

**Members Present:** Hilary Meyer, Purva DeVol, Mike Garrity, Joe Klinger, Kurian Tharakunnel, Shelley Tiwari

**Members Absent:** Mark Kouria, Colleen Rockafellow, Katie Rullo

**Others Present:** Gregg Beglau, Dominique Dial, Lisa Huff, Denise Jones, Shekinah Lawrence, Jason Lemberg

*Meeting started at: 2:33 pm*

### **Approval of Minutes**

A motion to approve the minutes from the October meeting was made by Kurian Tharakunnel and seconded by Purva DeVol.

### **Human Resources, Joe Klinger**

- Open enrollment information will be going out to all full-time employees next week.
- The Spring 2025 semester schedule went out to all staff last week. An updated schedule with summer dates will be distributed in February or March.
- The Sexual Harassment training has been completed by most full-time employees. Reminders will be sent out to hourlies, adjunct faculty, and those that have yet to complete the training.
- An agreement has been reached to hire a Tenure Track Nursing Faculty, which will be going to the Board this month for approval.

### **Information Technology, Mike Garrity**

- An offer has been made to a candidate for the Coordinator of Degree Audit position.
- The new refund schedule is now live for the Spring 2025 semester credit courses. Communication is planned to inform faculty, staff, and students. A message has been drafted for faculty and staff and a separate one for students.
- IT has a quote for Modern Campus CMS (website redesign and migration) and is aiming to present it at this month's Board meeting. The project will begin in January 2025 and completed by December 2025, working with shared governance committees in designing and migrating into the new site and going live by the end of the next calendar year.
- IT is collaborating with Financial Aid with configuring new Colleague screens and testing processes. IT is working with departments and the National Student Clearing House to clean up several thousand records with graduate status questions with hopes to have everything ready for NSCH to submit to Gainful Employment by the deadline of January 15, 2025.
- CRM Recruit has been put into production with a number of edits to streamline and funnel students into correct applications. Changes and rules in Recruit and Colleague will make more efficient record creations for all different student groups.
- Experience has new cards in the student portal, including:
  - Save \$25 when signing up for Payment Plan through December 31.
  - Don't Get Hooked – phishing awareness. Students have also been emailed to make them aware of latest phishing campaigns and strategies.
  - 1098T Educational Tax Benefits awareness.

- Working on finishing the new version of the Electronic Resource Guide. Looking to add a page for Faculty with self-service guides and resources.
- The optional field of “drop reason” has been enabled in self-service for when students drop their classes. This pilot will provide helpful feedback from students.
- Mitel phone systems will be updated over winter break.
- New servers will be created for the latest version of Colleague and self-service.

**DEI, Purva DeVol**

- The Equity Plan has been folded into the Strategic Plan to make it an institutional initiative in this final year of the current Strategic Plan. The committee has 16 members and the Equity Plan is due in May 2025. The committee is working on recommendations in departments, services, and programs to advance equitable outcomes of students and employees. Administrator members are being asked for feedback. The Equity Plan is available in the portal under HR.
- Planning underway for Black History Month and Women’s History Month.
- Policies, equity and inclusion for employees and students, and Heritage calendar can be found under [www.triton.edu/DEI](http://www.triton.edu/DEI). Reach out with suggestions or to volunteer.

**Guided Pathways, Shelley Tiwari**

- Gregg Beglau, Dean of Adult Education, was invited to present an overview of their initiatives and discuss the Gear Up program. A handout was distributed.
  - Career Awareness and Exploration, free courses to help students explore different careers.
  - Bridge to College, help students learn skills to enter college, a training program or employment.
  - Integrated Education and Training (IET), students co-enroll in a career and technical education courses/certificates while continuing to improve on English language skills or earning a high school diploma.

**Research, Kurian Tharakunnel**

- Spring 2025 Enrollment Report started going out November 1. Reports will available in the Research portal and will be sent out daily through the listserv through February 5, 2025.

**Academic Affairs, Katie Rullo****Continuing Education**

- ICCB Noncredit workforce grant has created an additional cohort of the HR Program beginning November 25. This online opportunity is at no cost to the participants and will prepare students to sit for the SHRM CP Certification Exam.
- Center for Business (CBPD) established a professional development training to be utilized by local businesses in the area.
- CBPD is expanding conversational English as a second language to include Polish for local business employees.
- CBPD Completed a 3-part workshop on marketing for the Oak Park Chamber of Commerce.

**Adult Education**

- Project College in the B building Monday, November 11 from 9 am–12:30 pm and Tuesday, November 12 from 6:00–9:30 pm. More than 1000 Adult Education students will be attending and looking for more information on academic programs and support services.
- 1<sup>st</sup> quarter enrollment is up 36% from 1<sup>st</sup> quarter 2023 (+274 students)
- One of our Adult Education students is featured in Scale Lit's (an AE core partner at the AJC in Maywood) [newsletter](#).

#### Early College

- We will be offering a dual enrollment pathway for high school students to complete the 9-credit hour Sports Management Certificate that includes the opportunity to earn two industry credentials in sports officiating and Lifeguarding. High school students would obtain a post-secondary credential and two industry credentials before high school graduation.

#### Business & Technology

- No report

#### Arts & Sciences

- No report

#### Health Careers & Public Service

- No report

#### **Student Affairs, Hilary Meyer**

##### TRIUMPH and SURGE

- Cozy Day In: Friendsgiving Edition. Collaboration: Student Life, TRIUMPH&SURGE, and Active Minds. Audience: Active participants in Active Minds, TRIUMPH&SURGE, Student Life clubs and organizations, and TRIO. Thursday, November 21, 3–6 pm.
- TRIUMPH & SURGE and Student Life Annual Community Service Event: 2024 Christmas Toy Drive Season of Giving: Adopt-A-Wish Toy Drive. Departments are asked to sign up by Friday Nov 15 and have the presents done by December 10. Will have cookies and hot chocolate on December 10 for participating staff and faculty.

#### Academic Advising

- Academic Advising Newsletter: First Year students are receiving monthly newsletters from the academic advising office entitled "New Student Bulletin." November has been dispersed.
- Academic Advising Workshops with Career Services:
  - Undecided -Tuesday November 12, 1 pm and Tuesday December 10, 5:30 pm on Zoom
- Registration Initiatives
  - Helping current and new students with Spring 2025 registrations, academic plans, etc.
  - Spring Registration Rallies- Tuesday, October 29, 9am–4pm and Wednesday November 13, 9 am–4 pm
  - Holiday Rush Registration – Monday December 9–Thursday, December 12, Finals Week. Walk in Registration 9 am–4 pm.

#### Transfer Center

- How to Pay for College Workshop –Monday, November 11, 12-1 pm.
- Parent Information Night for Dual Degree Students–Thursday, November 21, 6 pm

- Several on-going University Representatives throughout November and December.

#### Admissions

- Register for Triton Week at Leyden Township.
  - Monday, December 2, 10:30 am–1 pm @ East Leyden High School
  - Thursday, December 5, 10:30 am–1 pm @ West Leyden High School
- The deadline to RSVP is Friday, November 15: <https://forms.office.com/r/GuKjgazHFU>.

#### Early Alert & Intervention

- Students and employees are encouraged to use [studentassistance@triton.edu](mailto:studentassistance@triton.edu) if they are not sure where to go to obtain a service or resource.

#### TRIO

- Celebrated National 1<sup>st</sup> Generation Day with a Game Day in the cafeteria on November 6. More students and departments (11) participated this year.

#### Library

- Welcomed librarians from across the area for our Library Forum on Neurodiversity, November 1.
- Doctoral Support Group November 20,-2–3 pm.

#### **Business Services, Colleen Rockafellow**

##### Marketing

- Spring CE Guide-refresh
- Credit Schedule printed -out in the community end of next week
- Newsletter Connect-out in the community
- Spring Digital, Social media, commercials-off to the races for Spring Enrollment push into the community

##### Athletics

- Fall seasons are done
- Spring is underway for students in sports

##### Finance

- Increasing spending with women and minority, veteran owned businesses.
- Working with Susan Rhode
  - Helping employees to identify these businesses to try and increase our spending by finding vendors to help with services on our campus.

##### Police Department

- No major updates

##### Financial Aid

- FASFA open Dec. 1<sup>st</sup>

##### Budget

- Working with departments to plan FY26 budget requests

#### **Student Representative, Mark Kouria**

No report

**Old Business**

- FY25 Goals
  - Goal 1-Sub group will be meeting tomorrow morning. The accelerated timeline for the website may impact portal work.
  - Goal 2-EMSA administrators met with Kurian and reviewed student data in preparation for FY26 budget season.

Next meeting: Monday, December 9, 2024, 2:30–4 pm

*Meeting adjourned at: **3:18 pm***

Submitted by  
Sandra Hernandez