

CALL TO ORDER

President Moore called College Council to session at 2:05 p.m. via Microsoft Teams.

ATTENDEES

Council Members Present: Mary-Rita Moore, Erica Baffa, Andrea Bangura, Christopher Clem, Humberto Espino, Dayanne Figueroa, Michael Flaherty, Kevin Li, James Malarski, Vezire Osmani, Susan Rohde, Purva Rushi, Megan Sroka, Shelley Tiwari, Kurian Tharakunnel.

Others Present: Sandra Berryhill, Jeramie Bizzle, Derrell Carter, Maria Correa, Raquel Cotuno, Jenifer Daniel, Kayla Gagliardi, Brenda Guido, Denise Jones, Patrick Kane, Joe Klinger, Justyna Koc, Jodi Koslow Martin, Lauren Kosrow, Cora Luster, Selma Mehmedagic, Hilary Meyer, Marylou Murphy, Daena Ramos, Gretchen Reyes, Colleen Rockafellow, Calixta Silva, Christina Skasa, Angela Staunton, Calvin Washington II, Brenda Jones Watkins, Jean.

APPROVAL OF MINUTES

Ms. Rohde made a motion to approve the minutes of the September 21, 2020 College Council meeting, seconded by Dr. Flaherty. The motion carried unanimously.

HOT TOPICS

None.

OPERATIONAL ASSEMBLY

Mr. Tharakunnel reported that Operational Assembly met on October 13 and provided the following highlights. Student Affairs reported that they are getting ready for Spring Registration and that training is available during October for Domestic Violence Awareness Month. Business Services reported that the FY 21 Budget process has begun, which has been streamlined and is in alignment with strategic planning. Technology reported that CRM Advise, an advising platform, will be purchased and implemented this fiscal year. Lastly, Mr. Tharakunnel reported that the Operational Assembly has finalized its goals for the year.

ACADEMIC SENATE

Dr. Flaherty reported that Academic Senate meets tomorrow and will include a Guided Pathways update as well as speakers on the retention topics reviewed by College Council last month. Also, the committee that was formed to replace TADEC will be proposing a new name: the Online Education and Technology Committee.

STUDENT SUCCESS

Ms. Tiwari provided the following Guided Pathways updates. The Program Mapping workgroup reports that the map-vetting meetings with faculty are going well, and two program maps will be going to Curriculum Committee as a pilot. Also, a rubric has been created for faculty members to use when creating new program maps moving forward. Under Pillar 2, the Tech workgroup along with key stakeholders proposed the purchase of the CRM Advise student support tool, grant funding was secured by the college, and work has begun to implement the tool. Ms. Tiwari invited everyone to attend a Guided Pathways

Open Forum next Wednesday, October 28 at 3 p.m. on Blackboard Collaborate. A link will be provided to College Council members.

OLD BUSINESS

STRATEGIC PLAN DEVELOPMENT

Dr. Rushi reminded of the Strategic Plan survey that is currently underway. She has sent the link to College Council members to share a reminder with their groups before the survey closes on Wednesday.

ACCREDITATION UPDATE

Dr. Rushi reported that the HLC Verification Visit in September, which was to verify the findings of the visit in spring and determine if our progress is continuing, went well. A written report from HLC should be received prior to Thanksgiving. President Moore expressed her appreciation of everyone who actively participated in the assessment efforts.

NEW BUSINESS

FY 22 BUDGET PROCESS

Colleen Rockafellow, Executive Director of Business Operations, presented the FY 22 Budget Process to Council as follows. After obtaining feedback from Cost Center Managers and Administrators, the budget process was assessed and updated for consistency and alignment with the college's Strategic Plan. She reviewed the Budget Timeline and training available, noting that all supporting budget documentation is available on the employee portal under Business Services > Budget. Ms. Rockafellow highlighted the following improvements to the process. Budget worksheets were simplified, a rubric was created for transparency, there is just one packet of budget support documentation to be submitted, there are no individual mission statements by area, and PowerPoint presentations are no longer needed. Things that remain the same are the budget calendar, the alignment with Strategic Plan goals, budget presentations will occur in January, and the Vice Presidents and President will have final review of all budget requests.

SPRING 21 SEMESTER REGISTRATION PREVIEW

Denise Jones, Dean of Retention and Student Engagement and Vice President Jodi Koslow Martin provided the following report on Spring 21 Registration. To be as welcoming as possible, and reflective of the needs of students, appointments for Spring Registration will be a combination of virtual and in-person, by appointment, and walk-in. Spring Registration begins October 26. Virtual Drop-In will be available Mondays - Fridays 10 am – 12 Noon and 1-3 pm, and Mondays – Thursdays 5-7 pm. From November 30 – December 17, additional In-Person Drop-In will be held Tuesdays and Thursdays 10 am – 12 Noon and 1-3 pm. Spring Open Registration will be held January 4-16. Different methods of registration were discussed, including email, in person, Call Center, and Student Portal.

President Moore commented on the importance of Council members and all employees being

informed of the options for students in order to serve and answer inquiries. She asked faculty and everyone to let students know that Enrollment Management & Student Affairs is ready. There was a question about whether volunteers will be used to call students as in the past, and Dr. Koslow Martin indicated that they do plan to use staff to maximize resources and outreach.

NEXT MEETING

The next meeting of College Council is November 16, 2020 at 2 p.m. on Microsoft Teams.

OTHER

President Moore shared that Audrey Jonas has concluded her service at the college, leaving a vacancy on Council that will be filled for now by Mr. Tharakunnel.

ADJOURNMENT

Dr. Flaherty made a motion, seconded by Ms. Baffa, to adjourn the meeting. College Council was adjourned at 2:48 p.m.

/sp



Budget Process FY22 – College Council

Colleen Rockafellow
Executive Director, Business Operations



Process Improvement



Assessment

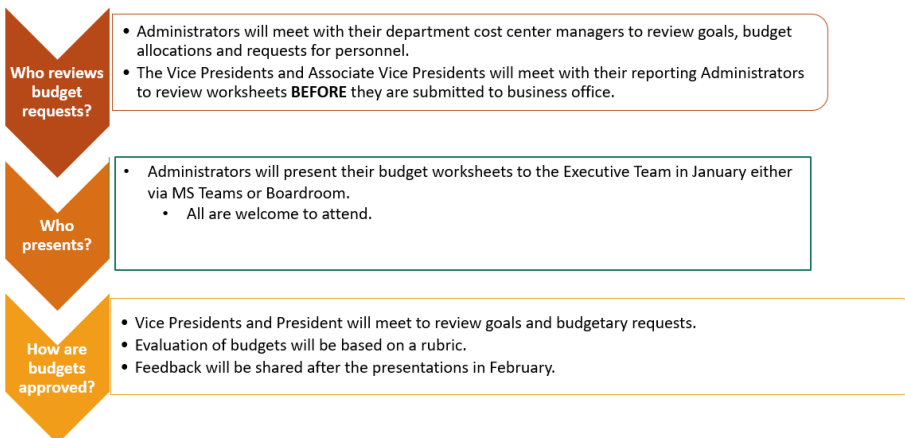
- Assessment is EVERYWHERE – not only in Academics.
- After assessing the budget process, we have proposed an updated procedure to strengthen and simplify it through the lenses of **accreditation and consistency**.
 - *Feedback from Cost Center Managers*
 - *Feedback from Administrators*
- We evaluated and updated the budget documents with procedures to align with the College's Strategic Plan.

Budget Timeline



Month	Budget Tasks
October	Budget process kick-off: Deadlines, worksheets, budget training & fall Administrator meeting.
November	Continued budget discussions and planning.
December	Approved worksheets due to Business Services.
January	Presentations on Worksheets given to Executive Team & open to all to attend.
February	Feedback will be shared. Business Services inputs approved budget.
March	Personnel budget changes are made. Cost-center managers verify budgets.
April	Business Services presents tentative budget to Executive Team for Board of Trustees.
May	Resolution authorizing public budget hearing for tentative budget passed by Board.
June	Board of Trustees approves tentative budget. Cost-neutral budget transfers open.
July	Cost-neutral transfers close. Public hearing on tentative budget. Requisitions can be entered.
August	Preparation of final budget.
September	Final budget submitted for approval by Board and published.
October	Final budget sent to ICCB and provided to all in district libraries.

High Level Summary: Budget Process



Training and Collaboration



Budget Training

- Training will be recorded for Administrators & Department Cost Center Managers to access "on demand" throughout the budget planning cycle.
- Supporting Budget documentation will be available on the portal page under Employee Resources → Business Services → Budget.

Cross-Collaboration

- Cross-collaboration discussions began at the Administrators meeting on Oct. 7th.
- We will be continuing our discussions across Divisions to ensure goals and projects are communicated across multiple channels.

What Improved? What Stayed the Same?



- What Improved?
 - Simplified the Budget worksheets
 - Added a Rubric for transparency and feedback
 - Included all support documentation in 1 packet for submission
 - No more individual mission and vision statements by each area
 - Budget worksheets will be reviewed by the divisional Vice President or Associate Vice President before submitting to business office to ensure communication from all areas occurred
 - No more PowerPoint slides
 - Administrators will use the budget worksheets they submit to present in January
- What Stayed the Same:
 - Budget Calendar
 - Administrators and their Department Cost Center Managers still need to work together for budget planning
 - Goals and budget planning should be aligned with the strategic plans goals
 - Presentations will occur in January either in person or via MS Teams
 - All are welcome to attend
 - Vice Presidents and President will have final review of budget requests

Questions?





Spring Registration 2021

Vice President Jodi Koslow Martin
 Dean Denise Jones
 College Council 10/19/20

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Spring 2021 Registration Dates



Appointments Encouraged but Walk-Ins Always Welcomed
 In-person Appts, Virtual Appts, In-person Walk-Ins, Virtual Walk-Ins

Spring
 Registration
 Opens: Monday
 October 26th
 2020

October 26 - December 23
 Appointments Always Encouraged
 Virtual Drop-In: M-F 10am-12pm, 1pm-3pm, 5-7pm*
 *No 5-7pm on Fridays

November 30 - December 23**
 Additional In-Person Drop-In: Tuesdays and Thursdays
 10am - 12noon and 1pm - 3pm
 **Virtual Only December 21 - 23

Spring Open
 Registration-
 January 4th-
 January 16th

Spring 2021 Registration Options



[Appointment with Academic Advisor](#)

[Daily Virtual Drop In Hours via Advising Blackboard Collaborate Link](#)

[Via Email: Registration@triton.edu](mailto:Registration@triton.edu)

[In-Person Registration- Specified Dates/Times](#)

[Phone: Call Center- 708-456-0300 x3130](tel:708-456-0300)

[Student Portal](#)

Additional Questions



- Denise Jones –
Denisejones@triton.edu
- Welcome Desk-
registration@triton.edu

