

Members Present: Hilary Meyer, Purva DeVol, Mike Garrity, Colleen Rockafellow, Kurian Tharakunnel.

Members Absent: Joe Klinger, Journey Manuel, Katie Rullo, Shelley Tiwari.

Others Present: Shekinah Lawrence, Jason Lemberg.

Meeting started at: 3:05 pm

Approval of Minutes

A motion to approve the minutes from the May meeting was made by Mike Garrity and seconded by Colleen Rockafellow.

Student Affairs, Hilary Meyer

Admissions

- English and Spanish tours for prospective students will continue to be available during the first week of each month. In Spring 2024, over 100 prospective students have taken advantage of our monthly tour offerings.
- Several Pathway Spotlights took place this spring. These events provided valuable opportunities for prospective students to learn about academic programs, coursework, and engage with faculty members.
- Upcoming Admissions Events include:
 - Next Steps Workshop (Virtual): June 6 & 27 @ Noon via Zoom Webinar
 - Pathway Spotlight: Hospitality Industry Administration: July 9 @ 11 am

Retention & Student Engagement

- Dorota Krzykowska is the new Director of Advising & New Student Orientation.
- Academic Advising and Admissions is hosting Registration Rallies on Tuesday, June 11, and Wednesday, July 17, 10 am-6 pm in the Welcome Center (Located in the B Building) New and current students can walk in to speak with Admissions representatives, academic advisors and financial aid representatives to complete enrollment steps for fall 2024. There are 14 departments/areas participating.
- Academic Advising is gearing up for the month of July for all walk-in/drop-in services. Academic Advising will be offering walk-ins 9am-4pm daily with virtual drop in remaining daily from 10 am-12 noon and 4 pm-6 pm.
- Academic Advising also has its first in-person session for the Summer next Thursday June 13, 10 am-2:30 pm. 126 students registered.
- Transfer Center is hosting an On the Spot Admissions event, Tuesday June 18, 10 am-2 pm at B Building - Transfer Center. Recent Triton graduates as well as students planning to complete Summer 2024 were invited to this event. Institutions that are still accepting Fall 2024 applicants were invited.
- TRIUMPH and SURGE has been onboarding a new group of Orientation Leaders for our Summer 2024 New Student Orientation dates as well as assisting with Admission events. There are 13

OLs for this upcoming year, with 10 new students joining. About 10 former OL's graduated this Spring.

Library

- The library was awarded an OER grant from the IL Secretary of State and will be partnering with four Arts & Sciences faculty members.

Business Services, Colleen Rockafellow

Finance

- Amendment to Illinois Equity Plan Framework: Business Enterprise Program (BEP) - working on finalizing the report. This amendment adds requirements for universities and community colleges to report on BEP procurement activities supporting minorities, women, and persons with disabilities. The goal is to help meet the state's 30% BEP target. Sharing at the College Council will be one of the items that shows we are communicating and embracing this goal.
- An action exhibit is going to the June Board for new Canon copiers. The copiers will be replaced in July.

Marketing (major projects)

- Fall Combined Schedule finalized and sent to press
- Beginning work on CE Guide
- Campaign for Health Career Programs without Prerequisite
- Begin social launch of HIA campaign
- Adult Education Graduation, signage, photos, program.
- Adult Education GED prep campaign

Budget

- FY24 budget is closing out this month.
- FY25 budget opens on July 1st – Cost neutral changes can be submitted in the month of July – more communication will be sent to the Cost Center Managers.
- Fiscal Year 2025 mileage reimbursement rate will be 67 cents per mile, effective July 1, 2024.

Facilities

- Childcare new playground equipment and rubberized flooring has been installed. New landscape to be installed in the next couple of weeks to complete project.
- New Chillers and Cooling Towers and Pumps were installed in the F & G Buildings. New equipment is online. Minor punch list items being completed. Full completion within the next few weeks.
- Pavement & Sidewalk Project is ongoing. There have been many contractor delays. New anticipated completion to be by July 1.
- Two new dual station EV car charging stations have been ordered to replace 2 of the outdated non-supported existing charging stations on campus at T and E/F buildings.
- New flooring is being installed in the C Building (Bookstore/Credit Union lobby). Project should be completed in the next couple of weeks.
- New roof safety protection guard rails are being installed on some of the building roofs. Completion is anticipated to be mid-July.

Horticulture & HIA

- Farm Stand will be running every Thursday 11 am-1:30 pm, under the Pavilion.
- HIA is offering culinary youth and continuing ed courses this summer.

Financial Aid

- Financial aid is focused on getting students awarded for summer and fall. Award letters were sent out two weeks ago.

Human Resources, Joe Klinger

No report

Information Technology, Mike Garrity

- Planning to discuss the requisition approval process during the upcoming Administrators meeting and communicate to all Cost Center managers afterwards.
- Canon copier action exhibit will be going to the June Board and is on schedule for the July implementation.
- Working on gathering quotes for the hardware needed for wireless.
- Colleague self-service - IT is looking to implement the following features this summer:
 - Enable student direct deposits updates.
 - Discussion around enabling the functionality that will require students to update their contact and emergency information every 180 days in order to register for classes.
 - Enable the functionality to require student to provide a reason for dropping a course.
- Starting work on the integration of the AIM platform to be used by CAAS.
- The refund and policy initial proposal efforts are being revised by going back to confirm impacts this has on Colleague.
- IT is discussing estimates with Modern Campus and looking to do a website redesign and CMS migration.
- Financial Aid/Pre-Health Career Programs, students in pre-health programs are not financial aid eligible. Trying to confirm the most efficient way to categorize that in Colleague.

DEI, Purva DeVol

- The Equity Plan Framework Baseline was submitted May 16 to the state. This is an annual compliance report in fulfillment of IL statutes that requires all public institutions of higher education to document processes addressing equity gaps based on data informed practices, programs, and services. This report will be due every year in May. We will begin engaging with the campus community in July.
- Pride Month has a couple of events for employees in collaboration with the PDC. A film will be presented in the Library today.

Guided Pathways, Shelley Tiwari

No report

Research, Kurian Tharakunnel

The following reports are now available on the portal, under the Research page:

- FY24 IPED surveys were completed promptly.
- Community College Survey of Student Engagement CCSSE - with the exception of 2 or 3 sections almost all were completed. The results will be available in July and will be shared through different avenues during the Fall and Spring semesters.

- Changes will be made to the Tableau (TRAC) server this summer. Tableau is an on-premise server and will be changed to a cloud-based server. The contract will be going to the June Board meeting. Migration will happen in July or August depending on IT's availability. Changes will include an addition of 70 licenses in the Fall (resulting in 170 total licenses) in order to provide access to all full-time faculty.

Student Representative, *Journey Manuel*

- Hilary announced that Journey is officially a member of the TRIO team as an hourly employee.
- New student representative will be designated.

Academic Affairs, *Katie Rullo*

No report

Old Business

- The Automated Degree Completion Task Force continues to work on things such as:
 - Planning to reach out to students who are eligible to graduate with a certificate and/or degree this August.
 - Ensuring communications are ongoing.
 - Gen Ed (GECC) credentials will now be awarded in the summer.
 - Looking to award certificates at the time they are earned.

New Business

Operational Assembly meetings are held year-round and will continue through the summer. Everyone agreed on continuing to meet the Monday before College Council. Hilary will send the dates once the College Council's FY25 schedule has been set.

Meeting adjourned at: 3:30 pm

Submitted by
Sandra Hernandez