

LSS Team Meeting Notes
 12/13/07
 2:00-3:30 PM
 LSC

Outstanding Action Items					
Item	Action Item	Assignee	Target Due Date	Priority	Comments
1	Send copies of handbooks/manuals your department uses for temporary/student workers re: job expectations/resources/etc.	All	1/9/08	1	Send to Tina Emmons to compile for review
2	Clarify who has to be available on 1/5 from 8:00 a.m. to 12:00 p.m.	Paul D.	ASAP	1	
3	Clarify what NAPSAs is	Paul D.	1/13/08	2	
4	Bring CCSSE findings to next meeting	All	Ongoing	1	Will review 1-2 benchmarks per meeting
5	Disaggregate area data of users to see if they representative of students at the college (for Diversity Task Force)	All	ongoing	1	
6	Create portfolio of diversity activities that help us meet our goal of inclusiveness/student success	All	ongoing	1	
7	Consider how we leverage this information (data and existing programs to infuse diversity and multiculturalism) to move toward our goal	All	ongoing	1	
8	Create student focus groups to gather more intentional data (include past graduates) on diversity / multiculturalism	LSS Diversity Committee	ongoing	1	
9	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 checked="" type="checkbox"/> Jo Ann Caufield | <input checked="" type="checkbox"/> Norma Chandler | <input 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 checked="" type="checkbox"/> Chrystle Hall | <input type="checkbox"/> Ellen Hedlund | <input checked="" type="checkbox"/> Rosemary Hooper | <input type="checkbox"/> Heather Kruse |
| <input checked="" type="checkbox"/> Loretta Mondragon | <input checked="" type="checkbox"/> Richard Morales | <input checked="" type="checkbox"/> Carol Myers | <input checked="" type="checkbox"/> Stella Napoles |
| <input type="checkbox"/> Jim Rubin | <input checked="" type="checkbox"/> Esther Schon | <input checked="" type="checkbox"/> Rick Sheets | <input checked="" type="checkbox"/> Greg Silcox |
| <input type="checkbox"/> Jennifer Strickland | <input checked="" type="checkbox"/> Paula Vaughn | <input checked="" type="checkbox"/> Amber West Martin | |
| <input type="checkbox"/> Jack Becker | <input checked="" type="checkbox"/> Cranston Forte | <input checked="" type="checkbox"/> Fred Wieck | |

Thank you to Rick and Richard for hosting this meeting and providing "leftovers" for our group

Welcome and Agenda Overview

- Paul welcomed everyone to the meeting and thanked the division for all their hard work this year
- Due to interviews for the Director of College Student and Educational Services with the President, Paul Dale left early and Paul Golisch and Shirley Green facilitated the meeting
- Jim Rubin was approved for a sabbatical beginning in January so Fred Wieck will be the LSS liaison for Counseling for the spring semester—Welcome Fred!

SIS Implementation

- January 7-25, 2008 will be devoted to Integration Testing=> please have a little patience with the areas that will be focused on this as go-live ramps up to the February 19 launch date

- Overview of Completed Tasks
 - Planning and preparing for installation of student computing kiosks
 - Prioritization of financial aid Datatrieve reports
 - Division chair/secretary training
 - SIS Overview demonstrations
 - Admissions to graduation demonstrations
- Tasks in Progress
 - Business Process revisions
 - Functional training
 - Testing of financial aid reports
 - Finalizing account access for active staff
 - FERPA tutorial completion (if you completed the online training prior to September, it may be a good idea to do it again as a refresher and to ensure that your account is activated)

Hiring Students with Disabilities

- We can not discriminate against anyone for any reason of disability
- We can refuse to hire someone if they are unable to do the work
- Check with Disability Services to see what tools are available to help
- Employers can use observable behaviors to determine if help is needed if a person does not self-disclose a disability => suggest they consult with Disability Services
- If you have any questions, contact Esther (x77174)

Expectations for Hiring and Firing Temporary Employees

- Proposed by Paul Golisch for further discussion online or outside of the meeting
- 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 Paul can see about creating a "general" handbook for LSS temporary/part-time staff/student workers to help them be better employees
- Follow-up with: Children's Center, LSC, Computer Commons, Athletics
- Bring topic back to agenda in Jan/Feb

Showcase: Wireless Network

- Carol Myers presented information about PVCC's wireless network
- Implemented partial wireless network last year (campus map highlighted: A, J, K, G, E, KSC)
- Feedback mechanisms on: web site, phone calls, wireless network reporting capabilities
- Used general education technology rubric to asses in two areas: basic computer literacy and using online/electronic resources to communicate
- Use statistics => only a few people are using the majority of bandwidth
- System can handle approximately 4,100 concurrent users => wireless controller never reached 50% use so it was always available to students
- Most requested portal was for "World of War Craft" => DENIED due to high bandwidth use
- Feedback from students was that they would use the wireless network more if they had laptops so PVCC provided the Cyber Walk outside of the Commons (6 laptops)
- Might be putting in more outlets in E-hallway (NOTE: tables and chairs would be nice, too)
- Focused on SI7 => faculty/tutors can work with student anywhere, anytime
- Collaborated with Student Life and Computer Commons
- Improved existing wireless network and made rest of campus "live" => if you have any "lukewarm" areas, let Carol know
- Need to expand data collection efforts this year

FY09 Budget Requests (APB)

- Shared a list of requests in APB for Fund 2 and 7 for FY09
- APB requests by Norma Chandler (Fund 1 to Fund 2) and Mary Lou Goff (missing position) are not on the list => INVESTIGATE

Announcements

- Clarify who has to be here on 1/5 (Paul Dale) from 8:00 a.m. to 12:00 p.m.
- Clarify what NAPSA is
- Relay for Life (Kickoff 11/29)

- Further ahead in recruiting teams this year than ever before
- Event is 4/11-12/08 at PVCC Track
- Not too late to get involved—phantom teams this year where you donate funds
- Very family friendly event (Kidsville)
- End of Year Luncheon tomorrow, 12/14/07 => still opportunity to enter for basket (United Way donations)
- Want to shut down Legacy 2/14 at 5:00 p.m. => may move to 2/12-2/13 **UPDATE** –It was decided that the conversion will begin on 2/12/08 at 5:00 pm (i.e. Legacy will go into view only mode at that time)
- Jan 2008 will schedule a regular MAT meeting => bringing District MAT President to give overview (bring Esther your dues!)

Next Meeting
January 10, 2008 • 2:30-4:00 p.m. • M127

Future Meetings

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