CALL TO ORDER
Ms. Moore called the meeting to session at 2:07pm.

ATTENDEES
Present: Mary-Rita Moore, Donna Stadermann, Pamela Perry, Humberto Espino, Chuck Bohleke, Dr. Michael Flaherty, Sam Tolia, Maria Correa, Kay Frey, Baylee Cabrera, Kevin Kennedy, Pat Zinga, William Justiz

Absent: Andrea Blaylock

Others Present: Brenda Jones Watkins, Police Chief Jeff Sargent, Garrick Abezetian, Dr. Quincy Martin III, Shelley Tiwari, Kurian Tharakunnel, Venesa Smith

APPROVAL OF MINUTES
The Minutes of the October 26, 2015 meeting were approved by unanimous voice vote.

HOT TOPICS
Dr. Michael Flaherty asked Council member Sam Tolia, how campus members could publically post information and event dates for the rest of the campus community. Mr. Tolia stated that anyone could complete a marketing request to have information placed on plasma screens across campus as well as the institution’s social media pages and web site. He also indicated that marketing could create graphics or design to help advertise the information or events as well.

OPERATIONAL ASSEMBLY
Shelley Tiwari reported on committee reports from the last Operational Assembly meeting. Laura Torres in Human Resources asked Operational Assembly members for ideas on Health and Wellness programs and got ample feedback on what components could possibly be included in a Health and Wellness program here on campus. The complete list of suggestions that were given will be available in the meeting minutes. Members suggested having an incentive for employees to participate. For the Business Committee, Garry Abezetian briefly touched base on the new budgeting process and members requested that he come back next month to provide additional detail under new business. The Data Team reported that they have spent most of their time on the planning for the Data Summit and how to boost participation at that event. For the SEM Committee, Dr. Quincy Martin shared a copy of the retention plan and shared that based on the current needs, they are expanding the role of the committee to include some short term enrollment strategies specifically for the upcoming spring semester, and they have added three additional work groups including community outreach, persistence and marketing. There will be additional information on this at the next meeting. For the Diversity Committee, Luisa Hernandez reported that the committee would like to be more involved in the retention and enrollment efforts of the institution, as the student population is changing. In addition, there was discussion around a concern regarding the efforts of the committee to recruit more diverse faculty and staff. Joe Klinger from Human Resources will be coming to the next meeting to discuss recruitment strategies. Under new business, the group discussed the need to improve attendance and engagement at monthly Operational Assembly meetings. Pamela Perry gave a report that HLC accepted
the report that outlined the structure however, continual assessment of the new structure is needed. Ms. Tiwari also added that she has been meeting with faculty representatives of Operational Assembly to learn what topics they would like to hear come forward at the meetings in order to optimize engagement.

ACADEMIC SENATE
Dr. Flaherty announced that the College Curriculum Committee was suddenly informed from ICCB that the AS degree is changing, and this is quite a serious shift in curriculum. He stated that for the Science and Math departments, this is a huge undertaking, but any other departments offering AS degrees will be affected, as will enrollment – though Dr. Flaherty doesn’t think enrollment will be drastically affected. Dr. Flaherty gave some history on how this came about, stating that ICCB sent out a notice informing them that the AS degree was changing which essentially will mean an increase in Math and Science for all students who are planning to transfer right out of Triton to get a Bachelors’ of Science degree. The amount of credit hours the students need to graduate will not go up. The school will need to present the ICCB with a new Associates of Science degree that will lay out how many math and science credits are required, etc. This will start next fall and students who start next fall will be under the new degree plan, and students who are currently under this degree will remain under the new catalog. The Counseling department will need to be aware of this and pay very special attention to when Math and Science students have started their academic journey. The Academic Support Committee, the Technical Advisory Committee and the Scholastic Standards Committee are all working on online success rates and beginning to talk to online instructors to evaluate needs and areas for improvement. Student Development, Campus Quality and Professional Development all focused on campus safety. Dr. Flaherty stated that this seems to be a real hot topic and added that Roseanne Feltman is looking to add this to the Spring Faculty Workshop agenda. The Assessment Committee reported that almost everyone has completed their assessment however Larry Manno did report that the committee needs to work on closing the loop. Dr. Flaherty added that there is a new edition of Blackboard and training has begun, as reported by the Technical Advisory committee. Finally, Dr. Flaherty informed the Council that there were a variety of housekeeping items that were decided upon at the last meeting, such as adding a new Math faculty member to the Senate so they now have two members, subtracted a Business representative so there is now only one. Both of these changes were done because of the size of their departments.

Ms. Moore stated that she recalled Mr. Manno mentioned forming a sub-committee which will look at program assessment. The committee recognizes the importance of looking at current program assessment and model what was done at other levels of assessment. They will be able to provide regular updates on their progress.

OLD BUSINESS

ASSESSMENT OF BUSINESS PRACTICES AND POLICIES
Kevin Kennedy indicated that he had no update to provide to Council this month.
NEW BUSINESS

CRISIS MANAGEMENT UPDATE
Dr. Quincy Martin presented the Council with an update on the work and progress of the Crisis Management Committee. Please see attached (Appendix A). Dr. Martin asked the Council if they had any suggestions or strategies related to engaging the campus community around crisis management trainings and sessions. Pat Zinga stated that it seems that this is a hot topic with employees because the possibility of crisis is a present concern, and that it shouldn’t be hard at all to get them to participate in trainings. Baylee Cabrera stated that she felt the open forums were very helpful and students informed her that the forums were very informative and should continue to be held. Dr. Martin asked for suggestions on how to get faculty to attend trainings. Dr. Flaherty suggested having the training facilitated through the Spring Faculty Workshop since workshops are now mandatory. He also agreed with Ms. Zinga in stating that people will be more than willing to attend trainings, but they should ensure there is a variety of days and times that the trainings are offered to ensure full participation. Ms. Moore stated that she would be interested to see how people who have attended the trainings, feel coming out of the trainings – whether there should be next steps or additional follow-up information. Ms. Moore asked the Council if they felt this presentation helped to answer the questions that were discussed at last month’s meeting. Dr. Flaherty stated the presentation did an excellent job at showing where the institution is currently as it relates to preparedness and the work of the Crisis Management Committee, but he thinks that the majority of the campus would be more interested in presentations that give information on what to do in the event of a crisis, such as an active shooter. Dr. Martin acknowledged and indicated that that information is also available now on the web site: www.triton.edu/crisismanagement.

FY 17 BUDGET PROCESS
Garrick Abezetian gave a presentation on what will be the new budget process for FY 17. The institution will be transitioning from a rollover budget approach to a comparative budgeting process. He gave additional details on what steps of the FY 17 budget process will be taking place in December 2015. Please see attached (Appendix B).

STRATEGIC PLAN ACTION UPDATE
Pamela Perry gave an update on Action 5.1 – Streamline Curriculum Review and Approval Process which falls under Strategic Direction: Close the Skills Gap. Mary Ann Tobin is the Action Champion for this action but due to her being out of the office, Ms. Perry presented her behalf. The tie between this particular action and closing the skills gaps is that, in order for the institution to be able to respond and adapt to the changing needs of the community, the institution has to be able to move quickly internally to get those new types of programs approved. There are a lot of things involved in that, not just internal processes but also external processes that the institution doesn’t have control over. Ms. Perry stated that they found that there was room to improve and expedite the way we got our new programs and curricula approved internally. Beginning in July 2013, the Curriculum Committee worked hard to streamline the curriculum approval process. Mary Ann Tobin was Action Champion over this. First, they tried to consolidate some processes so that a single meeting could move curriculum changes forward instead of having to go through several meetings over multiple months to get changes approved. They also tried to improve the wait time around internal approvals. The result in their work was a 50% decrease in the amount of time it took to approve changes internally. This showed very impressive and positive results. Another benefit is that this modification in process allowed meetings of
the Curriculum Committee to have more time to tend to larger issues that come forward. Ultimately, these changes have shown success so Action 5.1 has really been completed so the recommendation is that it is time to take this action off of the Strategic Plan since it has been accomplished and draw attention to the remaining actions under the Strategic Direction: Close the Skills Gap. Humberto Espino asked how the 50% increase was measured. Ms. Perry stated that she believed that they looked at the overall length of time that it took for curriculum changes from its initial submission to its final approval before the changes were implemented, and then after the changes were implemented they measured the amount of time and it showed an average of a 50% decrease.

Ms. Perry also informed the Council that semi-annual report for the Strategic Plan would be coming forward to the Council next month.

OTHER
Ms. Moore informed the Council that the hourly representative Patrick Gibbons would be moving to a new position outside of the college and would no longer be able to represent the hourly employee group. She welcomed any recommendations from the Council as she begins to seek out a new representative to fill the now vacant position.

NEXT MEETING

ADJOURNMENT
The meeting was adjourned at 3:17pm.