Triton College

Members Present: Hilary Meyer, Purva DeVol, Mike Garrity, Joe Klinger, Jacqueline Lynch, Colleen Rockafellow, Kurian Tharakunnel, Shelley Tiwari.

Members Absent: Journey Manuel.

Others Present: Jason Lemberg.

*Meeting started at: **2:35 pm***

Approval of Minutes
A motion to approve the minutes from the May meeting was made by Purva DeVol and seconded by Joe Klinger.

Operational Assembly Chair Hilary Meyer announced that the order of area updates will be rotated throughout the year, based on feedback from last year's members. She also noted that meetings will take place in the Library to encourage attendance from members of the campus community.

Academic Affairs, *Jacqueline Lynch*
Start of FY24
Faculty workshops were well attended and content was well received.

Arts and Sciences
- Title IV ends September 30
- Office is fully staffed

Business and Technology
- The Farm Stand continues
- Hiring for Associate Dean is ongoing

Career Services
- 440 (students and community members) served so far in FY24
- Career Fair Oct 4: goal is 90 employers
- Director and Associate Director: seeking certification in resume writing
- Hiring process for staff specialist moving along

Continuing Education
- Summer programs are over and went well
- Enrollment is on track with previous years
- Local 399: new courses, numbers seem good
- Recent hires
    - Coordinator for Youth Programming
    - Coordinator for Corporate Outreach
    - Coordinator of Corporate Partnerships

Health Careers
- Still working on enrollment, some program slots open

Adult Education
- Staffing
  - As close to fully staffed as possible.
  - Still hiring: CTS (1 part-time), ESL teachers with evening availability
- Fall Classes
  - 1,800 applications have been received for fall classes
  - Students are being moved through the 7-step enrollment process
- Pre-semester PD on August 21, regular meeting on August 24
- AE is collaborating with library on textbook loan program
- Upcoming conferences for Adult Ed staff PD:
  - Forum for Excellence on September 20-22
  - NACADA in October
  - Learning Forward in December

Student Affairs, *Hilary Meyer*
- EMSA staff have been busy enrolling through the first day of school.
- New staff are focusing on maximizing use of Ellucian products Recruit (Carina Santoyo, Director of Admissions) and CRM Advise (Jason Lemberg, Director of Early Alert and Intervention).
- SEED graduation was held on August 17 with 10 graduates.
- The newly renovated Academic Success Center in A100 is now open for business.
- A library forum on Neurodiversity will be held on September 15. Members from Triton's district high school and public libraries will be welcomed. The forum will feature Dr. Lee Burdette Williams, Executive Director of the College Autism Network.
- Laptop loans will continue until they run out. The library is out of hotspots already.

Business and Facilities, *Colleen Rockafellow*
- Finance auditors are on campus auditing and closing out the FY23 books.
- Marketing is working on start of semester campaigns and fulfilling faculty needs
- Inform Colleen if there are any changes on the tentative budget. The final will be going to the September board.
- Maintenance wrapped up renovating the tutoring lab (Academic Success Center) and completed window installation of some buildings on campus, which was a capital development board project.

Human Resources, *Joe Klinger*
- The Fall 2023 schedule was sent out. Joe stated that October 10 is the day off for faculty. Campus is open and classes will be in session on November 7. Also, the college is open through December 23. Winter break runs Sunday, December 24 through Tuesday, January 2.
- HR assisted with faculty orientation, 7 new faculty were hired in a variety of areas.
- State is mandating all new hires to contribute to SURS DCP (deferred compensation plan), in addition to contributing to SURS. This will be in effect July 1, 2024.
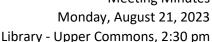
- Starting January 1, 2024, hourlies will be able to accrue and earn PTO in accordance to state law. For every 40 hours worked, .25 hours will be earned for up to 8 days.

Information Technology, *Mike Garrity*
- Ellucian is providing status updates every hour since being down as of this morning. Self-service functionality is still available.
- Registration area has come across a number of sections in Colleague where students cannot be registered. The issue was that a list of sections was entered incorrectly and IT is working on updating them and resolving this problem today.
- Working on a couple of virtual server environments and updating them in modern platforms. Cold Fusion and Canon Uniflow.
- Working on a project to migrate Photo ID database into a new server to continue testing with the new platform.
- Looking to change current TC Wireless environment for security reasons and move to a foundation to allow employees and students to login and will restrict what they can get into. Guest wireless access will also be available and will be the most restricted of wireless SSIDs.
- Ignas Vaisvila is moving to IT in his new role of system administrator. This will allow for Barracuda to be tested and training to continue within the next year.
- Dual Credit would like to change the way high school grade levels are tracked. Working with Research to track Freshmen and Sophomores who are non-reimbursable. Another change DC is looking to revamp their enrollment process.
- ReUp in partnership with Triton College is working on a new initiative to reach out to students who have not completed school and get them to re-enroll.
- A new mandate for business holds requires the college to release transcripts regardless of students having an outstanding balance. A new business hold will be created for students in order to track students and prevent registration when transcripts are released.
- IT is planning on moving Self-Service to single sign on, but not before creating another step of MFA.
- Enhancements for the requisition process will be made this calendar year.
- Faculty would like the ability to view previous terms.
- IT is working on making the display of degree evaluation consistent in Colleague and WebAdvisor and how it is viewed by students in Self-Service.
- Online courses in Self-Service show TBD for the time. The instructional method will be changed on the section. These are being documented in order to know how to build those going forward and eliminate TBDs.
- Instructors were not able to upload grades for cross listed summer CE sections. The issue was identified and IT is working on updating those sections for future semesters.
- Ellucian has a fix for students who are marked as repeat, IT is working on updating its environment to get a patch applied.

- IT will look into providing secondary approvers for time cards, which was a feature previously available through the portal.

DEI, *Purva DeVol*
- Heritage Month will be kicking off next month beginning with Hispanic Heritage month. A broad range of events are coming and still being finalized. The planning committee meets once a month.
- Launching next month is the Illinois Community College Diversity Commission Professional Development Series, which will be highlighting strategies and awareness for a variety of under resourced populations, beginning with Hilary's presentation on neurodiversity. Details and advertising are being finalized, more information to come.

Guided Pathways, *Shelley Tiwari*
- Shelley shared that different areas will be brought in to share updates on how Guided Pathways has been institutionalized and how people are working under their areas.
- Jason Lemberg reported on CRM Advise, met with 20 faculty members with an intent of closing the feedback loop. Jason spoke of focusing on alerts and submissions by faculty to follow up with students.
- Jason is working with TRIO to have a cohort specifically manage and use CRM Advise to focus on student support and proactive outreach and is creating a TRIO-specific dashboard to give a view of relevant open alerts.

Research, *Kurian Tharakunnel*
- Summer 2023 10th Day Report is available on the portal
- Spring 2023 Course Success Report will be available on the portal this week
- Research is busy with ICCB end of year submissions:
    - Enrollment and Completion reports have already been submitted to the state
    - Waiting on credit hours for the Course Success Report and Course Enrollment Report. These are pending reports and will be submitted later.
    - ICCB Program Review report is ready and being reviewed by the executive team to be submitted by September 1.
    - The Fall 10th Day report will be available on September 6.

Other
FY 24 goals will be discussed in next month's meeting on September 11, 2023.

*Meeting adjourned at: **3:33 pm***

Submitted by
Sandra Hernandez