

Members Present: Hilary Meyer, Purva DeVol, Mike Garrity, Katie Rullo, Kurian Tharakunnel, Shelley Tiwari.

Members Absent: Joe Klinger, Journey Manuel, Colleen Rockafellow.

Others Present: Lorena Gasca, Shekinah Lawrence, Jason Lemberg.

Meeting started at: 2:33 pm

Approval of Minutes

A motion to approve the minutes from the December meeting was made by Mike Garrity and seconded by Kurian Tharakunnel.

DEI, Purva DeVol

- February 22nd from 12-1 pm, Roosevelt Middle School Band will perform musical selections by Black composers in the Student Center Cafeteria, followed by a food reception. Parents, Principal and Superintendent from the school will be attending. This event is co-sponsored by the Heritage Committee and the PDC. Flyer coming soon.
- A notice will go out on the public website regarding a host of activities commemorating Black History Month, starting in the library.
- Black History Month runs from February 1st to 29th.

Guided Pathways, Shelley Tiwari

- Shelley shared the Building & Sustaining Success for Our Students slides which were presented by the president during last week's Faculty Workshop. Members were asked to reflect on how the areas they represent align with one or more of the Guided Pathways pillars and prepare to discuss during next month's meeting.

Research, Kurian Tharakunnel

- The 2023 Fact Book has been published and is available in the webpage and portal under Research.
- The ICCB Program Review schedule and templates will be rolled out in the next couple of weeks. Academic programs as well other non-academic area programs are reviewed every 5 years. The Program Reviews are to be completed by the end of the Spring semester and due to ICCB by September 1st.

Academic Affairs, Katie Rullo

- Business & Technology welcomed new Dean, Panos Hadjimitsos and Associate Dean, Justyna Kohtz.

- The Spring 2024 Adjunct & Faculty Workshop was held last week with a presentation on AI and ChatGPT. Administrators also attended the presentations.

Arts and Sciences

- Aiming for higher enrollment.
- Looking to hire additional faculty for their programs.

Adult Education

- Purva DeVol is serving as interim dean of Adult Education.
- High enrollment and high retention record with over 900 students registered.
- Looking to hire more instructors.

Continuing Education

- 10th day goal reached and still counting enrollment numbers.
- New vocational programs coming out, such as Broadcasting.
- Working on grant opportunities for Spring break and Summer classes.

Student Affairs, Hilary Meyer

- Enrollment has been strong for several weeks.
- Some drops for nonpayment have been completed due to the new 5-days, 3-ways initiative.
- Retention alerts have been revised this Spring, based on Faculty submissions in the Fall.
- SEED graduation was held January 10. Twelve students graduated and received a certificate from the School of Continuing Education as well as a medallion.
- Spring 2024 SEED classes began January 17. Ten students are enrolled; we are hoping for them to complete the program by June and graduate in the summer.

Information Technology, Mike Garrity

- A building Colleague Servers were physically updated during the holiday break. The additional memory will help the servers run more efficiently.
- New interactive flat panels have replaced 20 older smartboards.
- Copiers are now running on the latest version of Uniflow software. Instead of Uniflow, it now shows up as CanonSecurePrint.
- The revolution 911 system was also updated during the holiday break.

Ongoing Projects:

- A meeting will take place tomorrow with American Digital (HP vendor) regarding the M building virtual server environment hardware. The cutover plan targeted for this Spring will be discussed.
- Meetings have been held with Ellucian regarding the requisition approval process. Workbooks are being worked on with a cutover process targeted for this Spring.
- End of year processing of W-2s, 1098Ts, 1099s will be completed by the end of the month for mailings.

- Working on piloting the Barracuda Phishline email testing and training with hopes of doing a campus-wide test during the month of February.
- A subcommittee is reviewing the refund policy. News will be available in the coming months and sent to the shared governance committees and to the Board.
- Due to some staff not receiving the weather update, the latest HR file has been rebuilt and loaded in the RAVE system.

Old Business:

No report

New Business:

The assembly welcomed new Academic Affairs Representative Katie Rullo, Associate Dean of Continuing Education.

Next Meeting will be on February 12, 2024

Meeting adjourned at: 2:53 pm

Submitted by
Sandra Hernandez