

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

Members Absent: Mark Kouria, Colleen Rockafellow, Shelly Tiwari

Others Present: Lisa Huff, Jason Lemberg, Alexandria Terrazas

Meeting started at: 2:32 pm

Approval of Minutes

A motion to approve the minutes from the September meeting was made by Joe Klinger and seconded by Purva DeVol.

Business Services, Colleen Rockafellow

No report

Human Resources, Joe Klinger

- An email was sent to full-time employees about completing mandatory annual Sexual Harassment training.
- Medicare Part D notices will be mailed out to all employees (required by law). No action needed. Medicare eligible employees will find information on prescription drug coverage as well as upcoming enrollment period.
- Currently working on creating a new and updated hard copy of the full-time staff directory, which will be out by November 1.
- The Health Insurance Committee met and discussed claim history and how plans have progressed over the past 12 months. The committee will begin the process of discussing employee contributions for the 2025 calendar year. Another meeting will take place later this month.
- New hires: Director of Child Development Center, CRM Coordinator, and Manager of Records.
- Few vacancies at this time. They include: Coordinator of Degree Audit, Grants Specialists, Full-time Faculty, and Director of Curriculum & Assessment.

Information Technology, Mike Garrity

- The new refund schedule moving forward for Spring 2025. The new refund schedule will allow students 7 calendar days to drop with a full refund.
- The timeline for the new CMS website has been moved up. The project will begin at the start of the 2025 calendar year with a completion deadline by the end of the year.
- Colleague self-service: working on making the withdrawal procedure easier for faculty and students. Looking for a way to automate the process to auto-populate the grades or a potential different screen that will allow faculty to go straight to a drop.
- Financial Value Transparency and Gainful Employment requires the college to submit reports on completion rates and costs so prospective and current students have a clear picture of programs and their costs. National Student Clearing House is offering a partnership to submit files on the college's behalf, due on January 15, 2025. IT is collaborating with Financial Aid to build out the process in Colleague to get the data to NSCH.

- CRM Recruit enhancements: ICCB requires the college to add a Middle Eastern/North African category to application forms. Other requests are to build a registration form for Cook County Sheriff and importing Accuplacer scores into Recruit.
- New Photo ID platform software has been updated to a new version and SQL data migrated to new SQL server. Currently working with the new platform to potentially provide an optional digital ID in addition to printed ID.
- Over 30,000 instructional emails were sent to student email accounts regarding phishing scams and summarizing what they need to look out for.

DEI, *Purva DeVol*

- Hispanic Heritage Month
 - Day of the Dead Celebration (October 2 Co-Worker Connect)
 - Explored the vibrant traditions of Day of the Dead, a unique Mexican holiday dedicated to honoring deceased loved ones.
 - Film Screening: "Between Us: Entre Nos"
 - Date: September 26
 - Location: Library Classroom, Room A-215
 - Cernan Earth and Space Center Events
 - Spanish-narrated space shows scheduled throughout September and October.
 - Ticket Pricing: Varies; free admission for Triton students, faculty, and staff with a valid ID.
 - Employee Panel (October 9)
 - 5 employees will share their experiences
 - Location: Library, 2-3 pm
- Italian American Heritage Month (October 17 panel)
 - 10-10:30 am: Coffee with Authors, featuring Italian cookies
 - 10:30-11 am: Author Don Fiore discusses *Italo Balbo's Flight to the 1933 Chicago World's Fair*.
 - Panel Discussion: Includes alumni, the Chief of Police of Melrose Park, Christina Bertoli from the Learning Channel, Ariana Colella, Sale Camarada (tech), and Ivana Dipiro (hair salon owner).
 - Food provided by a local restaurant.
- Polish Heritage Month (October 14 Co-Worker Connect)
 - Activities: True or False Poland facts game and serving black tea.
 - 9:30-10:30 am outside the cafeteria.

Guided Pathways, *Shelley Tiwari*

- Alexandria Terrazas, Dean of Early College Programs, was invited to present an overview of student options, steps, eligibility, and benefits of enrolling through Early College Programs (dual credit, dual enrollment, and dual degree). A handout was distributed with details of the programs.

Research, *Kurian Tharakunnel*

- SENSE (Survey of Entering Student Engagement) surveys were completed. The survey was administered to 44 course sections with more than 600 student responses. Results will be available in March 2025.

Academic Affairs, Katie Rullo

Continuing Education

- Grant about to start for Human Resources with 45 students enrolled
- Hiring another adjunct to split up cohort
- Working on another grant application for next year
- Partnering with Alumni, Career Services, and the Library for the Grand Chamber by O'Hare meeting happening on October 10, 5:30-7:30 pm in the Library and A-Building foyer

Adult Education

- Hiring Enrollment Coordinator and full-time Completion and Transitions Specialist (CTS)

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

- Math and Education departments are hiring adjunct faculty for the spring semester
- Ethnomathematics seminar was held September 18 and was very well attended
- Educational Symposium coming up on October 16

Health Careers & Public Service

- Hiring for a number of positions and have a few interviews for Full-time faculty Barber and Respiratory Care Programs
- New programs coming up, and reviving the vascular sonography into a current program that will begin in the Fall of 2025
- Considering new health care program offerings
- Working on spring mandatory program orientations
- Nursing and Radiography students participated in Fall Fest

Student Affairs, Hilary Meyer

Admissions

- English Campus Tour: Monday, October 7, 5 pm
- Spanish Campus Tour: Tuesday, October 8, 5 pm
- Preview Day: Monday, October 14, 10 am
- Admissions Information Session: Wednesday, October 30, Virtually on Zoom
- *High School Group Visits*
 - Elmwood Park High School: Tuesday, October 8, 9 am-1:30 pm in Room B-204/210
 - LaGrange Area Department of Special Education (LADSE): Wednesday, October 16, 10 am-12 pm
 - Taft High School: Thursday, October 17, 9:45 am-1:30 pm in Room B-204/210
 - Ridgewood High School Freshmen Class Visit: Tuesday, October 22, 9 am-12:15 pm

- Proviso West High School Visit: Wednesday, October 23, 10 am-2:30 pm in D Building and RSVP Room
- Ridgewood High School Transitions Program Visit: Friday, October 25, 8:45-11 am, B170A

Advising

- Academic Advising Newsletter: First Year students have started to receive monthly newsletters from the academic advising office entitled “New Student Bulletin”
- Academic Advising Workshops
 - Undecided -Monday October 14, 2-3 pm
 - Guided Pathways Academic Planning- Thursday, October 24 and Monday October 28 1-2:30 pm and 3-4 pm—Area of Study specific date and times
- Registration/Retention
 - Spring Registration Rallies: Tuesday, October 29 (campus tour) and Wednesday, November 13, 9am-4pm
 - Sweet Taste of Early Registration: October 29 and October 30, 11am-1pm

Transfer Center

- October 7 Transfer Fair: 32 universities RSVP'd

TRIUMPH and SURGE

Just finished Student Success Blueprint Week. Your guide to thriving in College.

- Pink Out Walk, Thursday, October 3
- Mind Matters: Monthly Mental Health Conversations, Wednesday, October 9, 3 p.m. - 5 p.m., B-204/210 Her Haven and Fella's Fellowship will be together for this session
- Company Tour: Cook County Department of Corrections Friday, October 11, 2024
- Concordia University Chicago Monday, October 14, 2024
- Dominican University Friday, October 18, 2024
- Trust Your Gut Workshop Wednesday, October 23, 2024

TRIO

- Scholarship Workshop and Stress Relief Workshop Thursday, October 10
- Illinois-Missouri Campus Tour Tuesday, October 15-Wednesday, October 16
- Open Mic with TIRUMPH and SURGE Thursday, October 24 in the Library

CAAS

- New SEED classes begin Monday, October 14.
 - SEED is open to any student who identifies as neurodivergent. They do not need to have a documented disability or be connected to CAAS.

Library

- Triton College Library Forum: Serving the Neurodiverse in Libraries: Friday, November 1
- Death Café, Library, Friday, November 1, 1-2 pm

Student Representative, Mark Kouria

No report

Old Business

- FY25 Goals
 - Portal: Students can now see attendance in self-service. The Portal task force meets tomorrow.
 - Data literacy: Kurian hosted a mini workshop at the September 24 SALT (Student Affairs Leadership Team) meeting on working with CCSSE results.

Next meeting: Monday, November 11, 2024 – 2:30-4:00 pm

Meeting adjourned at: 3:20 pm

Submitted by
Sandra Hernandez