

LSS Team Meeting Notes
 3/8/07
 2:00-3:30 PM
 M127

Outstanding Action Items					
Item	Action Item	Assignee	Target Due Date	Priority	Comments
1	Review budget reductions with Deans/VPs	All	4/1	1	
2	Prop 300 – Student friendly instructions and overview	Stella	4/1	1	
3	Resource plan for implementation of SIS; testers, data conversion, audit, security testing not at appropriate resource level to help with change-over; leverage District dollars to get a full-time helper using \$49,000 from District	Shirley, Paul, Carol, Jen, Chrystle	ASAP	1	
4	Demo: new SIS format next meeting	Carol/Paul	4/12	2	
5	Find out if there is a sound alert planned for crossing between main sidewalk and fitness center on completed loop road	Paul/Esther	4/12	1	

Meeting Notes

Present

Amber West Martin	Richard Morales	Ken Clarke	Ellen Hedlund
Chrystle Hall	Donna Simon	Jim Rubin	Greg Silcox
Rod Fensom	Rosemary Hooper	Mary Lou Goff	Paula Vaughn
Stella Napoles	Sheri Bakunowski	Norma Chandler	Maggie Cullop
Heather Kruse	Carol Myers	Jennifer Strickland	Shirley Green
Beverly Maxton	Paul Dale	Tina Emmons	

Budget Reduction FY08

- Available funds change as current year expenditures affect carry forward; if enrollment is really good/bad in spring and summer, for example
- Have nine unfilled faculty positions (due to District “matching” policy), 2-3 staff positions unassigned
- Pulling out minimal amount for contingency (\$200,000)
- Move commitments in adjunct overload from OYO to base
- Gap of \$340,000 between budget and expected expenses
- OYO: CF (up to 3% annual budget), FTSE this year, ½ FTSE advance for future semester
- Show annual expenditures of approximately \$230,000 that we’ve been tracking for past three years but haven’t put in to base budget (expenses that nobody’s planned for) such as: annually repeating items as bad debt write off, unexpected vehicle repair, overages in mileage reimbursement, other unexpected repairs, some mail costs, funding for FMLA back-fill (\$90k), other back-fill (i.e. use of Kelly Services), overages for Disability services, etc.
- The Available Base Funds (\$848,360) are actually listed in the budget as unassigned college contingency
- The Available OYO Funds (\$1,047,090) include the projected enrollment growth FTSE incentive funds and the unfilled faculty and staff positions.
- 75% academic affairs (temp wages used to be base, now OYO) will be kept
- Between original allocation, proposed reductions, and outstanding requests, there is still a gap (\$100,000)
- Funding for occupational programs moved to prop 301 funds
- Administrative Services is proposing very robust reductions (\$270,167)
- Learning Support Services proposed reductions (\$200,000)
- Disability Services, by law we have provide interpreters, scribes, etc., so that cost will always be covered
- A&R => back-fill dollars from SIS will be allocated there

Fund 2

- Fund 2 charge centers (210) help college => by consensus the committee chose to move Career Services to Fund 2 base budget allocation (\$65,000) comes of Fund 1 APB request
- All accounts will be finalized the week after spring break => goal is to put funds back as enrollment gets better

iStartSmart

- Information shared is what is in schedule, shown/shared with the high schools, special sessions for specific groups (i.e., athletics)
- The student cohort was reviewed and re-stated
- A general discussion was held on how to make this experience part of the PVCC experience
- iStartSmart will be required for the cohort
- Pre-printed registration card to facilitate process
- Add why attending is important to all materials
- Eight sections CPD/AAA115, six to eight sections CPD150, six available to add as needed
- Steps 1-3 marketing
- QUESTION: What happens if the student drops the college success course, what do we do?
- Students in the cohort can't enroll online or until they see an advisor
- Create RIS report to run searches for A&R cohort

Prop 300

- Working on database so can verify students electronically
- Working with DMV to create program to match records
- Capturing everything manually until these things are online
- Every student has to provide required documentation
- Having "law" posted not enough => need to have instructions to be available (in English/Spanish)

Shared Governance (tabled)

SIS Update

- 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
- Email update earlier in the week
- Need help to complete transition
- Everybody's pitching in and it's getting ready to ramp up
- Hope to get updates out more frequently (2x/month)
- Training to begin soon

County Library

- Things are looking pretty good => not certain how close to "done deal," however

KSC / All Student Services Open Before Semester Fall 2007

- Saturday before school starts, Saturday of the first week (8/11, 8/18)
- Do we know what other colleges are doing?
- Request to be open only on 8/18 due to other weekend training issues

Echo Mountain

- Through Student Development, offer ESL bridge programs for community in Echo Mountain
- Used Opportunity Grants in the past, can't now because they are undocumented
- Have four students in the program but can't afford tuition => donations? Rod/Sheri/Mary Lou/Heather/Greg => check Maricopa foundation resources first
- Cost is \$105 per student

Assessment

- Richard's presentation moved to next meeting, along with Jim's presentation on iGoal

Good of the Order

- Relay for Life, Friday, April 13 => want support from the campus
 - Purchase luminarias, contribute to a team, create own team, just come to the event
 - Begins at 6:00 p.m.; 10:00 p.m. luminaria ceremony
 - Many ways to support without being on a team
 - A lot of high school participation (6-15 in past, 25 this year)
 - Raised over \$25,000 last year; anticipate double this year

Next Meeting
April 12, 2007 • 2:00-3:30 PM • M127