

Members Present: Hilary Meyer, Purva DeVol, Mike Garrity, Journey Manuel, Colleen Rockafellow, Kurian Tharakunnel, Shelley Tiwari.

Members Absent: Joe Klinger, Jacqueline Lynch.

Others Present: Reginia Hughes.

Meeting started at: 2:30 pm

Approval of Minutes

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

Business and Facilities, Colleen Rockafellow

- Athletics reported that fall semester sports, soccer, volleyball, and basketball will be starting in November. Staff are encouraged to come to the games and support the teams.
- The Business & Finance (B & F) committee had a discussion regarding access to classrooms and the different mechanisms to get into the classrooms (keys and fobs). Campus police will find out if there is a list of classrooms that can be shared and what each room needs to be accessed.
- The audit was presented to the Board. Business Services received the Certificate of Excellence.
- Budget information was shared and FY 2025 is in discussion.
- Facilities is busy with various construction projects; installation of AC units on the roof top of A building, new chillers going in the G and F building, carpet was replaced on the 3rd floor in the A building, tutoring lab renovations were completed. Facilities is currently working on the lab in Respiratory Therapy and the Barber program, asbestos abatement in R-221, and ongoing asphalt project.
- Marketing is working on promoting Triton's Festival of Trees. The Spring 2024 schedule will be going out at the end of October and also working on the annual report.
- The B & F committee also discussed that there have been fraud cases with students cashing checks twice by mobile deposit and then going to a currency exchange. The committee is working with Financial Aid to help promote financial literacy and encourage direct deposit for students.

Human Resources, Joe Klinger

No report

Information Technology, Mike Garrity

- The smartboard refresh was approved by the Board last month. Twenty of the oldest smartboards on campus will be refreshed with the latest interactive flat panel smart technology.

- Virtual server environment for M building hardware that hosts the server is at its end of life and needs to be replaced. Migration of all servers over the new hardware will possibly be done during winter break.
- The change requested by Business Services to include vendor email in requisitions is now in production.
- IT is awaiting quotes from Aruba/Hewlett Packard regarding the wireless environment and information on hardware costs as well as finance options.
- Awaiting an update on Dual Credit about reviewing and changing their admission process for consistency and ensuring they will address any impact that may affect reporting.

DEI, *Purva DeVol*

Staff are encouraged to attend and support the Heritage events that are coming up in October and November.

- **Hispanic Heritage Month**
Event: Hispanic Heritage Month Panel: *Diversidad Nos Define* (Diversity Defines Us) Panel Discussion. Panelists will discuss their professional and personal journeys as Hispanic professionals.
Date and Time: 12:30 p.m.- 1:30 p.m., Monday, October 16
Location: Library Upper Commons
- **Italian American Heritage Month**
Event: Italian American Heritage Month Panel. Panelists will share how the Italian American experience has inspired and influenced their lives.
Date and Time: 2 p.m-3 p.m., Tuesday, October 24
Location: Library Upper Commons
- **Native American Heritage Month**
Event: We are showcasing Seth McClellan's film *Little Wound's Warriors* for Native American Heritage Month.
Date: Thursday, November 2
Location: Cernan Center
Time: 3:30 p.m.-4:30 p.m. Showing of film, followed by reception and Q & A with Seth at 4:30 p.m.

Guided Pathways, *Shelley Tiwari*

- Shelley has invited Brandon Marks, Director of Academic Advising & New Student Orientation for next month's Operational Assembly meeting to talk about his area and how it directly aligns with Guided Pathways.
- The Credit Momentum KPI Report is on the Teams site and has a set of metrics about credit completion that gives an early indication of how students are progressing towards completing their degrees.

Research, Kurian Tharakunnel

- The Annual Student Satisfaction Survey report is ready and available in the portal. Kurian is currently looking for avenues to present and share detailed data. Shelley asked if he could share the information in a CTE session sometime during early spring.
- The Fact Sheet comes out late November and the Fact Book is out late December.

Student Representative, Journey Manuel

- It is midterms week and having the World Mental Health Fair this past Monday was very helpful. There was a good turnout.
- Student Life is hosting *La Loteria y Artesania* event for Hispanic Heritage month, October 11 in the Student Center Cafeteria from 11:30-12:30 pm. Sweet treats and hot chocolate will be served.
- Clubs and organizations are in full swing and a lot of trips are happening within specific groups.
- Journey asked everyone to help advertise Troy Ride and Troy Mart which are very beneficial to students.

Academic Affairs, Jacqueline Lynch

No report

Student Affairs, Hilary Meyer

- Academic Planning workshops targeted to first year students. Date and time: Monday, Oct. 16, 2-3:15 pm & Thursday, Oct. 19, 10-11:15 am. Location: E-143
- Students are being encouraged to register early, between October 23 and November 22, for a chance to win a voucher for a 3-credit hour course.
- In honor of Hispanic Heritage month, the library will be hosting *Lessons From the Dead: A Student Leadership Symposium*, October 11 from 10 am to noon in the Library Commons. Community speakers Paul Martinez, faculty member, and Nora Sanchez from the Oak Park Public Library will be sharing experiences with students. Student groups and classes will be attending. Everyone from the community is also encouraged to attend.

Old Business:**FY 24 Goals**

- A task force has been convened to work on the Automating Degree Completion Goals. Hilary is chairing the task force. Representatives include IT (Mike Garrity, Jo Perez), Records (Tasha Coleman), Graduation (Johnny Urbina), Curriculum (Julianne Murphy), Advising (Artur Stasieluk), CRM Advise (Jason Lemberg), and Admissions (Carina Santoyo). The task force is reviewing Colleague data input workflows and automation capability as well as outlining potential timed communication to stakeholders (advising and support teams, faculty chairs and coordinators,

records, and students) through CRM Advise regarding a student's intended program and progress toward completion. Shelley would like to attend the next task force meeting to listen in. Shelley will assist with recruiting an additional faculty member that may be interested in being part of the group. Hilary also asked Journey to see if a student would want to be part of this group. A folder with notes and more information is available in the OA Teams site.

New Business:

HLC Preparation – Purva Devol (postponed for next month's meeting)

Meeting adjourned at: 3:15 pm

Submitted by
Sandra Hernandez