

Meeting Notes

Attendees

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

Committee Updates

Strategic Enrollment Management (SEM) (J. Rubalcaba): Jessica Rubalcaba reported that the SEM Committee met January 25th. They discussed strategic enrollment management and sub-committee data. The data & marketing committee shared data from the digital campaign. This campaign proved to be worthwhile since our “click through” rate was found to be higher than the national average. The retention committee is working on a pilot program of 4 faculty members. The scheduling committee had no changes since the last meeting’s presentation. Data was presented on the enrollment outreach program. The next SEM meeting will be on March 22nd.

Business and Facilities (G. Abezetian): Garrick Abezetian reported that the tax reform went into effect with no issues. They will meet again March 6th.

Diversity: No Report

Technology Rep (M. Jason): Mark Jason reported that the W2’s were mailed out. No enrollment needed for emergency campus alerts, simply keep HR updated on contact information. Continuing to work on the new website. SmartCatalog has gone live with the new online catalog.

Human Resources (J. Klinger): Joe Klinger reported that the committee is still working to plan wellness program events for the rest of the year. This is the last year requiring submission of the 1094B and the 1095C for taxes. Discussed how to properly submit doctor’s notes. Supervisors are required to correct individuals who are not properly filling out the paperwork. HR will be working with IT on populating a new directory for the new website that will not be driven off of Colleague budget hierarchy.

Student Affairs Rep (C. Williams): Corey Williams reported that as part of a grant, they are planning to send representatives to attend the Department of Justice Training in Atlanta which is related to prevention of Violence against Women. They will then become the ambassadors to educate their peers on gender based violence.

Academic Affairs Rep (C. Antonich): Cheryl Antonich reported that the associate general studies degree and the associate arts degree were revised to go from 64 credit hours to 60 credit hours. Smart technology training opportunities are coming up Tuesday February 27th and Tuesday April 24th, and also one Epson board training on Tuesday February 27th.

Action Champion Members (K. Tharakunnel): Kurian Tharakunnel presented the graduate

success report. The time span tracking of graduates has 3 categories: right after graduation, one year after graduation, and 5 years after graduation. The report also tracks the graduates in 2 year institutions, 5 year institutions, and employment to see how many have degrees and full time employment.

Old Business

No report

New Business

- Operational Assembly members are strongly encouraged to attend HLC mock visits. The next one is tomorrow, February 15th.
- More information will be gathered for sharing positive announcements across campus via Triton Today as opposed to via Triton email.

Announcements

- Alumni wall of fame induction on March 1st at 6pm, all are encouraged to attend.
- Pack the place on February 22 at 5pm.

Adjourn: Meeting adjourned at 3:23pm