

Community College & Technical Center MIS

MISATFOR 3/21/96 Meeting Minutes

Attendees|Executive Summary| Minutes

Meeting Attendees

College	Name	Suncom	Internet Address
Brevard	John Walker	361-4646	WALKER.J@A1.BREVARD.CC.FL.US
Brevard	Donna Lake	361-2280	LAKE.D@A1.BREVARD.CC.FL.US
Broward	Ted Wright	469-7482	TWRIGHT@EMAIL.BROWARD.CC.FL.US
Central Florida	Ginger Cruze	655-1587	CRUZEG@CFCC.CC.FL.US
Central Florida	Vince Jones	655-1668	JONESV@CFCC.CC.FL.US
Chipola	Dennis Everett	776-1216	EVERETD@MAIL.FIRN.EDU
Daytona Beach	Bill Beckham	372-3395	n/a
Daytona Beach	Jack Myers	372-3509	MYERSJ@MAIL.FIRN.EDU
Daytona Beach	Akovi Wilson	372-3510	n/a
Edison	Ron Jones	724-1251	REJONES@EDISON.CC.FL.US
FCCJ	Jeff Stuckman	864-3329	STUCKMAN@FCCJVM.FCCJ.CC.FL.US
Florida Keys	n/a	n/a	n/a
Gulf Coast	n/a	n/a	n/a
Hillsborough	n/a	n/a	n/a
Indian River	Jerry Mock	246-4764	GMOCK@IRCC.CC.FL.US
Lake City	Jim Talmadge	840-1280	TALMADJ@MAIL.FIRN.EDU
Lake-Sumter	Ann Sherry Herring	649-1502	n/a
Lake-Sumter	Ellen Lain	649-1526	LAIN@FIRNVX.FIRN.EDU
Manatee	Bob Eberley	560-4241	BOBERLEY@AOL.COM
Manatee	Sally Leitzman	560-4256	n/a

Miami-Dade		Cathy Morris		477-7468		CATHY@MDCC.EDU	
North Florida		Wanda Hodnett		298-1154		n/a	
North Florida		Edna Ealy		298-1174		n/a	
Okaloosa-Walton		Donna Bouchard		687-1327		BOUCHARD@OWCC.CC.FL.US	
Okaloosa-Walton		Diane Baxter		687-1364		n/a	
Palm Beach		Jim Howell		258-8083		n/a	
Pasco-Hernando		Harlow Kendig		636-1924		HKENDIG@MAIL.PH.CC.FL.US	
Pasco-Hernando		Linda Miller		636-1945		LMILLER@MAIL.PH.CC.FL.US	
Pensacola		Carolyn Phillips		681-1140		CPHILLIPS@PJC.CC.FL.US	
Polk		Jeanette Humphrey		580-1093		JHUMPHREY@MAIL.POLK.CC.FL.US	
St. Johns River		Dick Clark		890-4142		CLARKD1.FIRNVX.FIRN.EDU	
St. Petersburg		Susanne Fischer		532-3374		FISCHER@EMAIL.SPJC.CC.FL.US	
Santa Fe		Bill Carman		650-5155		BILL.CARMAN@SANTAFE.CC.FL.US	
Santa Fe		Brian Walsh		650-5178		BRIAN.WALSH@SANTAFE.CC.FL.US	
Seminole		n/a		n/a		n/a	
South Florida		Bill Rudy		750-0318		n/a	
Tallahassee		Pat Windham		292-8251		WINDHAMP@MAIL.TALLAHASSEE.CC.FL.US	
Valencia		Ronald Nelson		339-1362		n/a	
Valencia		Rhonda Glover		339-1376		n/a	

Division Staff/Others: Howard Campbell, Steve Barnes, Jerome Fitz, Kwan-li Ling, Robert McMullen, Cesar Regazzoni, Joan Roddenberry, Margaret Wingate (278-8597), Lacy Gilchrist (278-7926), Richard Madaus, Linda Hartnig, Mike Switzer, Jay Pfeiffer, Tim Campbell

If you have any questions concerning any agenda items discussed at the meeting, please feel free to call any of the MISATFOR members or attendees listed above.

MINUTESCCMIS ADVISORY TASK FORCE (MISATFOR)

March 21, 1996

Executive Summary

STUDENT DATA BASE ISSUES

The following data elements were discussed: Data Element (D.E.) 1033, 1101, 3006, 3018. Modifications for 1995-96 data submission were made to D.E. 2002, 2003, 2004, 2005 and for the 1996-97 data submission to D.E. 3004. The 1996-97 data submission dates were distributed.

PERFORMANCE BASED INCENTIVE FUNDING

A workshop was held the morning of March 21 that provided an overview of Performance Based Incentive Funding (PBIF) including how PBIF data is processed and how PBIF payments occur. An update was given for the 1994-95 and 1995-96 year. Members discussed the following: EDWAA Reporting; Quick Response Reporting; Supplemental Placements. A rule modification will be forwarded to the Occupational Deans.

ANNUAL PERSONNEL REPORT

D.E. 0130 was discussed. For the 1996-97 reporting year, new verification reports and due dates were discussed.

PERSONNEL DATA BASE

The edit process was reviewed and 1996-97 submission dates discussed. The following data elements were discussed: D.E. 7005, 5010, 5005, 2025, 2015.

WORKFORCE DEVELOPMENT / COLLEGE CENTER FOR LIBRARY AUTOMATION

Presentations were given on Workforce Development and CCLA.

MISATFOR MINUTES

Minutes from the January 19, 1996 meeting were approved.

SBCC WORLD WIDE WEB UPDATE

The Division has created a State Board of Community Colleges (SBCC) World Wide Web (WWW) home page and it will be demonstrated at the April SBCC Board.

INTEGRATED DATA BASE

The Integrated Data Base will consist of four data bases: Personnel, Student, Facilities and Financial. This system will produce reports that will provide a cross section look at data from these data bases.

STUDENT FTE - Robert McMullen

Student FTE reports from the Enrollment Estimating Conference (EEC) were distributed. All adjustments from the colleges were accepted. The procedures for FTE Estimates, Projections and Fixed Capital Outlay Projections will be submitted to the SBCC. The FTE per Headcount report was discussed at the EEC. A subgroup was formed to analyze and review the selection criteria of this report as well as look at automating the Transcript Analysis Report. The College Prep 3-peats report was distributed.

FINANCIAL DATA BASE

The Financial Data Base pilot will begin in August. A memorandum will be sent to the Presidents explaining how and what will be implemented.

FACILITIES DATA BASE

The Division has been informed that the Facilities Data Base will be reported by term. The data element dictionary will be updated and proposed dates for submission will be brought to the next meeting.

HISTORICAL DOCUMENT FOR DATA BASES

The historical document will be sent to the colleges prior to the next meeting.

ANNUAL REPORTS WORKSHOP

A draft agenda for the workshop was distributed. A subgroup was formed to help the Division in finalizing the Workshop agenda.

OLD / NEW BUSINESS

The following items were discussed: Bureau Status Report; Excess Hour Request - Transcript Analysis Reports; FASTER; Performance Based Program Budgeting Measures; NWRDC ID's for Colleges.

NEXT MEETING

The next MISATFOR meeting will be held May 16 and 17, 1996, in Orlando.

MINUTES CCMIS ADVISORY TASK FORCE (MISATFOR)

March 21, 1996

STUDENT DATA BASE ISSUES- Jim Talmadge and Margaret Wingate

Data Element (D.E.) 1033 - Florida Student Identifier It is proposed that this data element will be replaced with data elements to collect transfer student information (postsecondary institution last attended and last degree awarded). This information will be presented at the May Registrars and Admissions Officers meeting. Once input has been received from this group, information will be provided to MISATFOR.

D.E. 1101- Entry Level Test - Score

A rule is being proposed to the SBCC for approval to change the cutoff scores for the Computerized Placement Test (CPT) for students entering Fall, 1996. The scores could be increased as follows:

Reading - From 72 to 83 Writing - From 78 to 83 Math - From 51 to 72

If modified, this change would affect the Readiness for College Report, the Entry Level Test Report and Accountability Reports. Margaret will continue to investigate this issue and bring an update to the May meeting.

D.E. 3006 - Course Fee Kind

Discussion was held on adding a new table value for the status of student fees (i.e. paid or not paid). This issue was forwarded to the next meeting. Discussion was held on adding a table value for the 40 FTE Fee Waivers. A problem with adding this table value is the waivers may be waived for parts of a course or student fee. Members were asked to review the proposal and provide suggestions at the next meeting.

D.E. 3018 - FTE Flag

The table value of "D" was approved at the January meeting and will be implemented for the 1996-97 reporting year. A note will be added to say that reporting table value "D" is optional.

MISATFOR RECOMMENDATIONS

Modify edits in the following Data Elements: D.E. 2002, Program of Study - CIP; D.E. 2003, Program of Study - Hour Type; D.E. 2004, Program of Study - Hours; D.E. 2005, Program of Study - Level to allow default table values to be reported when reporting Adult Education Students for Performance Based Incentive Funding. These edits will be implemented in the 1995-96 Winter/Spring End-of-Term data submission.

D.E. 3004, Course Dual Enrollment Category - Delete the "OE" table value and notify the six colleges reporting this table value of the deletion. This will be implemented in the 1996-97 Summer End-of-Term data submission.

The recommendations were approved.

Advanced Technical Certificates

Advanced Technical Certificates will be collected on the SDB beginning with the 1996-97 Summer End-of-Term data submission. The process to report this information was reviewed.

Vocational Exit Points

Linda Hartnig, Division of Applied Technology and Adult Education, presented how the Districts report Vocational Exit Points. Vocational Exit points will be implemented in the 1996-97 reporting year and be collected from the colleges in a supplemental data file. SDB data elements will be modified to collect this information in the 1997-98 reporting year. In reporting the Vocational Exit Points, students will be

reported every time they complete an exit point in a program. The Vocational Exit Point CIP list will be an addendum to the CIP Leveling List. More information on reporting will be distributed from the Division.

Reporting of CLAST Exemption

An update was provided on the implementation of the CLAST Exemptions, passed in the 1995 Legislative Session.

AA-1B, AA-1C and E-A3 Reports

Eighteen colleges have accepted the 1994-95 AA-1B, AA-1C and EA-3 reports generated from the SDB. The question was raised whether the 1995-96 reports can be taken from the data base or do the colleges still want the option to extend the pilot for another year.

MISATFOR Motion

The colleges will continue to pilot the AA-1B, AA-1C and EA-3 Reports for one more year (1995-96) and the Division provides advance notice to the colleges that these reports will be generated from the Student Data Base for 1996-97.

The recommendation was approved. OA-2 Acceleration Report

The OA-2 report was discussed. The modification to the selection criteria for this report was discussed.

MISATFOR RECOMMENDATION

Approve the modified selection criteria for the OA-2 report.

The recommendation was approved.

1996-97 Submission Dates

The 1996-97 SDB Submission dates were distributed. These dates will be voted on at the May meeting.

PERFORMANCE BASED INCENTIVE FUNDING - Margaret Wingate and Joan Roddenberry

A workshop was held the morning of March 21 that provided an overview of Performance Based Incentive Funding (PBIF) including how PBIF data is processed and how PBIF payments occur.

All 1994-95 SDB data have been sent to Department of Commerce Performance Based Training Section (DOC-PBT) except the second run of placements for the 1994-95 Winter/Spring End-of-Term completers. The Division was asked to produce a cumulative report for the 1994-95 PBIF data.

1995-96 Summer End-of-Term data has been retrieved and information sent to HRS and Labor for matching. Starting with the 1995-96 Winter/Spring term, PBIF reports will be run after a college loads their data to the SDB. This will give colleges time to update data as needed for the PBIF data system.

EDWAA Reporting

The 1994-95 EDWAA reports for students who were flagged as EDWAA but not verified by the Department of Labor have been sent to colleges. Please make sure to provide adequate documentation to show that the student is EDWAA.

Quick Response Reporting

The Division has received two files from two colleges for the 1994-95 year.

Supplemental Placements

Supplemental Placement files are due June 7. Members discussed a concern about the supplemental placement rule. According to the rule, colleges must obtain a student's signature to verify placement information or obtain the employer's signature for verification of the placement information. There was a proposal to have college employees sign their name to the form verifying the information based on a telephone call to the student or employer. Margaret suggested that this proposal be sent to the Occupational Deans.

MISATFOR RECOMMENDATION

Forward to the Occupational Deans, to modify the supplement placement rule to allow college employees to sign their names to forms verifying the placement information based on telephone calls to the student or employer.

The recommendation was approved.

PERSONNEL DATA BASE ISSUES - John Walker and Robert McMullen

ANNUAL PERSONNEL REPORT

Annual Personnel Report (APR) D.E. 0130 - Activity - Occupational Activity Codes A change to this element was approved at the November meeting to make this element mirror the Personnel Data Base.

New Verification Reports

The CCPDB526 and CCPDB516 have been added as verification reports for the 1996-97 reporting year. These reports will be added to the certification forms.

Certification Forms

The certification forms for the CCPDB541 and Annual Personnel Reports System Certification forms were reviewed. Submission of these reports separately will help colleges compare average salaries as well as allow updates and changes prior to the APR closeout.

MISATFOR RECOMMENDATION To have the CCPDB541 due one week prior to the closeout in draft form. The CCPDB541 would be received by November 11, 1996 in draft form for any changes. The Certification Form would be due November 18, 1996.

The recommendation was approved.

PERSONNEL DATA BASE

Edit Reports

Four colleges have submitted their Personnel Data Base (PDB) for edit. There will be five edit reports generated during the PDB edit process (similar to the Student Data Base edit process). Colleges must begin collecting information in May 1996 with the Summer Term.

Reporting Dates

Colleges will submit the PDB by term. Colleges will still be submitting the APR as well as the PDB. The draft dates were distributed and will be voted on at the May meeting.

D.E. 7005 - Fringe Benefit Type

After reviewing benefit types and the Accounting Manual, it was discovered that 59xxx was for accrual of sick and annual leave. Employees are paid out under the same GL code they work under.

D.E. 7005 - Fringe Benefit Type-(continued)

MISATFOR RECOMMENDATION

To accept the new table values as listed for D.E. 7005. A note will be added to the Data Element Dictionary that this is not accrual and that termination payments should not be included in the salary data.

The recommendation was approved.

D.E. 5010 - Authorized Reassignment Time and D.E. 5005 - Authorized Reassignment Type

At the last meeting, MISATFOR voted to make changes to convert reassignment from SSH to FTE to match D.E. 2025. Please review this element and if there are problems, let Robert know as soon as possible. The new Data Element Dictionary will be going out within the next week or two.

D.E. 2025, Position Portion of Effort (FTE)

The note and examples as approved at the last meeting have been added to this element. Please review.

D.E. 2015, Date Employed in Current Classification

There were questions raised at the last meeting concerning this element. We need to come up with guidelines about what constitutes a change in classification. Please review this information and consider

suggestions for the next meeting. It was suggested that this issue be sent to the Human Resources Council.

WORKFORCE DEVELOPMENT - Jeff Stuckman

A presentation was given on Workforce Development that outlined Jobs and Education Partnership, Enterprise Florida, Quick Response, occupational forecasting and Performance Based Incentive Funding. The presenters were Mike Switzer, Jay Pfeiffer, and Tim Campbell.

COLLEGE CENTER FOR LIBRARY AUTOMATION - Richard Madaus

Dr. Richard Madaus provided an update on library automation and the shift in the way information is happening. He also provided a LINCC update. Full text journal information will be available next year provided all colleges agree to funding.

MISATFOR MINUTES - Jeff Stuckman

Minutes from the January 19, 1996 meeting were discussed and approved with no changes.

SBCC WORLD WIDE WEB UPDATE - Howard Campbell

The Division has created a State Board of Community Colleges (SBCC) World Wide Web (WWW) home page. Some sections are still under construction. Meeting schedules and press releases will be available on the SBCC page along with E-mail addresses for employees. Once completed, the new Articulation report and Fact Book will appear in the reports section of the home page. Data Element Dictionaries and user manuals are also in the reports section. The SBCC page will be demonstrated at the April SBCC Board. A report was distributed which listed WWW home pages for 17 Florida Community Colleges.

INTEGRATED DATA BASE - Howard Campbell and Robert McMullen

The Integrated Data Base will consist of four data bases: Personnel, Student, Facilities and Financial. This system will produce reports that will provide a cross section look at data from these data bases. The Division has not responded in writing to the report presented by the MISATFOR subgroup. Recommendations on processing of the four data bases have been discussed with Senate, House and Governor's office staff. Personnel and Facilities Data Bases will be collected by term. The PDB Salary and Fringe Benefits information will be collected annually. The recommendation of additional staff at the colleges has been discussed with House and Senate staff. They have approved using maintenance funds for personnel. No data elements will be added to the four data bases that do not go through the standard MISATFOR process of updating data elements and edit criteria.

STUDENT FTE - Robert McMullen

Robert distributed reports from the Enrollment Estimating Conference (EEC). All adjustments from the colleges were accepted. Most colleges are down in enrollments and the system is down from the FTE-1 Estimates. Most decreases were in credit areas. Increases are in adult areas. These reports and estimates will be mailed to the Presidents next week.

The procedures for FTE Estimates, Projections and Fixed Capital Outlay Projections will be submitted to the SBCC. Please let Robert know by April 10 if you have any suggestions or comments on these procedures.

The FTE per Headcount report was discussed at the EEC. This report was sent out to the colleges for review prior to the EEC. The EEC wants to use Headcount/FTE data to set baselines to see what effect different issues will have on a college (excess hours, reduction, etc.). Members suggested forming a subgroup to analyze and review the selection criteria of this report. Concern was expressed that this report will not properly reflect the relationship of FTE to Headcount.

Robert distributed the College Prep 3-peats report discussed at the EEC. One college resubmitted data after the report was completed.

FINANCIAL DATA BASE - Margaret Wingate

The Financial Data Base will consist of the same data elements distributed at the January meeting. The Pilot for this data base will begin in August. Fund I will be captured on the data base. A memorandum will be sent to the Presidents explaining how and what will be implemented. The final version of the data base will collect additional Funds. Margaret will be coordinating the collection of this data with the Bureau of Financial and Business Services.

For the current reporting of financial data, effective July 1, 1996, the Division will use Lotus for Windows 5.0 as Systemwide Standard.

FACILITIES DATA BASE - Robert McMullen

MISATFOR approved adding a data element to show if rooms are being remodeled and reporting by term at the November meeting. The Division has been informed that the Facilities Data Base will be reported by term. The data element dictionary will be updated and proposed dates for submission will be brought to the next meeting. File submission will begin in July in the same manner as last year. The Division has agreed that if there are no changes to the college's Facilities Data Base information, a college can submit a letter and the information will be copied from the previous submission.

HISTORICAL DOCUMENT FOR DATA BASES - Margaret Wingate

The historical document will be sent to the colleges prior to the next meeting.

1996 ANNUAL REPORTS WORKSHOP - Howard Campbell

A draft agenda for the workshop was distributed. Please let Howard know whether there are any changes or suggestions. It was pointed out that a Committee was appointed in September 1994 to work on the agenda for the Workshop.

Members discussed that the roundtable meetings should be for informational purposes only and that items that needed to be voted on should be done in the MISATFOR meeting.

Members also stated that if roundtable meetings can make decisions, they need to be recorded and reported or they do not need to make decisions.

MISATFOR RECOMMENDATION

Any decisions made at roundtable are summarized and presented at the next MISATFOR meeting.

Recommendation died for lack of a second.

1996 ANNUAL REPORTS WORKSHOP- (continued)

Members also suggested a roundtable follow-up meeting for MISATFOR to vote on any actions that could be incorporated with the general wrap-up session.

MISATFOR RECOMMENDATION

MISATFOR RECOMMENDATION To use the Committee, established in September 1994, to prepare the agenda for the MISATFOR meeting and Annual Reports Workshop.

The recommendation was approved.

The committee members appointed in September 1994 were, Donna Bouchard, John Walker, Ann Sherry Herring, Harlow Kendig and a Division member. These members agreed to serve again. If anyone has any suggestions for the Workshop, please forward them to John Walker as soon as possible.

OLD / NEW BUSINESS

Bureau Status Report - Howard Campbell

The Bureau of Research and Information Systems Status Report was distributed.

Excess Hour Request - Transcript Analysis - Howard Campbell

The transcript analysis reports were sent to Senate staff who are now comparing a sample of students' transcripts to the reports. They have reviewed information sent by six of the colleges and there have been some problems found. The colleges with major errors will be notified and will need to resubmit their information. Colleges with minor errors will be notified but will not be required to resubmit their information. The next transcript analysis report will include all 1995-96 Associate in Arts graduates.

The following members were appointed to a subgroup to discuss how to automate the transcript analysis report as well as analyze the FTE/Headcount issue:

Carolyn Phillips, Pensacola Junior College; Ted Wright, Broward Community College; Jerry Mock, Indian River Community College; Cathy Morris, Miami-Dade Community College; Vince Jones, Central Florida Community College and Bill Beckham, Daytona Beach Community College.

FASTER Status Report - Howard Campbell

There are five Colleges not participating in the FASTER System. Proviso language may require all colleges to participate in this system.

Performance Based Program Budgeting Measures - Howard Campbell

Howard attended a Performance Based Budgeting Workshop presented by Southeast Regional Education Board (SREB). The workshop included presentations from several states who have performance based budgeting measures. The President's council is reviewing the DCC Performance Based Budgeting Measures and data. More information on this issue will be provided at the next meeting.

NWRDC ID's for Colleges - Robert McMullen

All colleges use NWRDC ID's provided by the Division to submit information. New ID's have been created for each college. By the next MISATFOR meeting, the Colleges will be using the new ID's. If a college has more than one person submitting data, they will each need a separate ID for each person.

NEXT MEETING - Jeff Stuckman

The next MISATFOR meeting will be held May 16 and 17, 1996, in Orlando. Reservations have not been obtained as of this date but you will be informed about the location at the earliest possible opportunity.