

Members Present: Hilary Meyer, Purva DeVol, Joe Klinger, Jacqueline Lynch, Journey Manuel, Colleen Rockafellow, Kurian Tharakunnel, Shelley Tiwari.

Members Absent: Mike Garrity.

Others Present: Shekinah Lawrence, Jason Lemberg, Brandon Marks.

Meeting started at: 2:40 pm

Approval of Minutes

A motion to approve the minutes from the October meeting was made by Colleen Rockafellow and seconded by Journey Manuel.

Human Resources, Joe Klinger

- HR is working on the implementation of PTO for part-time employees. The State is still defining what this looks like. As of now, beginning January 1, 2024, part-time employees will be eligible to earn 1 hour of PTO for every 40 hours worked, up to 5 days of PTO annually. Employees will have a 90-day waiting period (through March 31, 2024) before they can utilize their PTO. HR is planning to present more details on this topic at December shared governance meetings.
- Annual Sexual Harassment training must be completed ASAP. HR will be reaching out to those who have not yet complied.

Information Technology, Mike Garrity

No report

DEI, Purva DeVol

- 40+ people attended the Italian American Heritage Month panel, which was featured on ABC7 news.
- Native American Heritage Month featured a showing of faculty member Seth McClellan's film *Little Wound's Warriors* in the Cernan Center.
- Purva is seeking people to help plan events for Black History Month. Reach out to her if you are interested.

Guided Pathways, Shelley Tiwari

- Brandon Marks, Director of Academic Advising & New Student Orientation, shared some updates from his area.
 - Advising held Academic Planning workshops in October. 1350 students were part of the cohort. 35 students RSVP'd and 21 attended.
 - Brandon is redesigning the Academic Advising webpage to make it more student-friendly. He will be moving the mission statement, contact hours, and important

information to the top. He wants to reimagine the Meet Your Advisor feature to make it more interactive.

- Brandon is working with Director of Early Alert & Intervention Jason Lemberg as well as IT on revising caseload management, so students have one primary advisor for their program.
- He is creating a culture of walk-in advising. Advising meetings tripled from last Fall (for example, in October 2022 there were 132 meetings, and in October 2023 there were 397 meetings). They piloted an advisor on duty this summer.
- They currently have 8 full-time academic advisors and 6 part-time academic advisors and are hiring one more part-time advisor.

Research, Kurian Tharakunnel

- The Community College Survey of Student Engagement (CCSSE) will be distributed this Spring. It is a paper-based survey and will be distributed in classes.

Student Representative, Journey Manuel

- Student Life sponsored two trips, one to a Hispanic museum and one to a Native American heritage museum.
- They are continuing to spread the word about Troy Ride and Troy Mart.
- Immediately after the Operational Assembly meeting, Journey traveled to an ICCB meeting at John Wood Community College.

Academic Affairs, Jacqueline Lynch

- Ongoing meetings with VP re: FY25 budget.
- Blackboard Ultra conversion deadline looming.
- Ongoing conversations about assessment and prep for HLC visit.
- Revising the faculty interview evaluation form.

Arts and Sciences

- Fully staffed.
- Final reports for Title V have been completed.
- Holding a budget meeting with chairs.
- Chairs and coordinators meeting next week.
- Working on completing any missing midterm grades.

Business and Technology:

- Hiring continues for Dean and Associate Dean positions.

Career Services

- Director and Associate Director attended a conference last week in Milwaukee – Midwest Association of Colleges and Employers. Looking forward to implementing some of the things they learned about internships and apprenticeships.

- New full time Career Specialist – on TRADES grant.
- Hosted hiring event for AJC.
- Career Fair, Oct 4th – 377 attended and 74 employers.
- Director and Associate Director: Strong Certification through Myers Briggs.

Continuing Education

- Working on catalog and information sessions for spring semester.
- Open positions in the childcare center.
- New culinary classes coming up in partnership with credit side.

Health Careers

- Associate Dean of Nursing position still open.
- Respiratory program - anticipated start of Fall 2024. FT faculty in place. Accreditation process on track.
- Barbering program - waiting on next steps from state.

Adult Education

- Still hiring: CTs (1 pt), Office Assistant (FT), Testing manager (FT), ESL teachers with evening availability.
- Early increase in student interest: 980 new intake forms as of today (usually about 100 at this time of the year).
- 1050 pre-test appointments scheduled.
- All standardized tests are changing in the Spring.
- New partnership with Lumity for youth GED program.
- Exploring the option of purchasing a Lexmark printer with a translation app. This will be grant-funded through AE so we are exploring the best way to make the device available campus-wide, possibly in partnership with the Library/Academic Success.
- Collaboration with the Library on ESL book loan program continues in preparation for Spring.
- Conferences include NACADA, October (2 CTS); Learning Forward, December (2 staff); COABE, March; TESOL, March.

Student Affairs, Hilary Meyer

- We held a successful Sweet Taste of Early Registration event during the first week of spring registration. 700+ students registered within the first 4 days. We are still offering a raffle for a 3-credit-hour tuition voucher for students who register before Thanksgiving break.
- Starting the week of Thanksgiving, we will be distributing Triton winter hats to registered students (while supplies last).
- New Student Orientations are scheduled for Friday, December 1, and Saturday, January 6, 10 am-2 pm in Room 203/204/210. Adult and Returning New Student Workshop (21+) is scheduled for Thursday, December 14, 5-6:30 pm via Zoom.
- TRIO organized a campus game day on November 8 to celebrate National First-Generation Day. The event was well attended and will continue to be hosted by TRIO in the future.

- SEED graduation will be held Wednesday, January 10, 5:30-7:30 pm in the R Auditorium. All are welcome to help celebrate the graduates as they receive their certificates from the School of Continuing Education.
- SEED is recruiting students and employer partners for the January 2024 cohorts.
- TROY Mart grand opening is Tuesday, November 14, 11 am-2 pm, Room A-106G. TRIUMPH, SURGE, and Active Minds are holding a donation drive from November 13-30. Donations of new or gently used items can be dropped off in A-106G.
- Amazing Amigos is a new social group for students on the autism spectrum. For more information contact Mary Casey, Faculty Counselor.
- Faculty Counselor Leslie Wester is seeking neurodivergent employees and students to help inform planning a neurocurious event in March. Contact her for more information.

Business and Facilities, Colleen Rockafellow

- B&F welcomed a new accountant, Gianna Colella. They are now fully staffed.
- They have received feedback on the FY24 encumbrances.
- Marketing plan has been completed for Spring.
- FY25 budget planning is underway. Cost Center Managers can contact Colleen with questions.

Old Business:

FY 24 Goals

- Saadia Khan, Chemistry Faculty, has joined the Automating Degree Completion Task Force. Thank you to Shelley for assisting with recruitment.
- The Task Force has been meeting regularly and will report updates next month.

New Business:

HLC Preparation

- Purva has met with 250+ people and 25 departments in preparation for the HLC visit. She is wrapping up some final department visits.

Meeting adjourned at: 3:20 pm

Submitted by
Hilary Meyer