

LSS Team Meeting Notes
 01/10/08
 2:30-4:00 PM
 M127

Outstanding Action Items					
Item	Action Item	Assignee	Target Due Date	Priority	Comments
	Attend Whitewash and Are You Positive?	All	2/7/08	1	2:00 and 3:15 KSC
	Review SIS Implementation Plan 2/12-2/19	All	1/30/08	1	See Jo Ann with questions
	Send copies of handbooks/manuals your department uses for temporary/student workers re: job expectations/resources/etc.	All	2/7/08	1	Send to Tina Emmons to compile for review
	Disaggregate area data of users to see if they representative of students at the college (for Diversity Task Force)	All	ongoing	1	
	Create portfolio of diversity activities that help us meet our goal of inclusiveness/student success	All	ongoing	1	
	Consider how we leverage this information (data and existing programs to infuse diversity and multiculturalism) to move toward our goal	All	ongoing	1	
	Create student focus groups to gather more intentional data (include past graduates) on diversity / multiculturalism	LSS Diversity Committee	ongoing	1	
	Create LSS ePortfolio to showcase what's being done at college re: diversity	Tina	ongoing	2	

Meeting Notes

Present

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Sheri Bakunowski | <input type="checkbox"/> Jo Ann Caufield | <input checked="" type="checkbox"/> Norma Chandler | <input checked="" type="checkbox"/> Laurie Cigan |
| <input checked="" type="checkbox"/> Ken Clarke | <input checked="" type="checkbox"/> Paul Dale | <input checked="" type="checkbox"/> Tina Emmons | <input type="checkbox"/> Rod Fensom |
| <input type="checkbox"/> Lily Fultz | <input checked="" type="checkbox"/> Mary Lou Goff | <input checked="" type="checkbox"/> Paul Golisch | <input checked="" type="checkbox"/> Shirley Green |
| <input type="checkbox"/> Chrystle Hall | <input checked="" type="checkbox"/> Ellen Hedlund | <input checked="" type="checkbox"/> Rosemary Hooper | <input type="checkbox"/> Heather Kruse |
| <input type="checkbox"/> Loretta Mondragon | <input type="checkbox"/> Richard Morales | <input checked="" type="checkbox"/> Carol Myers | <input checked="" type="checkbox"/> Stella Napoles |
| <input type="checkbox"/> Jim Rubin (SAB Sp08) | <input checked="" type="checkbox"/> Esther Schon | <input checked="" type="checkbox"/> Rick Sheets | <input checked="" type="checkbox"/> Greg Silcox |
| <input checked="" type="checkbox"/> Jennifer Strickland | <input checked="" type="checkbox"/> Paula Vaughn | <input type="checkbox"/> Amber West Martin | |
| <input checked="" type="checkbox"/> Jack Becker | <input checked="" type="checkbox"/> Fred Wieck | <input checked="" type="checkbox"/> Laurel Smith | <input checked="" type="checkbox"/> Ryan Martin |

Welcome and Agenda Overview

- Thanks to Laurel for joining the group
- Agenda Overview
- Passed out Assessment Award Certificates

eVerify

- Employer sanctions law went into effect January 1
- eVerify matches employee ID to Social Security DB or Department of Homeland Security DB
- If Laurel receives a "Tentative Non-Confirmation" – employees will be given a referral to make changes
 - Employee has eight (8) days to complete (plus 2 days for SS or DHS to resolve)
 - If not resolved, employee will be terminated
 - Effects employees hired after January 1, 2008
 - Employees MAY CONTINUE WORKING while the non-confirmation is being resolved
- Number one factor contributing to "tentative non-confirmations" are name changes
- Have resource for name/number match

- Maricopa will advertise that we will participate in eVerify program (will be posted around campus)
- Have to post "right to know/right to work" information, as well
- Doesn't take long to verify; must rely on how current SS/DHS databases are
- Continue with new hire; don't mention => Laurel will follow up with all "tentative non-confirmation" employees
- Employee has eight (8) federal working days to contact agency => can elect to non-comply (followed by termination)
- HR is responsible for continually checking update status
- Short-term hires (i.e., interpreters) => all paperwork must be done BEFORE they work

Time and Labor

- Time and Labor getting easier; reminders from District are now more specific

SIS Implementation

- Taking down the Legacy system on 2/12, go-live is 2/19
- If you have not been contacted about the impact of this decision, call
- Integration testing is going OK
- Training throughout week; very well attended
- Stella/Shirley => FERPA completion/accounts released
- Rod/Paul G. communicating to students many ways (banners, T-shirts, email, etc.)
- A&R will be taking registration cards (2/12-2/19), time/date stamp, no guarantees students will get a spot, however
 - Will be accepting transcript requests and holding until go-live
 - Can't do phone registration but will accept a fax (registration must come in writing)
 - No new students; registration only for Sp08
 - Will print rosters for classes that begin that week which instructors can update
- Instructor testing will continue and testing for DL
 - Placement tests for existing students only; scores will be input later
 - If Cashier's can't take fees—no tests
 - We need to post signs (add to college go-live checklist)
- No purges that week for FinAid; status quo, otherwise; no new apps in the system that week
- JoAnn and Maggie are compiling procedures for all; pending decision if taking fees
- Advising can not register or put into AdvisorTrac; cards into time/date stamp queue
- LSC tutors not using shadow system => minimal impact
- Will have access to view legacy, no input
- Plenty of people around to help 2/19+ (ASU gave some good tips re: security threats, unanticipated problems)
- Make sure key people are aware and ready to go
- Maricopa students will have a single record no matter which/how many MCCCDC colleges they attend; ASU has a different system so the student ID won't transfer
- Go to Basic SIS Training no matter what
- Go through FERPA Tutorial

Expectations for Hiring and Firing Temporary Employees

- REMINDER: Are any formalized expectations shared with temporary employees by department? How do you communicate what resources are available to them? If you do have a handbook or other type of manual that you share, please forward to Tina Emmons so we can create a "general" handbook for LSS temporary/part-time staff/student workers to help them be better employees

Updates

- Learning Week going well, sign-up
- Tuition waivers—remember to comply

FY09 Budget Requests

- Rolling over prior year budget requests
- Shirley/Paul/Paul will take first cut
- No new money (state may take money)
- Recommendations will be brought back to this committee
- College reduction of \$18,000; hold harmless gone in Fund 2
- Next 18-24 months will be very tight

Announcements

- **Spring Start-Up Issue/Announcement**
 - Will be open Saturday, 1/12/08, 8:00-12:00 PM
 - Welcome Week coverage reminder—let Sharlene know your availability
 - Longer summer with earlier start time in spring ... short winter break next year => calendar notification to students
 - Double-check 2009 calendar
 - Will be open Fridays this summer? 8:00-3:00 PM (yes, KSC and IRTS)
 - Remind staff to wear nametags during Welcome Week
- **Diversity Sessions**
 - White Wash and Are You Positive?
 - Offering performances all day; PM session open to all
 - Have relationship and ongoing collaboration with other colleges; international opportunities with partners (in the past, they would WebCast internationally)
 - Maxed out on Whitewash; still room for Are You Positive—contact Jen for more information
 - Let's make this 'Standing Room Only'
 - Advertising to entire district? (yes, District-wide)
 - Black History Connect => expand by working collaboratively
 - REMINDER: John Coltraine tribute this month
- **Relay for Life (4/11-12/08)**
 - There is no LSS Team yet!!!
 - 50% off fee; 2/5, 6:00 PM, KSC208
 - One phantom team (have to donate)—however, have other ways to help out—contact Paula Vaughn
 - Can collect money online
 - Business club will set up an ATM on track
- **MLK Junior Birthday Event at Park**
 - PVCC will have a table at the park at the end of the march next week
 - SOAR: recruitment effort for District
 - 40th anniversary of the death of MLK Jr.
 - Student recruitment effort
- **Annual Report**
 - Online at <http://www.pvc.maricopa.edu/lss/annualreport.htm>
 - The division is getting pretty good at being explicit at what we're going to do and evaluating it
- **Miscellaneous**
 - Jack is moving to GCC; PVCC is very dedicated to supporting students and he's been glad to be a part of that; his last day was 1/18/08
 - Bids are now open for the new baseball field
- **HR Updates**
 - ACE/SUCCEED Coordinator (final stages)
 - Academic Advising Coordinator (Int 1/18)
 - MAT17 pending final offer from DIST
 - Two Student Services Specialists open in Student Life
 - FinAid open
 - Admin Sec II closed
 - Search process for VPAA beginning
 - Donna Jones now in IRTS at help desk
 - Greg Silcox will be back full-time to Athletics on 2/1—has done a wonderful job!!!

Next Meeting

February 14, 2008 • 2:00-3:30 p.m. • M127

Future Meetings

- March 6, M127, 2:00-3:30 p.m.
- April 10, M127, 2:00-3:30 p.m.
- May 8, M127, 2:00-3:30 p.m.
- June 12, M127, 2:00-3:30 p.m.
- July 10, M127, 2:00-3:30 p.m.
- August 14, M127, 2:00-3:30 p.m.