

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

Members Absent: Mark Kouria, Colleen Rockafellow

Others Present: Denise Jones, Shekinah Lawrence, Jason Lemberg, Susan Rohde, Carina Santoyo, Xavier Skinner, Julia Willis

Meeting started at: 2:33 pm

Approval of Minutes

A motion to approve the minutes from the August meeting was made by Mike Garrity and seconded by Purva DeVol.

Student Affairs, Hilary Meyer

Admissions

- Campus Tours
 - English Tour: September 9 & Spanish Tour: September 10 at 5 pm
- Admissions Information Session: September 18 at 5 pm in Room B-140
- East Campus Open House: September 28 at 10 am in the R-Building
- Des Plaines Valley Region (DVR) High School Preview Days (In Collaboration with Triumph and Surge): September 20 & 27 and October 4 from 9 am to 12 pm in the R-Building
- High School/Middle School Group Visits
 - Riverside Brook Field Transitional Math Group September 17 from 11:30 am to 3 pm
 - Westchester Middle School Tour September 19 from 12:45 to 1:45 pm

Transfer Center

- Kick Off (In front of Transfer Center): September 9, 11 am-2 pm & September 11, 2-5 pm
- UIC Transfer Fair (Triton Cafeteria): September 23 & October 7, 10 am-1 pm
- TRANSFER 101 workshops several dates throughout the semester

Registration/Retention

- Sweet Taste of Early Registration - Spring 2025: Taffy Apples available while supplies last. October 29-30, 11am-1pm
- Registration Rally for Spring 2025- For Prospective and Current Students: Student Center Lobby- Triton Swag will be raffle prizes. October 29 & November 30, 9am-4pm
- Spring 2025 New Student Orientation: December 6 & January 11 from 10am-2pm and January 8 - 5pm-6pm (Virtual)
- Holiday Rush Registration: Finals Week- Students will have another opportunity before winter break to secure their Spring 2025 registration. December 9-12, 9am-4pm (B Building Student Center)

TRIUMPH and SURGE is hosting a variety of workshops for the month of September to help students with time management, study strategies/learning styles, goal setting, and resume building.

- TRIUMPH and SURGE Mixer: September 11, 12-2pm & September 12, 3-5pm – B270
- Breast Cancer Awareness: Pink Out Walk: October 3, 12-2pm

CAAS

- Workshops will be offered the first Wednesday of every month beginning October 2 in Academic Success Center Classroom (A102) from 12-1pm

Library

- Mango Language Lab: every other Tuesday, 2-4 pm (check site for dates)
- Navigating an Academic Library for Homeschooled Students, October 21, 10 am-12 pm

Business Services, Colleen Rockafellow

- Ongoing Projects and Upcoming Events Discussion
 - 60th anniversary time capsule project, which involves email blasts and social media promotion
 - Fall Family Fun Fest, scheduled for September 28 from 10 am to 2 pm
- Enhancing Student Experience and Marketing Strategy: Need to enhance the student experience and create more robust marketing materials for the Scholars program at Triton College. Looking at reaching out to alumni for potential volunteering or teaching opportunities. Will be working with Dr. Flaherty on these ideas.
- Scholars Program, Authentic Triton, and Athletic Updates: 60 employees have registered for the Authentic Triton event and expressed a desire to increase attendance. The Finance Department will also host an Authentic Triton event in December.
- Baseball Game, Financial Aid Updates, and Events: A baseball game scheduled for September 5 at 6 pm as first Fall ball game with new baseball coach. The FAFSA application deadline was postponed to December 1. The annual Corn Roast is on September 18 and a movie screening of *Inside Out* on September 13 at 6 pm.
- Audit, Hiring, Retirement, and FY25 Budget: There is an ongoing audit and the hiring of a new payroll coordinator. There is a retirement in the purchasing department and an upcoming workshop with the President to improve minority spending. The FY25 budget is complete and will be presented to the board in September, with no changes allowed until October 1.

Human Resources, Joe Klinger

- An email was sent to full-time employees about Supplemental Life Insurance open enrollment and updating beneficiaries
- New hires include Barbering Faculty for the Barbering Program, Assistant Director in Financial Aid, Completion & Transition Specialist for WEI Program, and a Payroll Coordinator
- Working with Susan Rohde on the Sexual Harassment Training that will go out to employees soon
- The Health Insurance Committee will meet to discuss any policy changes as well as new rates for the new calendar year. New rates will go to the board in November. There will be an update during the next Operational Assembly meeting.
- Authentic Triton for the P building departments (HR, Marketing, Payroll) will be held October 10

Information Technology, Mike Garrity

- The requisition approval process went live on September 6. The cost center approval hierarchy will continue to be evaluated and tweaked as needed.
- Canon is on campus this week to complete installation work on the final couple of units
- Single sign on configuration is complete for the AIM platform for CAAS and we will run testing with them
- Waiting on approval of the new refund schedule and potentially looking to implement in the Spring
- Ongoing discussion related to the new CMS for the website and gathering a quote that was received today to include in next year's budget request. Potentially starting this project next summer.
- Colleague self-service: working on configuration of the withdrawal before midterm screen for faculty
- IS and others have been involved in the annual auditor review answering questions about data
- Search committee to interview for the Coordinator of Degree Audit position this week

DEI, *Purva DeVol*

- Library: The *Now Showing Series*: The Triton College Library will be hosting its Now Showing Series in September, featuring a film in honor of Hispanic Heritage Month. The film will be shown in the Library Classroom (A Building, Room A-215). *Between Us: Entre Nos*, Thursday, September 26, 2 pm

In conjunction with the Heritage Committee, several events will occur with the Cernan and the PDC:

- Cernan Earth and Space Center: Planetarium Programs
- Experience the wonders of the universe at Triton College's Cernan Earth and Space Center during Hispanic Heritage Month.
- Each planetarium event will feature one of the programs below with Spanish narration, a tour of the night sky in English and other surprises.
 - *ESTRELLAS: Potencias del Universo*, Wednesday, September 18, 6:45 pm, Saturday, September 21, 5:30 pm
 - *La Gran Astronomía: Personas + Lugares + Descubrimientos*, Wednesday, October 9, 6:45 pm, Saturday, October 12, 5:30 pm
 - *Big Astronomy: People + Places + Discoveries* (English Showing) Saturdays, October 5, 12, and 19, 7 pm
 - Tickets for these shows are \$8 for adults, \$4 for seniors (55 and over) and \$4 for children (2-17). Triton students, faculty and staff are admitted free with a valid ID.

Professional Development Center: Hispanic Heritage Month kicks off with the PDC offering both learning opportunities and Co-Worker Connect events for employees:

- Co-Worker Connect:
 - Learn to make mango salad and work with Hibiscus, Wednesday, September 18, 2-3 pm, Room B-204

- Day of the Dead Celebration, Wednesday, October 2, 2-3 pm, location TBD
- Employee Panel Discussion, Wednesday, October 9, 1-2 pm, Library

Guided Pathways, Shelley Tiwari

Carina Santoyo, Director of Admissions was invited to share information on Admission's initiatives for this semester with Spotlight events. Admissions works with the Academic areas to assist prospective and current students with event information, call campaigns, and program information.

- An example is the HIA spotlight event held during the summer: of 14 students who attended, 12 enrolled
- Over the 64 campus events held this year, 465 students have enrolled

Research, Kurian Tharakunnel

- TRAC the online platform that disseminates data, dashboards, and reports has switched over to new platform TABLEAU Cloud. A total of 165 users in the platform includes faculty, all 37 administrators, as well as 15 mid-managers.
- SENSE (Survey of Entering Student Engagement) targets new students and will be administered starting next week. Surveys will be administered in 44 course sections, and a communication has been sent out to administrators about volunteering.

Academic Affairs, Katie Rullo

Continuing Education

- Insurance Pre-licensing Program Partner with local business Dohrn Insurance to offer 4 lines of certification, Life, Accident & Health, Property, and Casualty to become an insurance broker.
- Working with Alumni Association to host Grand Chamber by O'Hare - After Hours Event on October 10 from 5:30 to 7:30 pm - please register online

Business & Technology

- Two new full-time employees: Cora Luster, Office Assistant in Dean's Office & David Magallanes Munoz, Temporary Full-time in Automotive.

Arts & Sciences

- Two new FT faculty hires: Biology & English
- Working on the development of and instituting a faculty-focused A&S newsletter
- The math department is hosting a lecture on ethnomathematics by Dr. Ximena Catepillan on September 18, 12 pm, B204/210. The lecture is free and open to employees, students, and the public.

Student Representative, Mark Kouria

No report

Old Business

- FY25 Goals
 - Lead the process design for enhancing the functionality of the Triton College Portal
 - Support institutional data literacy programming
 - Assist in emerging infrastructure upgrades and institutional compliance, as applicable

Next meeting: Monday, October 7, 2024 – 2:30-4:00 pm (note date change)

*Meeting adjourned at: **3:03 pm***

Submitted by
Sandra Hernandez