

Meeting Notes

Attendees - via Microsoft Teams

Kurian Tharakunnel, Mike Garrity, Jacqueline Lynch, Colleen Rockafellow, Hilary Meyer, Purva DeVol, Shelley Tiwari, and Naidelin Alvarez.

Meeting started at 2:32 pm

Committee Updates

Academic Affairs Rep (J. Lynch):

- In summer Mitsubishi foundation visited their funded program in collaboration with “Nuts and Bolts and Thingamajigs”. This is a 4 week program for students with disabilities
- New program in partnership with Mercedes. Now 4 auto programs (Honda, GM, general and Mercedes) Secured 2 jobs for students
- Women of the Shield Academy - non-profit organization recruiting women from underrepresented communities who interested in a career in law enforcement. Mentorship. Stipend. Prep for fitness test. Open to all TC students
- Positive trend in enrollment
- ESL headcount has significantly increased, due in large part to a surge in new ESL students - almost double the number of new students as last year. Huge increase in intakes from Ukrainian students (from ~70/semester to 250 this semester)
- Worrying drop in GED students, especially in returning students – less than two-thirds of the number of students who returned last year. Plan: target fall digital marketing campaign towards the approx. 30,000 District 504 residents who do not possess a high-school. We are currently serving 162 of high school non-completers, that’s only half of one percent!

Student Affairs Rep (H. Meyer):

- Financial aid is having a Federal Work Study Scholarship Workshop on September 20th. Other events are in the works for October to mark the opening of the new year. No dates available yet.
- Timely MD is on a soft launch for students. This is an app that provides mental and physical health support for students. The official launch will be in October and will be available to all enrolled students. Free assistance is provided and students can get prescriptions which they would have to pay for. There will also be list of referral services available that are customized to our area. They are the same referral services that counseling and nurse Laura would provide. Mike mentioned that the

contract was done specifically for only credit students and Timely MD made a point of limiting set-up for about 5000 single sign ons.

Business and Facilities Committee (C. Rockafellow):

- Marketing is working on promotions and advertising this year's Fall Family Fun Fest which will be held on October 1st. The event will be open to the community, staff students and faculty.
- The Horticulture department and our college will be benefiting from a donation of 70 grow lab containers for our Cannabis program. They will be received sometime within the next couple of months and housed on the other side of campus.
- A late registration topic was to bring back more 14-week courses for students since they tend to enroll late. Have more options for them to take a late class to capitalize on that enrollment.
- Financial aid is being proactive by putting together a workshop to be out there informing students about scholarship.

Human Resources Committee (J. Klinger):

- Annual evaluations are being sent out to all supervisors to be conducted over the next 30 days. This includes mid managers, classified and non-bargain being evaluated. Hopefully the new updated form will be ready next time evaluations are done and will be aligned to the current shared values.

Technology Rep (M. Garrity):

- Curricular track programs have been added into Colleague. Advisors have been trained. Training documentations have been turned over but the maps haven't been uploaded into Colleague yet.
- This fall was the first term using wait listing. There were only four courses that were set up as a pilot for fall. For the spring term, Curriculum and Scheduling were trained on how to set that up now they're adding more courses. Each term moving forward there will be more courses that will offer the wait listing option.
- Campus Logic Financial Aid platform went live in the spring/summer. Campus Logic allows students to go into the portal and upload their documents related to FAFSA instead of having to deal with paper in the financial aid department. Financial aid would like a manual process for them to take these documents and reimage them up to our imaging platform. Work is being done to build this integration between Campus Logic and file bound into our image platform.
- Multi Factor Authentication for email has been turned on for all staff and students and everything went well with the ETRC aiding students as needed.

- The phone system has been updated but will be moving to a new circuit. AT&T does not work on Sundays; therefore, looking at winter break to try to get a weekday that AT&T is available and phones can be down on campus.
- Network servers need to be updated to virtual servers but that means bringing down everything related to ERP. Colleague would then be down for hours if not days which represents a problem. Looking at winter break before being able to really cut those over but hoping to at least get some test servers done in the meantime so we can at least prove the process.
- Student photo ID's were updated this past June to include suicide prevention language. The same concept was approved for employee photo ID's and Joe and the photo ID company are working on printing new cardstock to have that similar language included.
- Ellucian experience will be replacing our portal and our mobile app but before that happens, Ellucian Ethos needs to be built out. This is kind of a cloud hosted Ellucian database integration. Both have a deadline of June 202. Our current platforms will be turned off so those are high priority for the year in addition to that all of the web advisor going away being replaced by self-service.
- Chosen name is another item on the high priority list. This involves making a legal name change in Colleague. Aspects of it are complete which include processing e-mail changes and processing the context card changes, however, the entire process can be a lengthy one.
- E-mail security Barracuda has been live since last fall. We have a way for individual users to check their own Barracuda block list. This is being tested with select users by sharing with them a URL where they can go check their own list of blocked emails. The next step in that is Barracuda fish line e-mail training which is something our insurance is going to request. Staff and students will be tested with our own phishing emails and when people fall forward it will automatically send them links for training help for educational purposes.
- The application process was previously discussed to get Adult Ed students involved with Triton e-mail. Thinking about making the change by moving active Adult Ed students to recruit if they would like and adding them by creating a sub domain of triton.edu. In addition, more laptops will be purchased to make them available for loans to students in Adult Ed. Mike will provide a budget account to Jacqueline.
- Office moves have been happening throughout the months of August, September and being pushed into October with a lot of work being done on phones and network.

DEI Rep (P. DeVol):

- Hispanic heritage month kicks off on the 15th through October 15th. There will be student focused events throughout the month, two of which are world music series highlighting music from different cultures and heritages, both shows will be on different dates at 7:00 pm. All Hispanic heritage month events are listed on our website, triton.edu/hispanicheritage.

Guided Pathways (S. Tiwari):

- Guided Pathways work has been institutionalized and no longer have the four pillars. The steering committee is overseeing the work but the idea is that the work will continue with the responsibility and ensure that we are adopting the guided pathways stream.

Research (K. Tharakunnel):

- Shared Student Satisfaction Survey results summary. Discussion deferred for next meeting

Student Rep (Naidelin Alvarez):

- Members of TSA assisted students on campus by ensuring they didn't get lost and not miss their classes. Students were informed to look for members in purple shirts.
- Preparing for the Loteria and Artesania event which will take place this Thursday and a few other events for the Hispanic heritage month.
- TCSA along with PTK is participating in Walk for Wishes fund raising. This is open for any student it's free however, they are being asked for donations.
- During Welcome Week there were a few activities, such as, a scavenger hunt, ice cream social and arcade games in the cafeteria. This was a huge success! About 300 students showed up between their class periods.
- The Annual Corn Roast is making a comeback and there will be a presentation of the services provided by the college. The program includes participation from Cultural Club, Spanish Club, Triumph, Surge and any type of organization from the college.

Old Business**New Business**

- FY23 Goals:

Meeting adjourned at 3:38 pm.