

To: Technical and Academic Support Staffing Committee (Team H)

Fr: Chuck Carletta

Re: Meeting 3/4/2004

Present: Stuart Zinner, Dorothy Tolliver, Chuck Carletta

1. Stuart reported on the rankings for Computing Services positions based on his meeting with Steve George. They are as follows:
 - a. Rank #1 IT Specialist (4 year program)
 - b. Rank #2 IT Specialist (Brian's existing position)
 - c. Rank #3 Clerk Typist (.5)
 - d. Rank #4 IT Specialist (network engineer)
 - e. Rank #5 IT Specialist (Molokai/Lanai)
 - f. Rank #6 IT Specialist (Web Designer)
 - g. Rank #7 Electronic Tech II
2. Chuck circulated a copy of a new survey collected from about 70 student users of the Business Lab last semester. This survey contains questions about how student learning objectives are affected by the current lab hours in both the Business Lab and TLC. The survey presents strong evidence that students are highly dependent on open computer labs on campus and that their ability to meet their educational objectives is directly affected by restrictions in lab hours and lack of access on weekends.
3. We noted that the Help Desk Position was not listed on the Grid that Stuart had when he discussed this with Steve. So we still need to find out if the Help Desk Position should be included and what its ranking should be from Steve. Stuart should follow up on this.
4. We discussed the input from Lisa Correa concerning the need for 3.5 counselor positions. We do not have the details on these positions. Chuck will follow up with Lisa to get the Job Titles, brief description of each position's duties, the rank, also the current source of funds (Federal) and when these funds are expected to run out. This request is for funding existing positions that are currently Federally funded.
5. We still need rankings from the Media Center manager for positions in that area. Dorothy will follow up by contacting Deanna who should be able to meet with Mike Albert and work out these rankings.
6. The group discussed the possibility of making our recommendations based on some time phases. We need to find out if there are certain time periods that we should be recommending in our report. Chuck will contact Dan Cruise to find out about this.
7. Our next major step seems to be to get some cost estimates for the list of positions that we now have and then to prioritize these and possibly break them down into some implementation phases. Following this we should be able to complete our initial recommendation to be passed in to the strategic plan.
 - a. Chuck will contact Debbie Brown of Personnel to ask if she can give us some figures for the positions that we have identified. We will ask for Entry Level Salaries without fringe benefits.

8. We had some tentative discussion and sketched out a few ideas for our final report. These are as follows:
 - a. The initial phase of implementation should cover the top two categories on our grid (Positions that now exist but are not filled and Existing Casual and Temporary Positions that should be made permanent) plus some of the new positions.
 - i. It was further noted that in regard to the second category (converting temporary and casual to permanent positions) we should add some language to provide flexibility. We might say that since these are ongoing positions we strongly recommend that they be made permanent if this is feasible in the affected program area and desired by those directly affected.
 - b. We should include some language to the effect that our report does not include positions to cover normal retirements or unanticipated changes in personnel. In particular, we are not making a recommendation on how to replace Steve George who is set to retire next year. This should be part of the normal planning process outside of our committee's responsibility.
 - c. Our report should contain a cost estimate of the Entry Level Salaries for each position. If fringe benefits are needed to be included they could be added later.
9. Meeting was adjourned at 5:00 pm. Next meeting will be scheduled after Chuck receives the cost estimates from Debbie.