

To: Technical and Academic Support Staffing Committee

Fr: Chuck Carletta

Re: Minutes 12/3/03

Our committee met today. Members present were Dorothy, Kris, Deanna, and Chuck. The following items were discussed

1. Dorothy shared information that she was able to find on position counts for technology support staff and academic support staff from comparable institutions.
  - She used the Academic Library Peer Comparison Tool to find broad comparisons between community colleges nationwide from the "benchmark group" that is comparable to UH Community Colleges
    - These broad comparisons seem to indicate that MCC is much lower in staffing levels for the areas of interest than other CC's nationwide from the benchmark group. But there are many problems inherent in using these data sources: (1) the criteria for including certain colleges in the "benchmark group" are not clear to us, (2) the relative size of the different institutions is not always available, (3) the organization and classification of positions varies widely from one institution to the next.
    - The group concluded that to make a truly professional study of these institutional comparisons would be a very big job in itself and one that our committee does not have the resources to undertake.
2. We discussed the possibility of making some comparisons within the UH Community Colleges. The relative sizes (based on 2003 Fall Enrollments) of the CC's are:

○ Kauai	1,210
○ Winward	1,888
○ Hawaii	2,319
○ Maui	3,004
○ Honolulu	4,444
○ Leeward	6,318
○ Kapiolani	7,679

  - From the size of enrollments we can see that Winward, Hawaii and Honolulu CCs are closest to MCC. These would seem to offer the best opportunities to compare staffing counts.
  - Dorothy indicated that some staffing totals for Libraries in the UH system should be available on the NICEM Reports for the libraries. This data would be limited to comparing libraries.
    - The comparison with Hawaii CC would not be very useful since this institution shares library facilities with UH Hilo
  - Chuck has obtained an Organization chart with position counts for MCC from Doris (following up on a suggestion from Debbie in Personnel).
    - Debbie had indicated that we should be able to get the Org Chart with position counts from all of the CCs for the current year, but when we

requested the information from Doris the most recent report we could get was 2001 from MCC only.

- We looked over the information available on this Org Chart and concluded that it might be useful to us if we could get the current year's data from each of the CC's we wished to compare. Perhaps flo or Suzette can help us get the current information.
3. Chuck suggested that WASC data might show some details on the position counts and where we are lacking personnel. We need to find out what is available from the latest WASC report for MCC.
  4. We discussed the memo from Suzette to the team leaders dated November 28, 2003. From this list of required actions it appears that we are on the right track but still have a very long way to go.
  5. Dorothy will schedule our next meeting for January 22 after 3:00. For those present at today's meeting Thursday afternoon looks like the best time to meet.