

Trustee Viverito called the meeting to order at **5:05 PM**.
The following roll call was taken:

Members Present: Diane Viverito, Glover Johnson, Susan Campos, Jodi Koslow Martin, Mel Loucks, Dana Nestruck, Tracy Wright.

Also Present: Troy Moran, Bianca Sola-Perkins, Gregg Beglau, Jeanette Bartley, Panos Hadjimitsos, Hilary Meyer, Stephanie Townsend.

APPROVAL OF COMMITTEE MINUTES

Trustee Viverito asked for a motion to approve the minutes of the December 4, 2024 committee meeting. There was a motion to approve the minutes by Trustee Johnson and seconded by Dean Mel Loucks. Voice vote was taken, and the motion was carried unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

COMMITTEE MEMBERSHIP

Trustee Diane Viverito introduced the topic of committee membership, proposing the addition of Dana Nestruck, an Engineering faculty member, to replace Mohsin Habeeb, an Automotive Technology faculty member.

STUDENT SENATE REPORT

None.

NEW BUSINESS

A. ACTION EXHIBITS:

- i. Spring Break 2025 College for Kids Camp with District 97
Dean Bianca Sola-Perkins announced that the upcoming spring break program will again welcome students from District 97 in partnership with community-based organizations, Friday Night Place. VP Campos noted that while last year's program was grant-funded, this year the organizations will be responsible for securing funding due to the program's success.
- ii. Spring Break 2025 College for Kids Camp with Friday Night Place
Dean Bianca Sola-Perkins added that the Spring Break 2025 College for Kids Camp with Friday Night Place, will run concurrently with District 97's spring break. Students will select a major from various options and spend a week engaging in hands-on learning with faculty to explore potential career paths.

- iii. Agreement with Parchment LLC for Diploma/Certificate Services
VP Koslow Martin announced a new partnership with Parchment to handle diploma services, allowing diplomas to be sent directly to students instead of being printed and mailed by the college. This service includes a digital diploma option, enabling students to access their credentials online, and is expected to save money or at least break even compared to previous mailing costs, with the added benefit of addressing the issue of unclaimed diplomas.

- iv. Agreement with Redrock Software Corp to Provide TracCloud Software as a Service
Dean Hilary Meyer presented a new agreement with Redrock, currently known as “Tutor Track” a software used for tracking tutor appointments and student interactions. The system is moving to a cloud-based platform in May, requiring a new agreement due to the updated interface, which will offer easier use for students and staff, improved reporting, and a smoother implementation.

- v. Triumph and Surge North Carolina Tour
Stephanie Townsend announced a college tour to North Carolina from March 16 to 20, which will include visits to seven schools, four traditional universities and three HBCUs. The tour will also feature a cultural activity and involve 22 students and 3 chaperones.

OTHER

None.

ADJOURNMENT

Trustee Viverito asked for a motion to adjourn the meeting. There was a motion to adjourn by VP Jodi Koslow Martin and seconded by Trustee Johnson. Voice vote was taken, and the motion was carried unanimously. The meeting was adjourned **5:22 PM**.

Respectfully submitted,

Ivette Perez

Ivette Perez, Recording Secretary

Minutes approved by the Board Academic Affairs Student Affairs Committee: 3/5/2025