

Operational Assembly

- Mike Garrity noted that Business Services reported on the new tax rate changes that came into effect. A campus-wide email notified all employees of this rate change. Technology reported working on 1090 and W-2 forms, which will be mailed only to employees who didn't give electronic consent. Web requests have increased due to the HLC White Glove Team, and migration to the new website is also taking place. Student Affairs reported a successful Super Saturday event and the upcoming Student Welcome Back Week starting January 29. Also, two lactation rooms will be available on campus, in the B and G buildings. Research reported that the Graduate Success Report will be ready for release this week.

Student Success

- Shelley Tiwari shared feedback she has received regarding NCCBP data that was shared in the fall. Employees are discussing issues such as class scheduling, peer mentoring, and class withdrawals. Regarding class withdrawals, there is conversation around how easy it is for students to drop a class, and ways to better inform them of the consequences. It was reported that the SEM group is working on this issue within pre-existing programs (TRiO, TRIUMP, SURGE, Athletes) so that those students have to see an advisor before withdrawing from a class. This idea will continue to be explored.

Sharing Good News Follow-Up

- Council members reported that feedback they have gathered about Sharing Good News has been positive. The announcement of new personnel and position changes was especially supported. The recommended location is to make it part of Triton Today. A submission form on the portal would be used, with requests going to Steve Butera in Public Affairs, who would follow up with verification and approval. It was suggested that a small group work to determine a definitive structure, perhaps bringing it back to Council in Blackboard, to move this along. Mr. Garrity, Ms. Meyer, and Ms. Figueroa volunteered.

DocuSign Follow-Up

- This topic was discussed in Operational Assembly, and the Business Office expressed that it would prefer to receive only one attachment to a Claim for Reimbursement, although the form could be hard-coded to accept more. The other way to submit multiple attachments is through email.

Assurance Argument

- The HLC Assurance Argument is finalized, closed, and available for viewing through the portal. Ms. Perry and President Moore thanked everyone for their contributions, noting that a lot of data and clarification of processes were added based on the feedback received.

HLC Visit Preparation

- The Mock Visit Team has developed questions from each criteria and established several dates for Mock Visit Forums: February 6, 7, 15, 20, and 27. All meetings will be at 2 p.m. in B-204/210. This will be advertised in Triton Today, and Council members were asked to encourage attendance. Supervisors will be encouraged to allow flexibility.
- The White Glove Team is doing walkthroughs, along with facilities management, to review signage, evacuation routes, bulletin boards, etc. Administrators will be asked to look at their immediate work space for anything that might need attention. The website is getting a cleanup through searches of relevant topics. Preparation will also occur for the Board of Trustees at the February Committee and Board meetings. Ways to encourage employee engagement is being explored with the Marketing Department.

Strategic Plan Annual Report

- This report is the third annual report in the seven year plan. Ms. Perry reviewed highlights for each of the action updates and areas that need more growth. This report is available to everyone on the Strategic Planning website [here](#).