



## Operational Assembly Report December 2018

### Meeting Notes

#### **Attendees**

Michael Garrity, Joe Klinger, Kurian Tharakunnel, Mark Jason, Garrick Abezetian, Deborah Baness King and Derrell Carter.

#### **Committee Updates**

**Strategic Enrollment Management (SEM) (J. Rubalcaba):** Not Present

**Academic Affairs (Paul Jensen)** Paul reported that the committee held budget hearings recently. One aspect discussed was technology and seeing if there was room in the budget for new computer labs. Up to two on East campus and one in the H building. Online faculty training program was tested and passed to qualify in house faculty to teach online courses. There is already interest, especially with adjunct faculty.

**Business and Facilities (G. Abezetian):** No report.

**Diversity Committee:** No report.

**Technology Rep (M. Jason):** Mark Jason reported that the financial aid technology seems to be have improved with the new financial aid self service. New "1098T" form for students has arrived and will be worked on in the next few weeks. Potentially updating scantron for course evaluations that are completed by students.

**Human Resources (J. Klinger):** Joe Klinger reported that the committee plans to look into the current process for filling full-time vacancies.

**Student Affairs Rep (Deborah Baness King (Interim)):** Deborah Baness King reported that Dr. Jodi Koslow Martin is now entering her 4<sup>th</sup> week on board and is currently focusing on student affairs and enrollment management to determine the best way to accomplish the goals she was given. There haven't been a lot of requests for personnel, but rather, mostly adjustments.

**Action Champion Member (K. Tharakunnel):** Kurian Tharakunnel reported that the Graduate Success Program (IDEAS) is entering its last step- the data sharing agreement. Once it is signed, the data will be included in next year's report.

## **Old Business**

- Performance Standards
  - Current standards, while available, are not widely known
  - Included in the classified mid-management evaluations
  - Some need to be updated
  - Are some too specific?
    - Should dress code be included in “performance standards”?
  - Will discuss more in next meeting
- What level of detail on the portal should be included for shared documents?
  - How department specific? Should there be a process guide for reference?
  - Will discuss suggestions at next meeting

## **New Business**

- Parking
  - Anonymous question posed to the cabinet: “Is it possible to educate students and employees on driving and parking etiquette?”
  - Double parked cars should be ticketed
    - Will relay to police
    - Should we include this in student orientation?
- UI5.8 (newest version)
  - Once this new version is released a link will be provided to the committee

## **Announcements**

- January meeting cancelled due to holiday break

**Adjourn:** Meeting adjourned at 3:29 pm