Meeting Notes

Attendees – via Microsoft Teams

Kurian Tharakunnel, Mike Garrity, Jacqueline Lynch, Colleen Rockafellow, Hilary Meyer, Purva Rushi, Joe Klinger.

Meeting started at 2:36 pm

Committee Updates

Academic Affairs Rep (J. Lynch):

- All departments are busy and meeting with EMSA to prepare for the FY 24 budgeting process.

- Adult Education
    - Almost fully staffed
    - Teacher shortage is making it difficult for AE to serve ESL students. A potential 500 students weren't served for the 10-week courses. As a result, AE is underspent on fall instruction by approximately $60K. Recommendations for AE to seek out conferences otherwise, the money may need to be returned to the state.
    - Satellite evening classes were canceled due to lack of instructors. Recommendations to incentive evening course selection were made.
    - The number of Ukrainian students has risen close to 300.
    - There is a decline in GED fall enrollment, with only 58% of returning students compared to fall of last year. There will be a GED marketing campaign focus for fall.
    - 100 laptops will be ordered for new students.
    - A Language Skills Enhancement course for DevEd students.
    - A plan in place to convert 45 Adult Ed courses to Ultra. Faculty will be given a grant funded stipend. $30-35K of the unspent money will be used for Ultra conversions.
- Continuing Ed
    - Close to being fully staffed
    - Submitted a grant for construction of a new playground for the Childcare Center.
    - The new Director of Outreach and Partnerships has been at job fairs and local chambers and has come up with a number of new corporate partners.
    - RSVP is going very well, but more sites and volunteers need to secured.

Student Affairs Rep (H. Meyer):

- Spring 2023 registration begins Monday, October 24th.
- Cross functional group meeting regarding course cancellations. There will be

updates at several shared government opportunities.

- Brandon Marks has been hired as the new Director of Advising.
- FAFSA Family Night will be held on Monday, October 19th from 5:30-7:30 pm in the cafeteria. Half our time slots will be available for families and students as well as Alternative Application for undocumented students.
- Library events including film showing and the Annual Death Café (conversation around death and dying), Nov. 1, 12-2 pm. Light refreshments will be served.
- SEED (Skill Enhancement and Employee Development) is on part 3 of the 3-part initial course. Students have completed their classroom and on-campus employee components. They are now preparing to be in community employer placement. Recruitment is happening for the January cohorts. This program was 100% grant funded by the ICCB IBT grant. A second-year grant application is being prepared will be submitted. There is also recruitment for full-time staff.

Business and Facilities Committee (C. Rockafellow):

- Marketing is reporting the spring 2023 schedule will be going out soon.
- Cernan Center will be celebrating the 50th of Apollo 17 – the planning committee is putting together fun events.
- Fall Family Fun Fest was a great success. Community members reported a nice turnout.
- Athletics reported an increase in use of facilities by students as well as an increase of facilities rentals.
- Triton Troopers is coming and more information will be shared by Student Services.
- Grow labs are on the other side of campus for those who would like to take a look.
- Finance reported that the audit is complete and the budget was sent in September.
- Facilities is gearing up for winter with their snowplow contract, busy with all the moves around campus and planning for budget FY24.

Human Resources Committee (J. Klinger):

- Evaluation period for non-faculty and non-administrator personnel. Part time hourlies can be evaluated as well; however, it is not required.
- Deans have been visiting HR to review and evaluate full and part time faculty credentials and transcripts.
- Filled a lot of vacancies in the past 2 months.
- Slowly discussing negotiations with Classified. Contract expires at the end of fiscal year.

Technology Rep (M. Garrity):

- Work on rebuilding of the virtual server environments has begun and the first have

been done. Domain controllers are updated to server 2019. The test colleague environment is updated with the exception of the test sequel server. The version of sequel is up to 2019 but Windows is 2016, another jump will be done for that in a couple of weeks.

- BLUE-the new faculty evaluation tool, there are 8 admin licenses on campus with faculty or department coordinators have been trained. This tool works as an integration of blackboard. When courses are assigned with a start and end date, students will get a notice about doing the evaluation by receiving a link when it's time. An additional license has been added for Mike's assistant to assign some of the courses to be evaluated from departments that have not been represented.

- Chosen Name has a field labeled in Colleague, the process is posted on the Records webpage for students. This gives students options to add a preferred name to their record. Chosen Name is also rolling out through different platforms. Looking for a more obvious spot for employees to see as well to easily access, such as the Human Resources webpage.

- Barracuda Fish Line – ran first fish line test with IT group and continue to work on rolling this out.

- Kevin Dunn has been hired as the new Data Security Analyst.

- CRM Advise-TULIO integration, will become relevant when courses are dropped and text students.

- Photo IDs have made their way to HR (suicide prevention language).

- No solution for DNP yet, discussions are happening in regards to review the DNP process.

- Wait listing – Fall term began with 4 specific courses with 20 sections. For the spring term, there are 158 courses setup for wait listing with 357 sections.

- Conversion of email groups, teams and modern authentication on Microsoft ended the antiquated authentication apps. Working to give users best practices on uses of shared mailboxes, calendars and folders and making sure authentication is up to date.

- Blackboard Ultra Conversion- all of fall faculty is teaching in Blackboard Ultra, which looks like the original view. Starting this fall, as Ultra conversion kits are requested, they will be created and sent out to teachers to start converting from original view to the Ultra view.

- Faculty Credential Tracking Program request from Paul Jensen, more info to come.

DEI Rep (P. Rushi):

- Hispanic Heritage Month coming to an end and had a successful event-Churros and Champurrado with about 300 staff and students showing up.

- Hispanic Heritage month closing act this Thursday in the cafeteria, featuring a dance

group performing a mix of martial arts Capoeira, 11:30-12:30 pm.

- For the Inclusion part of DEI, Goal 2 of the Strategic Plan was launched with College Hour. Debra Kaczmarek was the inaugural speaker about the SEED program. College Hour is an open forum is for employees to engage and dialogue on institutional initiatives with a variety of topics. If interested in November, submit the form on the website or contact Purva.

Guided Pathways (S. Tiwari):

- No report

Research (K. Tharakunnel):

- Student Satisfaction Survey results. A summary of the results was shared and will present that during next week's College Council meeting.

- Working on ICCB reporting; Employee Data File C1 and IPEDs surveys which are due next week.

- The first Data Governance Corp Group meeting was held last Friday. Meetings will be held virtually every last Tuesday of the month at 11 am. The group comprises of 15 members. Kurian asked if there could be representation from Finance and will send final dates to Colleen. Questions and concerns can be discussed in Operational Assembly meetings and they can be shared with the DGCG.

Student Rep (Naidelin Alvarez):

- No report

Old Business

FY23 Goals:

1. Process for faculty credential tracking
2. Implementation of Ellucian experience

New Business

- None

Meeting adjourned at 3:46 pm.