

Members Present: Hilary Meyer, Purva DeVol, Mike Garrity, Mark Kouria, Katie Rullo, Kurian Tharakunnel

Members Absent: Joe Klinger, Colleen Rockafellow, Shelley Tiwari

Others Present: Andre Bobb, Lisa Huff, Shekinah Lawrence, Jason Lemberg, Delettre Massey, Melissa Ramirez Cooper.

Meeting started at: 2:32 pm

Approval of Minutes

A motion to approve the minutes from the June meeting was made by Katie Rullo and seconded by Purva DeVol.

Academic Affairs, Katie Rullo

- The adjunct & full-time Faculty Workshops were held last week welcoming everyone back to campus.

Continuing Education

- Working on getting the numbers ready for 10th day.
- HR Certificate from CE went live. A grant was received for two Human Resources Certificate Online Programs. The first will prepare entry-level students. The second is for veteran individuals.

Student Affairs, Hilary Meyer

EMSA Updates

- The Enrollment Action Plan was sent with the Faculty Workshop materials. Will be working with Shelley to highlight some of the plan's items in the Guided Pathway report at Operational Assembly. More conversation about this plan will ensue during the Administrators meeting this week.
- Appreciation to all involved in contributing to strong enrollment numbers this semester.
- SEED classes will begin October 14th. The program fee is \$499. This will be the first time the program will run outside of the IBT grant. Looking at potential sponsors/funding opportunities.

Library

- Next TritonTalk, Wednesday, August 28, 1-3 pm, Library Upper Commons, featuring Horticulture Faculty Sam Schmitz discussing plants. A tour of Triton's Botanical Gardens will follow the talk.

Department of Early Alert and Intervention

- Staff and students are now able to submit retention alerts through the portal.

Business Services, Colleen Rockafellow

Facilities

- Parking lot pavement had to be redone due to quality issues. Lot 10 is completed and students are already parking.
- Mechanical replacements for B and J building will be underway soon.

Marketing

- Fall Family Fun Fest will be held Saturday, Sept. 28.

Financial Aid

- ICCB gave financial aid funds of \$5K to high school students to complete the FASFA.
- FAFSA Family Night.
- Resource Fair will be held on Aug 15 and 16.
- Gainful employment report due in Oct. for the clearing house

Finance

- Auditors are here and rolling up financial statements in August.
- Wrapping up FY25 budget and planning for FY26.

Police

- Updating the cross walk signs across campus.
- Gearing up for start of classes.
- Cleary Report being updated for Oct. 1 submission to State.

Human Resources, *Joe Klinger*

No report

Information Technology, *Mike Garrity*

- The requisition approval process is not yet live in production. It needs to go through the August 27 Board meeting for final approval. New changes will take place after that.
- The majority of the Canon copiers are on campus. Still waiting on smaller sets of copiers and their hardware. The marketing staff services copiers were a bigger change and still going through setup and training on their devices.
- Quotes are still being worked on to obtain new hardware for the wireless security and new SSIDs updates.
- Colleague self-service: student direct deposit was enabled during the summer. Students are now able to configure and update their own direct deposit information.
- Experience and CRM Advise have 5 new active cards on the portal, including the aforementioned retention alerts.
- AIM (accommodations) platform for CAAS: the majority of the work has been completed.
- A new proposal of the Refund Policy has been made to Administration regarding streamlining the refund policy practice.
- Ongoing discussion related to the new CMS for the website. We are getting close to having final estimates to include in this year's budget to kick off website migration and redesign next year.

DEI, *Purva DeVol*

- Heritage Planning Committee is working on events.
 - Hispanic Heritage Month, mid-September to October 15. There are a multitude of items for this month.
 - Collaboration with the Cernan Center to show screenings focusing on showings in Spanish. Dates and times are being finalized.

- Campus events for employee engagement for Hispanic Heritage Month have been developed, including employee panel, social events, and more. Dates and events are all going to be on the website in early September.
- Italian Heritage Month in October. Save the date October 17 and stay tuned for the reveal of prominent and local celebrities for Italian American Heritage Month.
- Annual Equity Plan has been opened up for employee engagement. This has been folded into the Strategic Plan and is part of goal 2. Annual plan due to the State in May. First team meeting will be held next month. Reach out to Purva if interested.

Guided Pathways, Shelley Tiwari

- Guests Jason Lemberg, Andre Bobb, and Delettre Massey shared information about a project under Pillar 4 (Ensure Students Are Learning) of the 2024-2025 Enrollment Action Plan. They are using TRIUMPH & SURGE students in a cohort research project that will track student activities and engagement throughout campus. This data capture will be used to measure correlations between student behaviors and student success.
- Jason also shared that after only being open 12 hours, and with no promotion, 35 students have submitted “Request Assistance” alerts.

Research, Kurian Tharakunnel

- FY24 Enrollment & Completion Report submitted to ICCB on time.
- TRAC, the online platform that disseminates data, dashboards, and reports has migrated into a cloud-based platform. Going forward, access will be provided to all full-time faculty and all current users of TRAC. An email will be sent regarding the switchover.
- 2024 CCSSE (Community College Survey of Student Engagement) measures student engagement that compares to other colleges nationally. The survey was conducted in various classes with the assistance of administrators and support of faculty during the spring semester and had a good response rate. The results are available on the portal, under Research. Results will be shared through different avenues. Kurian is available to share data with small groups if requested.
- SENSE (Survey of Entering Student Engagement) targets new students and will be administered during the 3rd week of September. This will also be an in-person survey.

Student Representative, Mark Kouria

- TCSA President Mark Kouria introduced himself as the new Operational Assembly Student Representative.
- Triumph & Surge Welcome Week Kick-off, August 21, 11 am-2 pm.
- Clubs & Organizations are back next week.
- Welcome Squad is around campus assisting students.

Old Business

- FY25 Draft Goals
 - Lead the process design for enhancing the functionality of the Triton College Portal.
 - Support institutional data literacy programming.
 - Potentially include a third goal regarding assisting in emerging infrastructure upgrades and institutional compliance.

Next meeting: Monday, September 9, 2024 – 2:30-4:00 pm

*Meeting adjourned at: **3:13 pm***

Submitted by
Sandra Hernandez