

Division of Student Affairs

November 25, 2008

12:30-2:00 p.m.

KSC 212

Attendees: Norma Chandler, Ken Clarke, Shirley Green, Ellen Hedlund, Rosemary Hooper, Cecile Babich Morrow, Stella Napoles, Jim Rubin, Esther Schon, Rick Sheets, Greg Silcox

Announcements:

- Next meeting has been moved to Tuesday, December 16 from 1:00-2:30 p.m. Location TBD
- All future meeting times have changed to 1:00-2:30 p.m. Rita will send e-mail with all confirmed locations.
- There will be a new addition to the team December 1st: Bill Hart as the new Associate Dean of Student Affairs
- Reception for the *National Champion Cross Country Team* today at 2:00 p.m. next to Student Life
- Holiday hours: December 22nd and 23rd regular business hours, 8:00 a.m.-5:00 p.m.
December 24th half day, 8:00 a.m.-12:00 p.m.

Budget Update (handout) - Dr. Jackie Askin:

- MCCCCD has been operating with a structural deficit as most temp wages are funded on a one time only basis
- 45% of budget is protected by voters / constitution
- 10% of budget comes from state funds
- There is a possibility that state will cut all 10% from the district (310K cut from PVCC) this year and another 10% next year for a combined amount of 720K cut from PVCC
- About 60-70% of budget comes from property taxes which are also declining
- District office has imposed a hiring freeze
- Potential personnel layoffs are possibility
- AAA rating should not be affected
- Anticipated recovery time is 4-7 years

Budget Reduction Strategies:

- PVCC will have to be creative with spending: possibility of cutting 3rd shift custodial team to save on electricity/heating
- CLC meetings have been brainstorming on how to save/spend creatively
- Suggestion to replace loss of temp jobs with volunteer workers from community
- Professional growth dollars could be used for Official Functions

One Stop Model at PVCC:

- Creative staffing may lead to sharing temps when necessary
- A front line staff that could field admission / financial aid / cashiering questions
- This model is used and successful at Estrella and Gateway
- How can we give the bulk of resources to support staff?
- Skills assessments for the temps currently employed may be beneficial for cross training

Increasing student retention - Discussion:

- Priorities of the Division of Student Affairs need to be reassessed
- Enrollment Management Committee suggestions: offering short term courses that will give people facing career changes certain certifications, FTSE is extremely important
- It is known that students who get advising have a much higher chance of staying in school
- Possible that PV Black Mountain and new buildings opening could be a hindrance to PVCC if students are not retained

Customer Service in Student Affairs:

- Division of Student Affairs must demonstrate a central role of PVCC
- Customer service must be addressed in training
- Handbook for student workers will have to be utilized and managers must be willing to send their staff to training sessions
- A method of assessing customer service within the Division should be established that is basic and measureable
- Remember there is student development, employee development, and institutional development

Discussion Item for next meeting:

- What is your management style?