

LSS Team Meeting Notes

2/8/07

2:00-3:30 PM

M101

Outstanding Action Items					
Item	Action Item	Assignee	Target Due Date	Priority	Comments
1	Joint card for Esther from LSS	Tina	2/28	1	
2	Send reminders re: Crisis Management training, handbook, etc. to division	Jim	3/1	1	
3	Detailed information plan to communicate new process for Prop 300 (electronically)	Stella, Jo Ann	2/22	1	
4	Non-exempt employees need to fill out time sheets weekly, supervisors sign, and keep paper file three years (Rick shared Excel timesheet used by LSC)	All	Ongoing	1	Managers are responsible to ensure this happens
5	Share PVCC facts vs. university data with Donna/Ivette to create flyer	Diane	2/28	1	
6	Demo: new SIS format next meeting	Carol/Paul	3/8	2	
7	Take 20 minutes from division meeting to see what information is shared out in community (i.e., print materials for marketing, schedules, letters, etc.)	All	TBD	2	
8	Find out if there is a sound alert planned for crossing between main sidewalk and fitness center on completed loop road	Paul	2/28	1	
9	Re-familiarize self with cash handling policies	All	2/28	1	

Meeting Notes

Present

Laurie Cigan	Jennifer Strickland	Paula Vaughn	Greg Silcox
Heather Kruse	Jim Rubin	Sheri Bakunowski	Mary Lou Goff
Jo Ann Caufield	Stella Napoles	Rick Sheets	Richard Morales
Norma Chandler	Shirley Green	Donna Simon	Amber West Martin
Ellen Hedlund	Maggie Cullop	Beverly Maxton	Ken Clarke
Paul Dale	Tina Emmons		

Welcome and Introduction of Bev Maxton

- Bev Maxton is filling in for Esther Schon in Disability Services while she is on FMLA leave
- Want to send a joint card from LSS to Esther

Review of Action Items

MCCCD in the News

- News is somewhat disheartening—not out of the woods yet
- Findings from Blue Ribbon Panel Commission out Friday 2/16
 - Business practices under scrutiny
 - Change to Maricopa culture => shift from autonomy/focus on innovation
 - Morale low around campus => share observation with president
 - Boost morale of respective areas, too

Crisis Management Team

- How do we deal with crisis (broad scope)
 - Plans and hands-on seminars for staff and students
- Crisis intervention (not management)
 - Disruptive Student in the Classroom (Counseling/College Safety)
 - Conflict Resolution in the Workplace

- Hazmat Situations/Evacuations and Chemical Spills
- Medical Issues on Campus
- Conflict in the Classroom (Student Issues with Peers)
- Alcohol Awareness Week upcoming
- Supervisors encourage staff to attend
- College Safety Handbook is available online
- Materials available, but also offering experiential learning
- Send reminders to division

SIS Implementation

- Security admin meeting next week (access needs; thru 3/30)
- Legacy system goes down 10/4; up 10/8 => down through 10/15 if not ready; back to Legacy on 10/15
- Start testing on data converted; testers going to District twice a week, more often as data conversion test get underway
- 3/9 A&R and Advising program/certs to test (20 programs)—automated degree audit
- Testing seems to be going well
- PVCC is 100% on testing
- Going to be more time intensive as get closer to October
- More interaction with Easis+ to get familiar with new systems
- Chrystle Hall college liaison with Dist on testing
- Issue some day in newspaper

College and Division Budgets FY08

- Range of gap \$700,000-\$1.2 million between available revenue, temporary budget, and APB requests
 - May have to cut budgets to cover gap
- Unlikely new requests will be funded (APB)
- Necessary updates by third week of March
- Will prioritize degree of reductions
- Questions to Paul, Shirley, Jen, and Carol

iStartSmart/Orientation

- Pilot orientation in spring
 - 23 sessions (19 made) scheduled since Oct (~11 students/session—actual numbers ranged 4-23)
 - 165 students through past; 209 went through pilot; predicted 290 so have 72% participation rate
 - iGoal some challenges with student log-on process
 - Most student respondents “liked” going through orientation with registration process included
 - Students getting connected, transitioning into college, and then persistence/retention => increased success because they are familiar with the process
 - IStartSmart => lower than expected enrollment into College Success course (AAA115)
 - Anticipated a cohort of students 600-800; actual 290
- Changes for fall
 - Have fall orientation schedule by end of next week
 - Fewer larger sessions in future because so time intensive
 - Instead of staff follow-up have student leaders following up => make a bridge between students
 - Campus knowledge of it => whole campus issue so students hear about it everywhere
 - Invitation in hand to go back to Advising this time s. word of mouth
 - Formalizing process for fall semester
 - Creating a special orientation for HS students before they graduate

Prop 300 Update

- Committee at District meets bi-weekly to create process
- Completed new SIF; with second revision (including Spanish version)
- Changes to SIF
 - SS# mandatory to validate all students at PVCC
 - Visa or Alien Registration # to validate legal immigrant status
 - Must validate ALL students
 - Birthday no longer optional (SAVE program through Homeland Security)
 - Reporting information to authority (A&R and Financial Aid)
- If can't validate, students are coded as out-of-state, with code of “Z”

- Signage will go up next week
- Continuing students will complete an affirmation form (SS#, verify residency) => validation
- 2/26 affirmations part of registration process for summer
- Affects everyone who deals with students who provide funds (i.e., grants, scholarships, etc.)
- Affirmations will be taken care of by Admissions office
- Detailed info plan to communicate new process: Stella, Jo Ann; out electronically in next two weeks
- Communication to councils should be send out District-wide

Time and Labor Implementation

- PSA Federal Time Sheet on file for three years

PVCC Facts vs. University

- Why students pick ASU (cost breakdown through financial aid)
- Compare cost breakdown ASU vs. Maricopa
- Diane share with Donna, Ivette (etc.) to create flyer
- Cost of attendance calculator
- Take 20 minutes from future meeting to see what information is shared with the community

iGoal

- LSC put reminders so iGoal becomes part of process
- Touchpoint for students through multiple offices so it becomes part of what we do

Cash Handling Procedures

- Use fiscal as resource, but each department is responsible for own

Employee Evaluations

- May have to do evaluations on forms provided by District

Assessment

- First Study Hall Session (Jim) went well
- Second tomorrow (2/9) in KSC212 from 1:00-3:00

Career Week at End of Month

- Invited 100 employers; 60 have registered (includes internships)
- New parking lot has changed traffic flow to KSC

What Matters Most

- Paul will resend electronically => conversations
- Focus on three things next year

Other

- Division chairs don't understand what LSS does => maybe LSS doesn't understand what academic side does (better decision making)
- Increase morale, partner with faculty (look how we support each other)
- How does this operationalize?
 - What would be helpful for fostering communication?
 - Interpretation/lack of understanding between Fund 1 and Fund 2

Next Meeting

March 8, 2007 • 2:00-3:30 PM • M101