

VPBA STAFF MEETING WITH DIRECTORS
August 28, 2008

- I. Welcome
- II. Reports and Issues from Directors
- III. VPBA Discussion Items
 - a. Dr. Wright's Comments at the Administrator's Meeting
 - b. Certification Document
 - i. Items due 9/3/08
 - c. Tuition and Fees for FY10
 - i. UTSA Bill
 - ii. Convenience Fee
 - iii. Tuition for Excessive Repeated Courses
 - d. Professional Development
 - i. Employee Plans due 9/30/08
 - e. FY09 Goals, etc.-Still some work to do
 - f. Business Affairs Green Initiative
- IV. Next Meeting: September 16, 2008, 10:00 a.m.

HR & Fiscal Staff Meeting
10/07/08

1. Financial Aid
2. FTC Red Flag Rule
3. SAO Report on Student Fees
4. Emergency Planning
 - a. Key Vendors
 - i. Need to identify who are our key vendors
 - ii. Need to determine whether they share any of the same risks as PV
 - b. Need to develop written emergency procurement procedures
 - c. Need to develop an expense system for emergencies
 - i. System to readily determine emergency costs and documentation for reimbursement
 - ii. System for modification of rules (per diem)
 - d. Need to add Human Resource Counseling to emergency plans
 - i. ST for first responders
 - ii. LT for affected employees and students
5. Training Library
6. Lack of response on required items to VPBA. Note that lack of reporting will be reflected in individual merit evaluations.
 - a. Monthly reporting-Not regular. Have to call for reports.
 - b. Reminder that professional development plans for this year are due to MLH. Not submitted by several departments.
 - c. Revised TAMUS fiscal policies passed by BOR-Still need delegation for voucher authority-CEO delegates voucher authority-Need names, titles, and limitations on authority.
 - d. Little response on information request for departmental certifications.
 - e. Reconciliations-Still need year-end certification expected from each unit head to VPBA- Was due by 9/15/08
7. Notice that online documents are to be processed on a daily basis. Unit heads are responsible for ensuring compliance.
8. Items that attendees would like to discuss
9. Other
10. Next meeting: November 5, 2008 due to Off-Site SACS Review Assignment

VPBA Staff Meeting
10/24/08

1. Welcome
2. Staffing
 - a. Changes
 - b. Progress on filling openings
 - c. Professional development progress
3. Status of Projects and Goals
 - a. External Employment Forms are due to MLH
 - b. AFR
 - c. CBM Reports
 - d. ADI Report
 - e. Web Calendar Updates
 - f. December 1, 2008-Will expect to receive a report from each department head on the progress his/her unit is making toward their annual goals
 - g. Form Fusion Completions
 - i. Registrar (Due September)
 - ii. Admissions, Alumni (Due October)
 - h. Business Continuity Plan (Award deferred until late November)
 - i. Cognos Training (Due to begin in October)
 - j. Security Training (Due Mid-October)
 - k. Annual ISAAC (Due November)
 - l. Office 2007 (Due November)
 - i. Progress of Sally & LaDonna meetings?
 - ii. Training Plan needs to be submitted to MLH by 10/31/08
 - m. Annual Evaluations (Due December)
 - i. Do we need to make any further changes in the form?
 - ii. Has training been scheduled for all supervisors? Is it required?
 - n. February Training

VPBA Staff Meeting
2/19/08

- Staffing changes and news
 - WARN
 - Single Sign On
- Evaluation instrument and expectations
- Training update and reports
- Vacation balances
- Budget Input
- Reports from units
- Other

VPBA Staff Meeting
6/17/08

- ~~Staff~~ and unit news
- ~~Leadership~~ retreat
- ~~Accreditation~~
- ~~ITS~~ and ERP
- ~~Paycheck~~ and earnings statements and HR Connect -
- Other

file

VPBA STAFF MEETING WITH DIRECTORS
August 28, 2008

- I. Welcome
- II. Reports and Issues from Directors
- III. VPBA Discussion Items
 - a. Dr. Wright's Comments at the Administrator's Meeting
 - b. Certification Document
 - i. Items due 9/3/08
 - c. Tuition and Fees for FY10
 - i. UTSA Bill
 - ii. Convenience Fee
 - iii. Tuition for Excessive Repeated Courses
 - d. Professional Development
 - i. Employee Plans due 9/30/08
 - e. FY09 Goals, etc.-Still some work to do
 - f. Business Affairs Green Initiative
- IV. Next Meeting: September 16, 2008, 10:00 a.m.

VPBA Staff Meeting
1/20/09

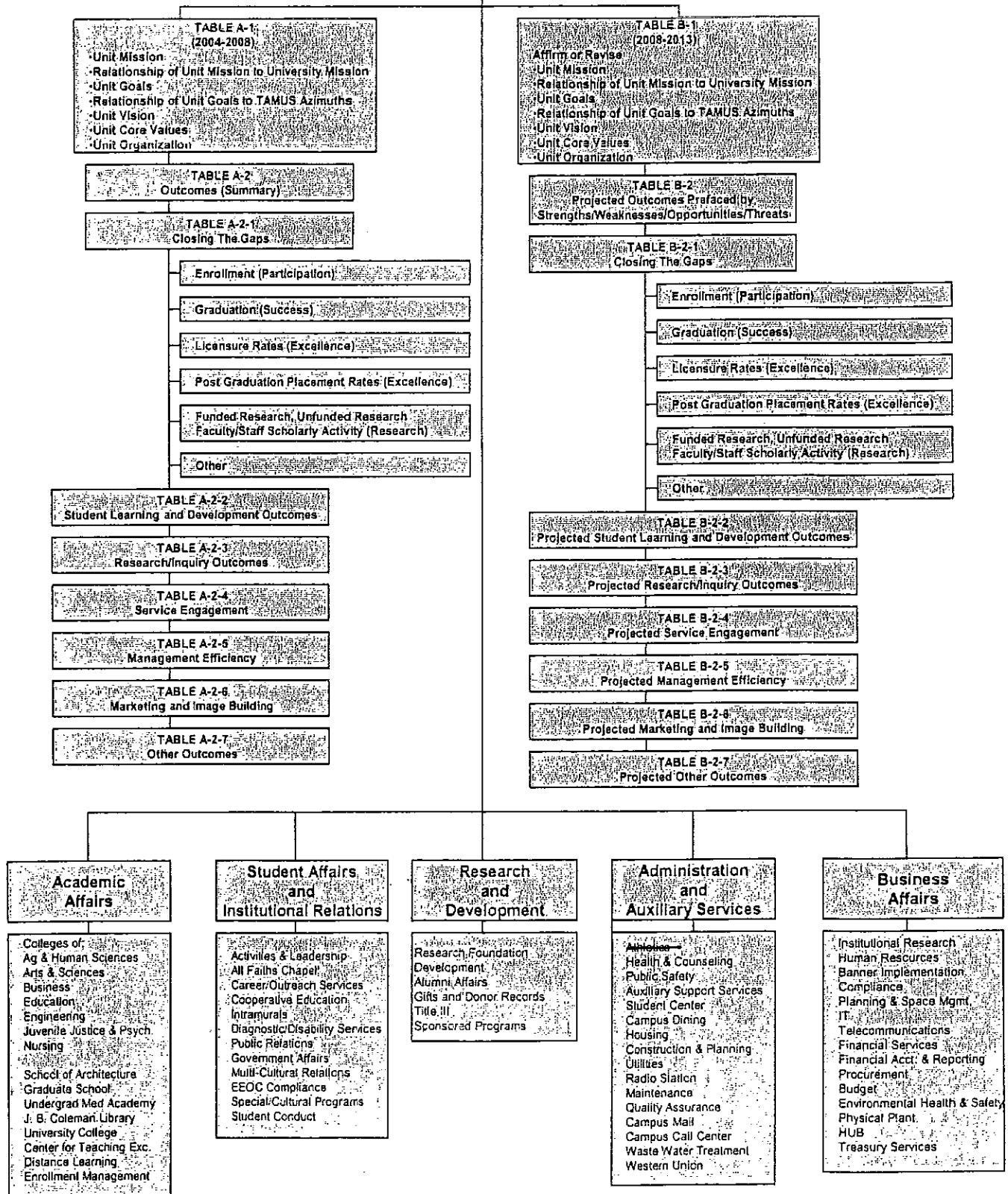
1. Departmental news
2. 2009 Evaluation Process
 - a. MLH will be evaluating direct reports during February. Make sure you have sent in your documents to Paula/MLH that show your own assessment of where you are in your FY09 goals.
 - b. Remember that copies of your evaluations are due to MLH when you send copies to HR and that on top of the stack you should provide a summary sheet for MLH. Also remember that there is to be differentiation in the evaluation of your reports with constructive comments provided to your staff members.
 - c. Questions/comments?
3. Progress on FY09 Activities Calendar
 - a. Form Fusion-Status?
 - b. BCP-Meetings are being set with vendors
 - c. Cognos Training-Status?
 - d. Security Training Complete?
 - e. Annual ISAAC-Status?
 - f. Office 2007
 - i. Status of departmental machines that can hold Office 2007?
 - ii. Training should begin in Business Affairs so that we can test the effectiveness. When will that happen? What will be the order?
 - g. Spring Break Training
 - i. Canopy, FAMIS, E-Doc Purchases, E'HIS
 - ii. What is the status of the training materials?
 - iii. Has this been scheduled?
 - h. FY10 Budget-Still targeting March for campus preparation
 - i. April Training
 - i. IT Control, Worker's Comp, Supervisor Train Traq
 - ii. What is the status of the training materials?
 - iii. Should we hold this during the break between Spring and Summer instead of April?
 - j. June Training
 - i. VOIP Billing
 - ii. What is the status of the training materials?
 - iii. Who will be doing the training? Who will be attending?
 - iv. Has this been scheduled?
 - k. Certifications
 - i. Statement of Account Certifications are underway
 - ii. Next--Record Retention rules. Compliance Office-Please develop plan and testing program.
 - l. SACS Update
 - i. Rod's Committee
 - ii. Larry's Committee
 - m. Comment Cards-Mr. Gee-What is the status of their development?
4. Legislative Session
 - a. Must respond timely to requests for information and data
 - b. Revenue picture is not rosy.
 - c. Be thinking of how you would prepare your budget under three scenarios-Status quo, 5% cut, and 5% increase
5. Next Meeting: February 19, 2009 (Thursday) due to TASSCUBO

VPBA Staff Meeting
2/19/09

1. Welcome
2. Evaluations-Due to HR and VPBA by 3/2/09
3. FY09 Activities Calendar-Progress Status
4. 2nd Quarter Reports due 3/10/09
5. SACS
 - a. Organizational Structure
 - b. Strategic Planning
6. Overtime/Comp Time
 - a. Rules
 - b. Processing-Make sure the voucher forms are processed according to the bi-weekly schedule
7. Paving/speed bumps
8. FY10 Tuition & Fee Requests-Status Report
9. NIMS Training
10. Legislative Update, including State Auditor Report to Legislature
11. E-Learning Forum
 - a. KEY-MUST TRAIN ALL EMPLOYEES TO USE COMPUTERS TO OBTAIN A CBT ENVIRONMENT-What are you doing to ensure that your employees can use Outlook/MS Office, email, HR Connect, search engines, etc.?
 - b. Survey example
 - c. Placing training in format for Millennials
 - i. Podcasts
 1. www.how-to-podcast-tutorial.com; Google: Podcast how to
 2. Should we add this feature to the VPBA web pages?
 3. Must include transcripts of podcasts
 - ii. <http://blog.learnlets.com/?p=264>
 - iii. iPhone Development Center
 - iv. Second Life on You Tube-training simulation (looks like Wii to MLH)
 - v. Social collaboration tools on FaceBook and Tweet Congress
 - d. Must have central control over broadcasts to ensure quality of technical aspects-IT what are we doing toward this?
12. TASSCUBO Updates
13. Departmental Reports

Organizational Structure of the Institutional Outcomes Assessment and Strategic Plan Update

The General University



ben

Example Level 1 Survey

This example assumes course and lesson identifying information has been captured electronically.

1. My rate is:
 FCCM, FCCS, FCC FC1 FC2 FC3 Other (Officer, Civilian)
2. I took this lesson _____ receiving classroom instruction on the topic.
 before instead of after
3. It took me approximately _____ to complete this lesson.
 less than 15 minutes 16 – 45 minutes 46 – 60 minutes more than 1 hour
4. The information in this lesson is clearly explained.
 Strongly agree Agree Disagree Strongly disagree
5. The information in this lesson is well organized.
 Strongly agree Agree Disagree Strongly disagree
6. The information in this lesson provides an appropriate level of detail.
 Strongly agree Agree Disagree Strongly disagree
7. The test questions are clearly stated and relevant to the lesson material.
 Strongly agree Agree Disagree Strongly disagree
8. As a result of taking this lesson and test, I feel confident that I can apply the concepts learned.
 Strongly agree Agree Disagree Strongly disagree
9. Overall, I rate this ICW lesson as:
 Much too difficult Slightly too difficult At the correct difficulty level Slightly too easy Much too easy
10. If you rated an item as Disagree or Strongly Disagree, please tell us why.
< text entry box >

VPBA Staff Meeting
4/21/09

1. Welcome
2. FY09 Activities Calendar-Progress Status
3. Quarterly Reports-If not submitted, please do so asap
4. SACS Update-Mireles & Raab
5. FY10 Budget Preparation
 - a. Departmental Budget Hearings with VPBA
 - i. 4/29/09-10:00-IR
 - ii. 4/29/09, 1:00-HR
 - iii. 4/29/09, 2:00-EH&S
 - iv. 4/29/09, 3:00-Space Mgt
 - v. 4/30/09-9:30-Physical Plant
 - vi. 5/1/09-9:30-FARP
 - vii. 5/1/09-10:30-FS
 - viii. 5/1/09-1:30-IT, VOIP, Benchmarks
 - b. Be careful in your +/- 3% analysis-You may be held to it!
 - c. Unallocated Salaries will be held at the VPBA level
 - d. Merit summaries should be provided to Paula Sandles by 4/27/09 in the attached Excel format.
 - i. Include all departmental employees in rating order from highest to lowest.
 - ii. Show total allocated. Do not exceed your pool amount.
 - iii. The justification should be to-the-point. You can explain further in the budget hearing.
 - iv. For employees who do not qualify for merit, include their rating and an explanation of their primary issue(s).
 - e. Professional Development Allowances
 - i. Minimums
 1. Director, Manager levels=\$2K
 2. Supervisor, Certification levels=\$1K
 3. Staff level=\$300
 - ii. Approval for exceeding the minimum must be requested during the budget hearing and the unit must demonstrate an ability to support the increased level
 - f. Carryover balance amounts must be justified during the budget hearing with the VPBA
 - g. Projected revenue levels and proposed expenditures should be explained in detail during the budget hearing with the VPBA
6. Podcast Demonstration-Asghar

7. Presentation of Maestro at CFO Meeting
8. Uniform Email Signature required throughout Business Affairs
 - a. Name
 - b. Title
 - c. Prairie View A&M University
 - d. Mailing Address
 - e. Street Address/Physical Location
 - f. Prairie View, TX 77446-0519
 - g. Phone #
 - h. Fax #
 - i. Email address
 - j. Web address *www.pvamu.edu/compliance office (Contact subject)*
9. Onboarding of new hires-Notification process-Mireles
10. Equal Employment Opportunity Hiring Process-Handout
11. Texas Transfer Success Conference-Williamson
12. New Race & Ethnicity Reporting Requirements-Handout-Williamson
13. Building Coordinator Responsibilities₁₂
14. Other