech Support

- Library programming is ongoing, check the library website (library.triton.edu) for details.
- Student Tech Support:
 - ETRC services are now embedded in Library Services.

- Laptop borrowing, MFA, portal, and email help, other support.
- Continued awareness push for campus-wide transition.

III. Business Services – Colleen Rockafellow

Campus Police & Safety:

- Active Shooter Training
 - Conducted July 11th with Cook County Sheriff's Department.
 - Included entry, room clearing, and evacuation procedures.
 - Live training conducted with employee volunteers July 18th.
- Campus police (tcpd@triton.edu) available to visit departments for safety presentations.
- Acting Chief Andrew Morales providing guidance and tips for responding to active threats.
- New video on health services and a preparedness brochure created.

Facilities & Campus Improvements:

- Cernan Earth and Space Center have a new projector installed.
- Cosmetology Lab (M Building 1st floor) is licensed and ready to go.
- The Heating & Cooling Lab (T building) is nearing completion.
- Mechanical System Upgrades:
 - A building 2 chillers.
 - J building 1 chiller.
- The R Building gym has new bleachers delivered and installation underway.
- Bus Shelter (North Ave.) is repaired after vehicle damage.
- Concrete work is being done in various areas around campus.
- R Building roof replacement is being funded by the State, scheduled for Summer 2027.
- R Building Theater renovations forthcoming.
- Pipe replacements are ongoing in front of A building (basement level).
- Fifth Avenue Paving project completed.

Finance:

- Daily Drop for Non-Payment ongoing.
- Cashiers Office is extremely busy with semester start.
- Annual Audit is in progress and auditors on-site reviewing financials.
- Missing book adoptions from bookstore – working with faculty to get updated information.
- Final Budget
 - Being prepared for Board submission next month.
 - No budget transfers allowed until October 1.
 - Cost Center Managers have been notified.

Marketing, Media & Communications:

- High Volume of Requests. Use the marketing request on the portal.
- Website Redesign In final phase.
- Fall Continuing Education guide and Credit schedule mailed to homes.
- Strategic Plan Rollout is supported by coordinated marketing efforts.
- Barbering lab updated with new graphics.
- Ongoing Promotions focus on programs like Barbering, Cosmetology, HVAC.

Media Coverage:

- WGN visited campus August 13th.

- Strong press presence: *Chicago Tribune*, other outlets.
 - Visit “Triton in the News” page (<https://www.triton.edu/tritoninthenews/>) for press highlights.
- Radio Station:
 - Increased engagement post-anniversary.
 - Interest from local artists; strong jazz/R&B programming.
 - Exploring live streaming opportunities.

Financial Aid:

- Degree Audit System:
 - Officially launched after more than a year in development.
 - Helps ensure students stay on track with correct courses selections.
- Troy Safe Haven Program:
 - Assists homeless students with childcare and financial needs.
- Financial Aid Office is having high activity due to student form submissions.

Human Resources – Joe Klinger

No report.

IV. Information Technology – Jo Perez on behalf of Mike Garrity**Portal & System Updates:**

- The portal experienced a minor outage on August 18th.
- It was being monitored as a nationwide issue.

New Portal Cards:

- 2 HR-related cards added:
 - One summarizes your pay stub.
 - One provides a snapshot of your leave balances (no need to log into self-service).
- 2 Microsoft-linked cards added:
 - After signing in, shows:
 - Top 10 recent emails (Triton email).
 - Top 10 OneDrive documents.
 - Clicking on any item opens it directly.

Software Updates:

- Colleague 6.5 has been rolled out.
- Self-Service updated to version 3.7:
 - Faculty can now see deadline dates (midterms, final grades, etc.) in their rosters.
 - Students can also view these dates in their schedules.
 - A frequently requested feature since moving away from WebAdvisor.

Strategic Goals:

- Portal updates and added functionalities align with FY25 Operational Assembly goals.
- Done in partnership with IT.

V. Diversity, Equity & Inclusion – Purva DeVol**Celebrate Hispanic Architects:**

- Wednesday, Sept. 24, 11 am in Library Upper Commons.

- The library will host a special lecture celebrating Hispanic architects, presented by Douglas Gilbert of Triton College's Architecture Department. Gilbert will shed light on architectural history in Mexico and highlight the significance of Louis Barragán's houses.

Hispanic Heritage Month Read In:

- Wednesday, Oct. 1, 11 am on the First Floor of the Library
 - Hosted by math faculty Dr. Tuan Dean, students, faculty and staff will read passages from their favorite Hispanic authors. Triton College President Mary-Rita Moore will also read a passage from her favorite Hispanic author.

Culture, Games and Food:

- The Heritage Committee and Professional Development Center are inviting you on Thursday, Sept. 18 at 1 pm in B204/210 for an afternoon of culture, games, and snacks for all employees.
 - Enjoy a Staff Cultural Showcase, play Lotería (Mexican Bingo) for sweet prizes, savor Mexican churros and horchata, and explore traditional Latin American recipes from our Triton community—all set to lively Latin American music.

VI. Guided Pathways – Shelley Tiwari

Library Chair Shekinah Lawrence shared information about a new program called Troy's Campus Quest Troy's Quest Starter Kit:

- Given to newly enrolled and early college students.
- Includes:
 - Destination map with quest locations.
 - Instructions for participating.
 - First Troy Destination card from the library (starting point for all).

How the Game Works:

- Students visit campus "quest destinations" (support services).
- At each location, they:
 - Ask for a Troy card.
 - Learn about that department's resources.
 - Collect up to 15 cards (out of 18 possible).
 - Goal: encourage engagement and familiarity with campus support areas.

Prizes & Incentives:

- 5 cards: Earn a button.
- 6–14 cards: Button + snack voucher (choose sweet or savory).
 - Sweet = cookie from HIA Bakery (B Building).
 - Savory = bag of chips.
- 15+ cards: Entered into drawing for a free class (5 available for Spring).
 - Drawing: Thursday, October 9 at the Library.

Purpose & Benefits:

- Fun way to engage new students with key campus departments.
- Encourages face-to-face interaction and awareness of services.
- Promotes programs like HIA through snacks (cookies can spark interest in baking classes).
- Opportunity for staff to share info organically (Transfer Center guidance, for example).
- Optional clues/hints may be provided at "clue centers" like Library or Career Services.

Data Collection & Assessment:

- Metrics to track:
 - Number of cards distributed by departments.
 - Number of completed game cards returned.
 - Snack voucher usage.
 - Student usage of participating services throughout the semester.
- Results to be reviewed in Winter to refine for next Fall.

Campus-Wide Participation:

- Departments encouraged to decorate destination signs for visibility.
 - Inspired by Health Services' creative example.
- Signs are numbered to match student maps.
- Library is both starting and ending point for all players.

Additional Notes:

- 500 starter kits distributed during Welcome Week via Student Life.
- Available afterwards at the library.
- Existing students can collect cards and participate, but only receive buttons, not grand prizes.
- Planning to expand next year with more sponsors and prizes.

VII. Research – Kurian Tharakunnel**Research and Reporting Update:**

- A total of 6-7 reports were submitted on time to ICCB for the end of fiscal year.

VIII. Student Representative – *Vacant*

No report.

IX. New Business**Student Representative Update:**

- A student representative is expected to join the committee next month, completing the committee roster.

FY26 Operational Assembly Goals:

- Opportunity to develop new goals aligned with the new strategic plan.
- Encouragement to consult with respective departments to identify potential goals.

Past Project Highlights:

- FY24 Auto Degree Completion Goal:
 - Still ongoing with positive progress.
 - Includes both automation and human oversight.
- FY25 Portal Goal:
 - Will continue, but outside of formal goals for this year.

College Council Collaboration:

- The College Council had a retreat to discuss goals.
- Operational Assembly may support College Council goals in addition to their own.

Next Steps:

- Members encouraged to discuss potential goals with subcommittees over the next month.
- Further suggestions and discussions to happen offline.

Adjournment:

Meeting adjourned at 3:11 PM

Next Meeting

Date: Monday, September 8th, 2025

Time: 2:30–4:00 PM

Submitted By: Xavier Skinner