

Meeting Notes

Attendees

Jessica Rubalcaba, Corey Williams, Garrick Abezetian, Michael Garrity, Mark Jason, Joe Klinger and Kurian Tharakunnel

Committee Updates

Strategic Enrollment Management (SEM) (J. Rubalcaba): Jessica Rubalcaba reported that the SEM Committee will meet January 25th. Each subcommittee is working on their strategies for moving forward.

Business and Facilities (G. Abezetian): Garrick Abezetian reported that the tax reform was entered into the system and should go into effect immediately. Will also be meeting with the executive team about budget presentations later this week.

Diversity: No Report

Technology Rep (M. Jason): Employees can elect to receive W2's electronically through the portal, and those that do will no longer receive a hard copy of the W2 in the mail. W2 and 1098T processing is currently underway.

Human Resources (J. Klinger): No Report

Student Affairs Rep (C. Williams): Corey Williams reported that last Saturday was the "Super Saturday" event. Attendance and enrollment increased from last year. Welcome back events will begin the week of January 29th. The office of violence against women grant that Triton received had its first training session in December. Will also review the site of the lactation room. Currently there is one room available only when nurse's office is open. So a second space will offer mothers who are on campus later a place to go. This will begin when spring classes start. Triton has also received 3 new grants.

Academic Affairs Rep (C. Antonich): No Report

Action Champion Members (K. Tharakunnel): Kurian Tharakunnel reported that the graduate success report will be published and ready to view on the portal by next week. Highlights at next month's meeting.

Old Business

Certain HLC Assurance criterion were determined relevant to Operational Assembly but no changes were required from the review.

New Business

- College Council is planning a HLC visit prep with a mock visit. There are currently two College Council subcommittees set up for this mock visit. They are: white glove committee and facility white glove committee. As more is discussed on this M. Garrity

will bring that information to Operational Assembly.

- Travel reimbursement forms only allow one PDF attachment. If people want to attach multiple receipts they can scan them and combine into one attachment. There is discussion about adding a button to attach more than one PDF. Business services suggest keeping it to one PDF.
- J. Rubalcaba asked about Docusend reminders. M. Garrity will ask about this at College Council.
- College Council pointed out that the only campus wide emails are bereavement notices. An option to share positive news was discussed. A subcommittee was formed for this.

Announcements

Pack the place info coming soon.

Adjourn: Meeting adjourned at 3:00pm