

To: Technical and Academic Support Staffing Committee

Fr: Chuck Carletta

Re: Unplanned Meeting 1/5/04

As part of the Opening Day Activities for the semester our Committee was able to meet briefly to discuss our plans for the coming semester.

Present: Stuart Zinner, Scott Broadbent, Dorothy Tolliver, Chuck Carletta, Robert Kellogg.

1. Stuart, Scott and Robert will be joining us this semester. The best meeting day and time is Thursday at 3:30. We will go ahead with our planned meeting on Jan 22 at 3:30 in Dorothy's office.
2. Sandra Swanson suggested that our group should include a consideration of the "Help Desk Staffing" issue. This had been discussed by her group ("I" Goal 2 Objective 2) but they thought it would fit better under ours. We agreed with her and she will send us the information that has been gathered so far on this issue.
3. Suzette discussed the elements that she would like to see in the minutes for each group. These include: (1) discussion point, (2) specific actions, (3) person responsible for action, (4) timeline. The minutes for each meeting will be circulated via email to our group members and to Suzette. Suzette will forward these to Lisa Sepa who will post them on the Academic Senate Website (www2.hawaii.edu/~mauigov/).
 - a. Chuck will see that the minutes follow these guidelines in the future.
 - b. Chuck will check the website and see to it that all of our minutes are posted if they are not there already. New members of our group can check the minutes from our previous meeting on the website.
4. After reviewing the Plan for Operationalization of Prioritized Action Strategies distributed at the meeting, Chuck suggested that our team leaders (Chuck & Dorothy) should maintain "frequent contact" with the responsible party (flo and/or Suzette) concerning our progress. We should discuss this at our next meeting and determine what we need to discuss with flo and Suzette.
5. We had some discussion of what we need to do next. Chuck suggested that we need to get some more input from the Media Center and The Learning Center and possibly from higher administrators concerning the positions of Cable Program Manager and Director (TLC). We have listed these as top priority so far since they appear to be important unfilled existing positions.
6. The possibility of doing a survey of MCC faculty and staff concerning how they would prioritize the different positions that we have so far identified was discussed. We should follow up on this at our next meeting.