Maui Community College
Strategic Plan – Team L

"Ensure that the College's teaching and service enterprises are supported by adequate levels of classified support staff and resources."

2004-2005 Report

Team members: Brenda Lee, Jill Fitzpatrick, Angela Gannon, Pamela Hoopii, Frances Segundo

The above listed team members have only been called together to meet once. Previous leaders for 2003-2004 were Marge Kelm and Karen Muraoka. They had a meeting with Suzette Robinson on 4/13/04 and met with team members on 4/14/05 of which minutes from this meeting are attached. This was the only meeting as soon after both leaders went on sabbatical.

The 2004-2005 team met on Monday, May 2, 2005 and discussed a variety of issues. The main issue discussed was how to determine whether the variety of departments and units on campus were adequately staffed and also if staffing was short, how to determine criteria for prioritization.

The team decided the first priority would be to review the list of unfilled budgeted positions. This list would at least determine where staffing is initially short. The team would next need to gather information from the campus as to priorities of need according to the following criteria to fill:

- Impact on Student Learning Outcomes
- How the position relates to the Strategic Plan
- Data related to workload of position such as
  1. Number of students or faculty served
  2. Impact if not filled
  3. What other positions exist that are similar in function

Information on the campus’ need for staff and resource support would also be gathered from existing program reviews and annual reports currently in process.

The team next discussed the need to determine whether or not the unfilled positions are impacting support in areas that are in greatest need or if the counts need to be redirected to those areas needing greater support.
Other items discussed:

Change the Action Strategy title and the use of the word “classified”. The word “classified” is ambiguous. Team members suggest that the word be changed to “qualified” in order to clarify the statement and goal:

"Ensure that the College’s teaching and service enterprises are supported by adequate levels of qualified support staff and resources."

The team also looked at the “call for proposals for staffing” program from campus members, units, departments, etc. with the idea that those proposals with support from multiple colleagues, departments, units will have more weight. Also an administrator “walk-a-mile” program would be further discussed and hopefully adopted.

At this time the team does feel that a more diversified group is needed. We’re looking to have at least one additional faculty and one additional administrator be a part of Team L in order to be well-balanced and well-informed. (Note: Karen Muroka, Administrator and Marge Kelm, Faculty are both on sabbatical.)

Additional questions brought up by the team indicating the need for further future discussions are:

- Are faculty asked to do work that isn’t directly related to student learning outcomes and is actually secretarial or APT related in function?
- Is support for the campus’ necessary services being met by qualified support staff (personnel)?
- Is support for the campus needed resources (supplies, Xeroxing, non-personnel needs) being met?

Submitted by Angela Gannon, Team Leader as of 5/2/05.
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Meeting Minutes
Monday, May 2, 2005
11:00 - 11:45 a.m.

Team members: (present) Brenda Lee, Jill Fitzpatrick, Angela Gannon, (excused) Pamela Hoopii, Frances Segundo

1. Preview of previous meeting minutes dated 4/14/04. Attached.

2. Discussed Action Strategy title and questioned the use of the word “classified”. The word "classified" denotes a person’s qualifications. Team members suggest that the word be changed to “qualified” in order to clarify the statement and goal.

3. Criteria and process for determining priorities to fill various campus positions discussed. It was determined that the following criteria would be taken into consideration when determining a vacant positions priority to fill:
   
   - Impact on Student Learning Outcomes
   - How the position relates to the Strategic Plan
   - Data related to workload of position such as
     1. Number of students or faculty served
     2. Impact if not filled
     3. What other positions exist that are similar in function

4. Team is in need of the list of budgeted positions that are not filled in order to determine the campus position on support and whether or not the unfilled positions are impacting support in areas in greatest need.

5. Team will then focus on determining campus position needs via submitted priorities to executive committee. Team also looked to call for proposals for staffing from campus members, units, departments, etc. Those proposals with support from multiple colleagues, departments, units will have more weight.

6. Administrator "walk-a-mile" program to be further discussed and adopted.
7. A more diversified team is needed. Looking for at least one additional faculty and one additional administrator to be part of Team L in order to be well-balanced and well-informed.

8. Questions brought up by team to be addressed in the future are:

   • Are faculty asked to do work that isn’t directly related to student learning outcomes and is actually secretarial or apt related in function?
   • Is support for the campus’ necessary services being met by qualified support staff (personnel)?
   • Is support for the campus needed resources (supplies, Xeroxing, non-personnel needs) being met?

8. Team to submit mini-report to Strategic Plan Committee before Friday, May 6, 2005. Team will meet again.

Submitted by Angela Gannon, Team Leader as of 5/2/05.