

**CALL TO ORDER**

President Moore called the meeting to session at 2:03 p.m. in B-204. She welcomed Hector Hernandez, the new representative for the mid-managers group.

**ATTENDEES**

Council Members Present: Mary-Rita Moore, Ernest Davis, Purva DeVol, Michael Flaherty, Humberto Espino, Michael Henson, Lakedra Love, Hilary Meyer, Ty Perkins, Shelley Tiwari, Kurian Tharakunnel, Mary Wink

Council Members Absent: Joe Klinger, Whitney Romero

Others Present: Susan Campos, Denise Jones, Jacqueline Lynch, Jodi Koslow Martin, Colleen Rockafellow, Susan Rohde, Brenda Jones Watkins, Will White, Tracy Wright

**APPROVAL OF MINUTES**

Dr. Flaherty made a motion, seconded by Ms. Meyer, to approve the minutes from the regular Council meeting of September 19. Voice vote carried the motion unanimously.

**HOT TOPICS:** None

**OPERATIONAL ASSEMBLY**

Dr. Tharakunnel reported that some of the ESL courses were cancelled due to the shortage of ESL instructors and pointed out an increase with intakes from Ukraine (300 this semester). He also noted that we are awaiting a grant award that will fund the new playground for the childcare center. FAFSA Family Night is scheduled for October 19. Starting in November, Triton College (the Cernan Center) will be celebrating the 50th anniversary of the launch of Apollo 17 with a number of events for the Triton College staff, students, and community. In the area of business, the annual audit is complete and the FY24 budget is available to all Cost Center Managers. The Human Resources Department is collecting annual evaluations of mid-managers, classified, and non-bargaining employees. In the area of technology, Triton students can now opt for a change of their legal name in Colleague, which entails processing email and context card changes. Lastly, Dr. Tharakunnel presented results of the Triton College Student Satisfaction Survey that was administered from April 20, 2022 through May 13, 2022 to all non-dual credit students with at least one active course in the Spring 2022 term. A total of 934 students responded to the survey (12% of the total population). The extensive report is available on the employee portal. Here are just a few highlights:

- 92% of students reported being either SATISFIED or VERY SATISFIED with their Triton College experience (a 1% increase from 2021)
- 96% of students said they would recommend Triton College to a friend or family member (a 1% decrease from 2021)
- Obtaining a 2-year degree and transferring to a 4-year program was the most frequently reported reason for attending Triton College at 25% of responses (a 1% decrease from 2021).
- 94% of students were either CONFIDENT or VERY CONFIDENT that they would achieve their goal at Triton College (a 1% decrease from 2021)

### **ACADEMIC SENATE**

Dr. Flaherty reported that the proposed bylaw amendment allowing a non-voting Senate member to chair a committee if their Senate representative was already a chair was adopted by a unanimous vote. The College Curriculum Committee is actively engaged in Watermark implementation. More information about the syllabus policy (electronic version instead of printed copy) will be discussed at the Senate next month. The Senate's work on reviewing and evaluating the late registration policy is ongoing. The Online Education and Technology Committee is currently reviewing hybrid courses. The Quality Campus Committee anticipates a new chair for the spring semester.

### **STUDENT SUCCESS**

Will White, the Executive Director of Workforce Equity Initiative (WEI) provided an update on how Triton College supports our students and community through the WEI grant – a program that addresses high-demand careers, targeting the unemployed, underemployed and African American adults from 11 designated communities within the Triton College district. Mr. White reported that the WEI performance outcomes have exceeded our enrollment, completion, and placement goals. Triton-WEI certificate programs are a life changing opportunity, removing barriers and creating paths to self-sufficiency. In Year 1, we had 175 students enrolled, 117 credentials earned, and 92 completers employed at an average hourly wage of \$18.25. In Year 2, out of 237 students enrolled, 164 earned credentials, of which 151 were employed at an average hourly wage of \$18.68. Triton College is second among WEI college consortium (group of 17 colleges) in job placement. We are now in year three of the WEI grant program and continue to review program offerings and supports to meet the needs of students and employers.

### **NEW BUSINESS**

#### FY 2024 Budget Planning

Collen Rockafellow, Executive Director of Business Operations, gave a high-level overview of the FY24 budget timeline. In her review, she stressed the importance of the process improvement, with our focus on the Strategic Plan Goals to ensure the college resources are allocated properly. Open lines of communication across multiple channels will ensure that everybody is on the same page – cross-collaboration is key. Mrs. Rockafellow reminded the group about two Q&A budget sessions scheduled on Thursday, October 20 through Zoom (at 10 a.m. and 3:30 p.m.) to help Administrators and their Cost Center Managers continue to work together for department budget planning and to ensure all budgetary requests are aligned with the Strategic Plan. In short, Administrators will meet with their department Cost Center Managers to review goals, budget allocations and requests for personnel. Next VPs and AVPs will meet with their reporting Administrators to review their budgetary requests before final worksheets are submitted to the business office. All department budget worksheets with an increase of \$1,000 or more will have to be presented to and discussed with the Executive Team the week of December 5. The schedule of those presentations will be shared later, with a Zoom link for others to observe. Once all budgetary requests and goals are reviewed by the Executive Team, the feedback will be shared with Cost Center Managers.

#### Ultra Conversion Timeline and Support

Ms. Tiwari gave a brief overview of the timeline and support available as the conversion to Blackboard Ultra has begun. Although the goal is to have all courses converted by December 2023, it is recommended that each faculty member converts at least one course this fall semester. Ms. Tiwari announced that a core team has been created to provide a professional step-by-step guide for faculty to support them all the way through the process. She also reminded that the conversion applies to both online and face-to-face courses. Ms. Tiwari asked Mr. Espino to elaborate further on the course conversion. Mr. Espino continued by pointing out that it is imperative that instructors do not wait until the last minute. With the Ultra experience, they can fully explore their Original course in the Ultra preview before they switch to the Ultra Course View. They can also review a list of features and functions that change or won't carry forward if they convert. Multiple courses can be converted at the same time. Our instructors have been given a tool kit to convert their courses and, depending on the complexity of each course, some courses may take longer to adapt than others. As with learning anything new, the process may seem cumbersome, however, with all the resources and support that are available, the Center for Teaching Excellence (CTE) is prepared to have a successful conversion.

#### Enrollment Action Plan

Jodi Koslow Martin, Vice President of Enrollment Management and Student Affairs, gave a high-level overview of the Enrollment Action Plan. The presentation began with a review of current new student numbers and recruitment and retention targets. In her presentation, VP Koslow Martin spoke about four pillars of Guided Pathways and how that framework affects student success. Pillar 1 clarifies Pathways to end goals by creating customized messages moving students seamlessly through the application funnel. Pillar 2 helps students choose and enter pathways, with a focus on first-year students and their onboarding to implement intentional outreach to students through their first semester. Pillar 3 helps students stay on path. This includes, among other initiatives, a structural support for students without documentation of U.S. citizenship, as well as a launch of TimelyMD, a free student app that provides a 24-hour mental and physical health support. Finally, Pillar 4 ensures that students are learning, with a stress on the needs of neurodiverse learners. In her concluding remarks, VP Koslow Martin pointed out that enrollment includes both recruitment and retention efforts. Shelley Tiwari noted appreciation for connecting the enrollment action plan to Guided Pathways. The full plan is available on the portal.

#### **NEXT MEETING**

The President informed the group about a possible meeting date change and asked that a temporary hold be put on calendars for November 14, 2022. (The next regular meeting of College Council is scheduled for November 21, 2022 from 2:00 – 4:00 p.m.)

**OTHER:** None

#### **ADJOURNMENT**

Dr. Flaherty made a motion, seconded by Ms. Meyer, to adjourn the meeting. Voice vote carried the motion unanimously. College Council was adjourned at 3:42 p.m.