

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

Fr: Chuck Carletta

Re: Meeting 1/22/04

Present: Stuart Zinner, Dorothy Tolliver, Chuck Carletta, Robert Kellogg, Cindy Foreman, Deanna Reese.

1. Cindy reported that RDP will be providing 1 year's funding for the campus webmaster position.
 - a. Chuck will add a comment to this position in our Initial findings grid to indicate that this position is covered for one year (IT Specialist Web Design/Mgr). The position should remain in the grid for planning in subsequent years.
2. Dorothy discussed merging committees with members of two other committees. After some discussion the consensus was that merging with other committees would probably be counter-productive since it would require taking on a broader focus and working with a larger committee. We choose to keep our focus on our own Action Strategy.

We also recognize that if our recommendations overlap those of other committees the areas of overlap will be sorted out as the recommendations from various action items are integrated into the Strategic Plan (e.g. if we suggest that a clerical person is needed in Computing Services and the committee working on institutional support makes a similar suggestion the two would simply reinforce each other in the final plan).

3. We discussed the Help Desk Staffing Issue. Chuck reported that he has not received any information on the details of this from Sandra Swanson. Our committee would like to review what Sandra has on this as a starting point before we add it into our position grid. Chuck will follow up with Sandra to get any information that she has on this topic for our next meeting.

In the course of this discussion it was pointed out by Robert and Stuart that there is a university-wide help desk for faculty and students available with an 800#. This is accessible via the UH ITS web site.

Chuck will add a tentative Help Desk position to our position grid and we can fill in the details later after we review more information and discuss.

4. We discussed the need to have our initial grid reviewed again by each of the functional areas on campus to ascertain how each area would prioritize the positions shown. We had previously agreed that the priorities should follow the types of positions that we identified: (1) existing unfilled positions top priority, (2) existing casual and temporary positions that should become permanent second priority, and (3) new positions third priority. Although this method of setting priorities may prove to be the best method we want to make sure that those who submitted lists of

positions are in agreement. By our next meeting the following individuals agreed to follow up and check on the priorities in each column of our grid:

Dorothy / Library

Stuart / Computing Services

Chuck / will contact Debbie Winkler for TLC and Jon Lightfoot & Rick Miller for Business Lab

Deanna / Media Center

Cindy / Molokai, Lanai, Hana

5. We discussed the possible need to add a column to our grid for OCET and/or Univ. Center. It is not clear to us whether or not the Strategic Plan encompasses these two entities. Robert agreed to discuss this with Karen Muraoka and determine if Univ. Center is included in this process or not. He will report back by our next meeting.
6. Our next meeting was set for 3:30 Thursday Feb 12.
7. The group discussed and filled in part of the form circulated by Suzette for "Strategic Plan Reports" to be used at the Retreat on 1/30/04. Chuck agreed to circulate what we have so far for review by the group and to update it if necessary for the meeting on 1/30. This should be done this week. Please read and reply to Chuck quickly when you receive the draft.