Subject: Agenda for Tomorrow
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Date: Sun, 28 Mar 2004 22:04:15 -1000
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1. Eight Year Budget Plan
   1a. Finalizing Current Year Budget (Security)
   1b. ORS Notice of PEG Advance Funding ($200k+)
   1c. Optimal Enrollment

2. Program Review Schedule (using last year's data any other relevant recent information)
   2a. Basis for Allocation Next Year (Security, Lab Assistant, Assessment, etc.)

3. Reorg Documentation Process

4. Housing Developments

5. WASC Sr. Update

6. Assessment Workshop Outcomes

7. Other Items
MAUI COMMUNITY COLLEGE
REORGANIZATION
March, 2004

CIVIL SERVICE PROPOSAL

1. Place clerical positions in appropriate departments:
   a. #34832 Clerk Typist III (formerly Paulette Ramon) - Unit
   b. #33898 Clerk Typist III (formerly Carol Ganacial) - Unit
   c. #35751 Account Clerk III (Stephanie Dudoit) - Outreach
   d. #110710 Library Assistant IV (Jocelyn Watari) – Library
   e. #86847.50 Clerk Typist III (?) – Redescribed as Bus. Ofc. APT
   f. #21207 Clerk Typist (Mary Ribillia) – Financial Aid

2. Redescribe the following positions:
   a. #17844 Secretary II (Doris Yoshitake) to Secretary III or higher
   b. #22848 Clerk Steno II (Lenore Knobel) to appropriate class
   c. #47721 Clerk Steno II (Verna Kamakana) to appropriate class
   d. #41198 Clerk Steno II (Frances Segundo) to appropriate class

3. Identify need for additional clerical positions:
   (See 8-yr Biennium)
   a. (1) Switchboard Operator
   b. (1) Chancellor’s Office Clerk
   c. Minimum of (2) clerical per instructional unit
   d. (1) Nursing/Health/Oral Health Clerk
   e. (1) Food Service Clerk
   f. (.50) Computing Service Clerk

4. Distribute copies of “Staffing Plan” that is referred to in the