

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

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

Others Present: Tati Butler, Denise Jones, Jason Lemberg.

Meeting started at: 2:05 pm

Approval of Minutes

A motion to approve the minutes from the February meeting was made by Katie Rullo and seconded by Kurian Tharakunnel.

Research, Kurian Tharakunnel

- The Community College Survey of Student Engagement (CCSSE) national survey will be administered from March 31-April 19. 84 sections are scheduled for this survey and will include more than 1200 unique students. Administrators are signing up to administer the survey and faculty have been scheduled for the sections where the surveys will be conducted. The results will be available in July. A detailed report of the survey results will be provided during the fall at different forums.
- The state mandated Sexual Misconduct online survey will be sent out to all students, including credit and non-credit who are 18 years and older. This survey will conclude in the next couple of weeks.
- The Spring 2024 10th day report is now available on the portal.

Academic Affairs, Katie Rullo

Adult Education

- Spring enrollment had a record number of 1,799 students registered.
- The department is fully staffed with a new dean that begins on April 1.
- Continuing Ed is working with Adult Ed in providing a translator to assist and work with migrant students that will be coming to campus. 11 migrant students have been identified and will be assisted by the translator.

Business & Technology

- New retention specialist, Lena Musa, started last week.

Health Careers

- A Barber chair has been hired. No start date available yet.
- DMS (Diagnostic Medical Sonography) Day will be held on April 20 in the R building. About 200 licensed DMS working in the field return to the campus to earn 7.5 CEs, half of their annual requirements. Speakers from credited hospitals in the area will be present.

Continuing Education

- Spring Break Camp is partnering with District 97 and Friday Night Place. An estimate of about 80 students will be taking College for Kids, a week-long session where they will learn about different areas to enroll.
- RSVP Tax Services is open and running with 30 volunteers who are assisting about 1000 community members thus far.
- Triton Troopers have events scheduled April 11-13. Their Annual Pancake Breakfast will be on April 13.

Student Affairs, Hilary Meyer

- EMSA and Automated Degree Completion Task Force are working on eliminating multiple programs on student records.
- ReUP in partnership with student affairs is working to get stop out students to re-enroll. As of March 5th, 189 students have been actively enrolled as a result of their recruiting and coaching work. 129 are new and 60 are returning from Fall.
- An article in the *Community College Journal* in the February-March Issue has featured Triton's neurodiverse work across campus.
- The Library is hosting a new translation printer courtesy of a partnership with Adult Education. More information coming soon.
- The PDC will hold a Neuro-inclusive Customer Service Workshop on March 20 at 12 pm.
- The Library offered an OER instructor webinar Friday, March 8. This was also connected to grant opportunities.
- Upcoming films in the Library to celebrate Development Disabilities Awareness month; *Deej* on March 22 and *Autism Goes to College* on March 28.
- Triton Talk will be featuring Brent Damsz and Jason Lemberg on March 27 at 11 am in the Library Upper Commons.
- Thanks to the campus departments hosting our 8 SEED students for an on-campus work experience.
- Transfer Fair hosted events:
 - Transfer Fair with 30 universities represented, 60 students participated.
 - UIC Transfer Day, 15 UIC representatives and 36 students participated.
 - PICU Fair to be held on Monday, March 25, 10 am-1 pm, 28 universities and colleges will be represented.
- Academic Advising will host Spring Academic Planning Sessions: Tuesday, April 2nd – 10 -11:15am and Wednesday, April 3rd – 2-3:15 pm.
 - Advising is working with Records assisting students that receive a denial letter after applying for graduation to discuss options and plans.
 - Fall 2024 registration opens on April 15.

- Sweet Taste of Early Registration for Fall will be held Tuesday, April 16, 11 am-1 pm and Wednesday, April 17, 11 am-1 pm. Students will be able to meet advisors to register for Fall classes and receive a sweet candy treat.
- TRIO, TRIUMPH and SURGE heading on a college tour during Spring Break.
 - TRIO will be in Nashville, TN, with 15 students visiting 3 colleges and universities.
 - TRIUMPH and SURGE in Atlanta, GA, with 24 students visiting 6 colleges and universities.
 - All groups will also experience cultural excursions along the way.

Information Technology, Mike Garrity

- The state mandated Statement of Economics was sent by email to applicable employees.
- Work continues on the virtual server environment in the M building.
- The requisition approval process is being tested and reviewed and will move on to production sometime this Spring.
- Single sign-on is now applied to self-service. No separate login required.
- Self-service student enrollment for direct deposit will be turned on this month for students to do on their own.
- Attendance was turned on in self-service and is now available for faculty to use.
- Emergency contact information can be updated in self-service by employees. Although it is available, the campus needs to be communicated to go in and review and confirm. This also updates Rave info for campus emergencies.
- The refund policy continues to be reviewed by the subcommittee. No current update is available.
- The campus-wide phishing campaign has officially closed. Phishing emails were sent to over 1300 email addresses. Summary reports are available out of Barracuda. A phishing button will soon be added to Outlook to easily report phishing emails. Training will be sent out to all employees mainly to demonstrate compliance.
- In discussion with Synoptics regarding business reporting.
- Looking to open a Canon bid and present to the board in May for approval to replace 50 copiers.
- Working with Laura Fisher from Continuing Ed regarding registration acknowledgement emails. Students in no cost programs are confused by regularly sent emails and work is being done to exclude them from the automatic communications.

Guided Pathways, Shelley Tiwari

- Tati Butler, Director of TRIO Student Support Services spoke about the TRIO program's work with low-income, first generation, and/or students with disabilities.
 - Grant Narrative promises 2 free tuition waivers to each TRIO students. This information is being announced to increase recruitment for the program.

- VIP tour of the Skydeck and everything behind the scenes of the Willis Tower.
- Spring Break campus college tours in Tennessee. Historical tours to Memphis and Nashville.

DEI, Purva DeVol

- Women's History Month ended its week-long series of talks concluding with VP Koslow Martin.
- Planning will begin for LGBTQIA+ month for June.

Old Business:

No report

New Business:

Next Meeting will be on Friday, April 5, 2024

Meeting adjourned at: 2:53 pm

Submitted by
Sandra Hernandez