

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

Members Absent: Jacqueline Lynch, Journey Manuel.

Others Present: Tasha Coleman, Lorena Gasca, Jason Lemberg, Tina Lilly, Stephanie Townsend, Julia Willis.

Meeting started at: 2:36 pm

Approval of Minutes

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

Guided Pathways, Shelley Tiwari (reported first, since Julia had to leave)

Julia Willis, Dean of Students, was invited to share new initiatives on campus for students.

- Troy Ride, offers students who need rides to home or work or their clinical location. Students can get up to 3 rides in a week, within a 12-mile radius. Funds will probably run out, however, more donations from other sources will be received to continue providing rides. The application for Troy Ride is available on the website.
- Troy Mart, the expanded food pantry will be up and running by the end of September. There is work in progress on transitioning information from Financial Aid to Pantry Soft. The application is still being worked on. Food options will not only be grab & go. Food choices include ready-baked meals that can be provided once or twice a month by HIA and perhaps Alumni as well as other areas.
- Julia mentioned that she is trying to figure out how to work with landlords or Concordia in regards to housing and securities and fee scales for room rentals.

Student Affairs, Hilary Meyer

- Enrollment exceeded our goal of serving more than 10,000 students.
 - 10,033 students this fall (increase over 9,471 from fall 2022)
 - Retention of 69% for first-time full-time students (increase of 10% from fall 2022)
 - Retention of 45% for part time students (increase of 3% from fall 2022)
- FAFSA workshop will be held at the FAFSA lab on September 27 from 12-2 pm and September 28, from 2-4 pm.
- The Office of Student Life is hosting the Annual Corn Roast, Wednesday, September 13 from 11 am-2 pm. Volunteers are needed.
- EMSA and Professional Development Center are jointly offering a Mental Health First Aid training. Training for staff will be on September 18 and 20 from 9 am – 1 pm in B-270. Special

training will be held for Administrators on October 12 and 13, from 10 am – 2 pm. If anyone is interested in signing up, contact Julia Willis.

- ETRC and Adult Ed met last week to work through ways to reduce wait time for ESL students. Staff are working with IT to see how to best identify which names are being used as first and last name in Colleague to assist students with default password set up.

Business and Facilities, Colleen Rockafellow

- There has been an increase in the number of Trustee Honors from 230 students in fall 2022 to 262 students in fall 2023. In comparison to 2021, there were only 163 students.
- New employees on the EMSA team include Jason Lemberg, Director of Early Alert and Intervention, Dominique Dial, Director of CAAS and Tati Butler, Director of TRIO SSS.
- Fall Fest will be held on September 30.
- Marketing is asking everyone to follow the college's social media.
- FY 24 budget is going to the Board this month. Budget transfers are frozen during this period for the budget to be finalized and approved by the Board. Budget transfers will start back up October 1.
- Audit going to the Board this month. Business Services has been busy for the past couple of months between audit and finalizing budget.
- FY 25 budget is coming out soon. Communication will go out shortly to call center managers.
- Facilities sent out communication on parking lot closures for resurfacing. The project will run through the end of December.
- Facilities is working on construction in the H Building for the Barbering lab as well as the Respiratory Therapy programs.
- A lot of business members have also been busy as part of the Strategic Planning teams.

Human Resources, Joe Klinger

- Coming up is the annual Sexual Harassment Prevention training required by State Legislation. Communication by email will be sent out to all employees in the next couple of days. Although the deadline is in a couple of months, employees should aim to complete within the next two weeks. Other languages are available for this training. Email Joe Klinger or Susan Rohde if staff needs a foreign language assigned.
- The annual Health Insurance Committee meeting is coming up. Representatives from different bargaining groups come together with administrators to discuss the annual increase to co-premiums. The dollar amount and percentage of increase will then be presented to the Board.
- Sprouts of Covid are happening and employees will now be required to use PTO, since the pandemic emergency declared to be ended by the Governor in May. Remote work will not be allowed.

Information Technology, Mike Garrity

- Met with Aruba regarding the wireless SSID. They are working on a quote for clear path hardware, new access points and services to update software as well as finance options.
- Discussion with Dual Credit about changing their admission process by moving from Recruit into import of file. Looking to build out what the file would look like to see if the high schools are open to the idea.
- IT is in discussion with Denise Jones to review and simplify the refund process. A proposal is being put together to remove the specifics from the policy and moving it to the catalog.
- The team is working on enhancing the requisition process to include vendor email into the body of the purchase order.

DEI, *Purva DeVol*

- Hispanic Heritage Month kicks off on Friday, September 15 starting with free churros on the mounds. Advertisements are out.
- Lessons from the Dead: Student Leadership Symposium, October 11, 10 am – noon.
- EnsAmble Ad-Hoc, musical performance on September 20 at 7pm, showcasing the cultural music of Colombia, Peru, Venezuela and Mexico.
- Library is showcasing a movie series every Thursday.
- Alumni spotlight, featuring Bulmaro “Bull” Saavedra.
- Beginning Friday, September 15, more information and other community events will be available on the Heritage Month website.

Research, *Kurian Tharakunnel*

- End of year Data File submissions to ICCB were completed promptly and Triton College is in full compliance.

Academic Affairs, *Jacqueline Lynch*

No report

Other

Student Rep still to be identified due to class schedule conflict.

Old Business:

FY 23 Goals were completed.

New Business:

FY 24 Goals were approved: Mike Garrity motioned to approve; Kurian Tharakunnel seconded.

- Lead the process design for automating degree completion
- Facilitate the implementation of relevant College Council recommendations relating to improving the student experience on campus

- Assist in emerging infrastructure upgrades and institutional compliance, as applicable

Proposal to extend meeting time to 90 minutes was approved. Joe Klinger motioned to approve; Mike Garrity seconded.

*Meeting adjourned at: **3:27 pm***

Submitted by
Sandra Hernandez