

CALL TO ORDER

President Moore called College Council to session at 2:04 p.m.

ATTENDEES

Council Members Present:

Mary-Rita Moore, Erica Baffa, Christopher Clem, Dayanne Figueroa, Dr. Michael Flaherty, Mike Garrity, Audrey Jonas, Kevin Li, James Malarski, Laura Martin Del Campo, Elise Rapala, Susan Rohde, Dr. Purva Rushi, Shelley Tiwari

Absent: Hilary Meyer

Others Present: Sacella Smith, Raquel Monge, Christina Skasa, Ric Segovia, Tim Nystrom, Alicja Kapusciaz, Jean M. Dugo, Brenda Jones Watkins, Humberto Espino, Garry Abezetian, Susan Campos, Joe Klinger, Derrell Carter, Gretchen Reyes

APPROVAL OF MINUTES

Mike Garrity made a motion to approve the minutes of the September 16, 2019 College Council meeting, seconded by Dr. Michael Flaherty. The motion carried unanimously by voice vote.

HOT TOPICS

Audrey Jones brought forward the topic of the physical layout of Council meetings related to group conversation and audience participation. Council discussed the various meeting locations; possible layout options and may consider alternatives in the future.

OPERATIONAL ASSEMBLY

Mike Garrity reported the Operational Assembly met on October 7 and provided the following highlights. **Academic Affairs** reported the College was awarded a one million dollar, one year Workforce Equity Initiative grant from the Illinois Community College Board (ICCB) on 9/18/19. The purpose of the grant is to recruit, train and employ 160 individuals within the district in high need workforce areas. **Human Resources** reported a working draft of the employee performance standards is ready to bring forward to the Executive team. The New Equal Pay Act law, which is currently in effect, states that hiring managers, HR professionals, and all employees cannot ask potential candidates about salary history. **Diversity Committee** mentioned the September 20th Moore About Triton newsletter provided an update on the College's diversity, equity, and inclusion priority. The committee is working to schedule their first meeting of the year. The **Strategic Enrollment Management (SEM)** committee proposed that the SEM committee change to a Guided Pathways committee. Based on the College priorities, SEM committee sees a need for a Guided Pathways committee reporting to Operational Assembly. President Moore acknowledged the proposed change and the Council proceeded to discuss how the groups were established and the specific guidelines they need to follow. President Moore will look at the historical information and send more information to Council. Ms. Moore requested Operational Assembly to submit a formal document stating

the reasons for the proposed change. Triton's Guided Pathways Steering Committee met with Achieving the Dream (ATD) Coaches in early October and the ATD Coaches will be on campus on October 16 and 17. Professional Development Center announced that Coworker Connect will begin to offer Yoga Wednesdays, starting October 16.

Erica Baffa inquired how communities and programs for the Workforce Equity Initiative grant were chosen. President Moore stated that ICCB provides guidelines for every grant. Triton's proposal conformed to the requirements of the grant.

ACADEMIC SENATE

Michael Flaherty reported Academic Senate will meet on Tuesday, October 15 at 2:30 p.m. Senate will vote to change the number of Counselor representatives from two to one due to the lower number of full-time counselors. Dr. Flaherty requested Guided Pathways updates at future meetings and Shelley Tiwari agreed that updates are planned.

STUDENT SUCCESS

Shelley Tiwari provided an update on Guided Pathways and distributed a copy of the ATD Guided Pathways Coaches October 16 & 17 meeting agenda. ATD coaches Dr. Dave Pelham and Dr. Trudy Bers will be on campus to provide professional development and build a shared understanding of Guided Pathways. Ms. Tiwari invited Council members and staff to attend on October 17, at 10:30 am, this session is for all faculty and staff to learn about Guided Pathways. The Steering Committee has met once since they formed, attended the Holistic Student Support Institute and they plan to update Senate in the future. Dr. Purva Rushi has assisted the Steering Committee with the project, including faculty engagement communication, and outlining an action plan for Guided Pathways.

OLD BUSINESS

COLLEGE COUNCIL GOALS

President Moore invited Dr. Rushi to lead the update on the FY20 College Council goals, outcomes and measures. Dr. Rushi stated the current version was updated based on the feedback from Council members and discussion on blackboard. President Moore shared that Ms. Meyer sent her approval in advance of the meeting. Ms. Moore asked if Council would like to move forward to adopt these goals for FY20. Council adopted these goals and measures for FY 2020:

FY20 College Council Goals

1. Council will provide oversight on the preparation of the HLC focused visit on assessment.

OUTCOMES

- Executive Director of Strategic Planning & Accreditation and Chair of Assessment Committee will present, on a monthly basis, project plan with benchmarks and milestones through April.
- Council will provide feedback on progress on project plan and pre-visit report for HLC

- Presentations in May and June will focus on campus feedback and HLC report of focused visit.

ASSESSMENT MEASURES

- Project plan benchmarks achieved
- Pre-visit report completed
- Feedback on focused visit shared

2. Council will provide feedback on Guided Pathways planning.

OUTCOMES

- Guided Pathways Steering Committee Chair will present planning updates on a quarterly basis, with milestones.
- Council will provide feedback on progress on project plan.
- Final presentation of the year will focus on gathering feedback from Council on plans for Year 2 of Guided Pathways implementation.

ASSESSMENT MEASURES

- Project plan for Year 1 of Guided Pathways implementation completed
- Feedback on Year 1 shared

3. Council will strengthen communication from Council representatives.

OUTCOMES

- For consideration by College Council members, Communications & Institutional Advancement will provide guidelines and a template for communication from Council members to their constituent groups.
- College Council members will create and implement communication guidelines.
- College Council communication guidelines will be posted to the College Council webpage by College Council facilitator.

ASSESSMENT MEASURES

- Frequency of communications per College Council Representative.
- Awareness of constituent groups' College Council Representative above 80% of College Council Survey respondents.
- Satisfaction with quality/quantity of communication above 75% of College Council Survey respondents.

COUNCIL SUB-COMMITTEE UPDATE

Audrey Jonas provided an update of the Election Process sub-committee's discussion regarding the Council Election Process. The sub-committee discussed run-off elections, communications, listserv access and general communication with constituent groups. The sub-committee is currently circulating a draft process document for review and hope to have updated language to share at the next meeting.

NEW BUSINESS

TITLE V QUARTERLY UPDATE

Kevin Li provided the Title V quarterly update sharing the project components, goals, year one accomplishments, lessons learned and next steps. Attached is a copy of the presentation. Dean Li thanked the administrators and staff that helped keep the project on track for year one. A Title V external evaluator, Dr. Yasmin Delahoussaye, will be visiting the College on Wednesday, October 30, 2019 and requested a meeting with the Internal Monitoring Team, College Council. The meeting will be held in B 102/103 at 2:00 p.m. Dean Li asked that Council members RSVP by Friday, October 18. President Moore encouraged all Council members to attend the meeting. Dean Li asked Council to review the presentation which contains the project components and completed goals that will help Council answer Dr. Delahoussaye's questions.

Laura Martin Del Campos mentioned she saw Dean Li's presentation regarding iLaunch at the September Board of Trustees meeting and thought a similar program for science would help students. Dean Li responded that based on the research that these types of labs work best on subject matter that students have already had exposure to in high school. That is why offerings are normally for Math and English. New subject matter like science is difficult to create labs with the same success rates. Dr. Flaherty stated Math and English are identified as gateway subjects that stop students from succeeding in college.

President Moore asked Kevin Li to let College Council know what our role is and what types of questions to expect from the Title V external evaluator. Dean Li reminded Council they will be serving as the Title V Internal Monitoring Team (IMT) which will be responsible for internal oversight of the grant project. This is to ensure a smooth transition to implementing the project. Dean Li asked Council to be familiar with the scope and purpose of Title V and to review the presentation. The External Evaluator will be here to review the grant progress to date. If Council has any questions they can reach out to Dean Li.

ELECTRONIC RESOURCES GUIDE DEMO

President Moore informed Council, this employee resource was an outcome from the 2018 criteria team recommendation. The recommendation was to have an online repository for College procedures and policies. Ms. Moore invited Mike Garrity to demonstrate the Electronic Resources Guide that was created. AVP Garrity demonstrated how to access the information on the portal, it is currently housed under Employee Resources, Business Services. Topics are grouped by similar questions and each topic has a description, form, link to online forms and/or policies and a contact number for questions. Mike has solicited feedback from Administrators and College Council. Council members shared their feedback and thoughts on the new resource guide. Mike Garrity asked Council to share any additional feedback to help improve the guide. The guide will be available to all employees on the Triton portal later this semester.

FY21 BUDGET OVERVIEW

President Moore reminded College Council the budget process begins in October and invited Associate Vice President of Finance & Business Services Garry Abezetian to present the FY21 comparative budget timeline and process. AVP Abezetian stated the College is in the early stages of the process and budget training presentations were held last week. The Division Area meetings will take place at the end of October, followed by the Cross Divisional meetings in early December to ensure that all FY21 goals and projects are in the budget. Final budget materials are due on 12/17/19. The final budget presentations to the executive team will be held the week of January 6th. All materials will be posted on the Triton College portal in the Business Services area for individuals who cannot attend these meetings. President Moore encourages all to participate in these meetings; it is a great opportunity to hear and learn the Divisional Areas FY21 goals. Mr. Abezetian reminded the group that he is available for questions or any assistance. He also encouraged the group to start the process now.

NEXT MEETING

The next meeting of College Council is November 11, 2019, 2:00 p.m. – 4:00 p.m. in B-204/210.

ADJOURNMENT

Dr. Michael Flaherty made a motion, seconded by Mike Garrity, to adjourn the meeting. College Council was adjourned at 3:22 p.m.

/jf