

## Management Information Advisory Task Force Personnel Data Base

### ***Personnel Data Base Issues – Robert McMullen***

There were no major issues to discuss. Pensacola reported they are getting critical errors, not defined in the data element dictionary. Robert will check on this problem.

#### ***Replacing APR with beginning PDB Salary Data:***

There was some discussion about using the PDB to produce the APR reports. Using the PDB to produce APR reports will require additional data elements on the PDB. This suggestion was tabled until the next meeting, so for the current year the colleges will have to produce the APR data as usual. If colleges have objections, they should notify Robert by November.

#### ***Recreation and Leisure Courses:***

Coding of R&L courses on the PDB was discussed. The Data Element Dictionary identifies these courses with a 'R' in the last position of the course number. It was suggested that the R&L Headcount be used to identify R&L courses. Robert asked the colleges to double check this proposal and be prepared to discuss at the next MISATFOR meeting.

#### ***Course Match between PDB and SDB:***

A course match between the PDB and SDB will be taking place soon.

#### ***Fringe Benefits:***

There will be no change on the PDB fringe benefit report. Some colleges give fringe benefits to student workers and others do not. No fringe benefits result in informational errors. Robert asked the colleges to let him know which is the local practice.

### ***Integrated Data Base Issues – Robert McMullen***

#### ***New Edits:***

Handouts of proposed edits for the 1998-99 fall term were distributed. The edits will be informational; however, data that do not meet the criteria will result in incorrect reports for Distance Learning and Room/Space Utilization. The integrated edits check the Student Data Base (SDB) against the Personnel Data Base (PDB) and the Facilities Capital Outlay Data Base (FCODB). The edits include:

- . SDB course/section record must match at least one PDB course/section record;
- . SDB course/section/location/site must match FCODB site
- . PDB course/site/facility/room number/ must match FCODB

Lab records with zero hours are creating some problems with course matching.

New edits between the PDB, Salary and Fringe Benefit records – Organizational Unit and GL code – must match at least one Financial DB – Organizational Unit and GL Code will be implemented with the FDB.

***Room and Space Utilization:***

Space Utilization graphs, produced at the request of the legislators, were distributed. Legislators were interested in answers to the questions, “if the universities wanted to offer classes, when would space be available?” The graphs, by college, contained a visual of the day of the week with the highest utilization. If a class began at 10:15 and ended at 11:15, both 10:00 and 11:00 would reflect utilization of the room.

The official space utilization is based on law and uses a standard week: 40 hours for classroom and 30 for labs.

Information on supplemental Room and Space Utilization Reports was distributed. Recreation and Leisure course hours will be included in future supplemental reports.

***Joint Utilization:***

There was discussion about Room/Space utilization for shared facilities.

***MISATFOR Recommendation:***

*Space and Room Utilization reports should exclude rooms in a Joint-Use Facility where the rooms are shared rooms.*

Motion Carried.

A list of reports produced for legislative staff was distributed.

***Student Data Base Issues – Robert McMullen and Brian Walsh***

***New Edits:***

When reporting an Occupational Completion Point or an Adult Literacy Completion Point Granted, the Completion Degree cannot be on the same record. The completion record must be on a separate record.

***MISATFOR Recommendation:***

*Beginning with the Fall Final 298, the reporting of completion degrees must be on a record containing no occupational completion points.*

Motion Carried.

***New Elements:***

A definition of D.E. 3022, Adult Educational Functioning Level, Initial, was distributed. This element is needed for Work Force Development. The definition has been expanded to correspond with Public Schools and includes Adult ESOL and VESOL.

***Supplemental Placement Information:***

Supplemental placements will not be included in Workforce for 1996-97 Completers, but will be included for PBPB, with the follow-up data just submitted.

***Readiness for College Report:***

Systemwide information on Readiness for College for 1998 was distributed.

***PSAV Readiness for College Report:***

The DCC received a request for PSAV Readiness data for the 1996-97 reporting year. Copies of the PSAV readiness report were distributed.

***Quick Response File:***

The quick response data file will be due October 30, 1998.

***IPEDS:***

The IPEDS federal standards for reporting racial and/or ethnic information are expanding.

***Grade Updates:***

A request from Polk Community College to allow grade updates was discussed. Robert will investigate and bring further information to the November MISATFOR.

## Management Information Advisory Task Force September 18, 1998

### ***Minutes:***

Minutes from May 14-15 and July 2, 1998 were approved as written.

### ***Budget Development – Gary Yancy:***

Gary Yancy reported on the Budget Development process. Copies of the 1999-2000 Legislative Budget book were distributed and discussed.

An Adhoc Funding Committee, appointed by the Florida State Board of Community Colleges' Budget Development Task Force, will review the enrollment base funding process, formerly FTE funding base. This funding is intended to offset start-up costs of new programs. The committee will use the Business Officers as a sounding board. Members of the committee will be listed on the DCC's web page.

### ***FACTS (formerly the Statewide Student Advising System) – Howard Campbell:***

Howard Campbell provided an update of the FACTS system.

### ***Planning for the Year 2000 – Preston Howard:***

Information on Y2K anticipated impact was distributed. The Florida Year 2000 Task Force suggests that the colleges are generally well situated with respect to Y2K conversion. However, there are many issues beyond the colleges that could impact their operation during the beginning of year 2000. Handouts covering the anticipated problems were distributed.

### ***Annual Information Resources Management Report- Preston Howard:***

The rewrite of the Florida Statute requiring this annual report used the wording "State Board of Community Colleges", which included the entire community college system. Therefore, the statute requires that the state plan include expenditure information from each of the community colleges. Instructions for the completion of this report were distributed. The Division is working to have legislators change this mandate to exclude the community college system.

### ***Workforce Development – Joan Roddenberry:***

FETPIP will be looking at fourth quarter of 1997 and the first quarter of 1998 for completer placements. This year the definition of a leaver is, "the leaver must leave the institution." Leaving a program of study is not sufficient. Four colleges submitted Occupational Completion Points.

Handouts for the Draft 1999-2000 funding formula were distributed and definitions reviewed. A number of changes were noted. This formula does not include allowing for

supplemental placements (AA2) by the community colleges. In addition, leavers are not a part of the formula. This information is still under review.

***Facilities Data Base – Robert McMullen:***

Facilities issues were discussed. Robert suggested the colleges verify the prior term data against the room aggregate report.

***Financial Data Base – Robert McMullen:***

Financial handouts were distributed. Changes to the reports were discussed. Supplemental files, of valid organizational codes and valid General Ledger codes, are available for downloading. The filenames are:

DCC.COLLEGE.FIN.ORGCODES.TTT1998 AND  
DCC.COLLEGE.FIN.GENLEDS.TTT1998

The 1998 Financial Data Base is due October 30, 1998. So far, seven colleges have sent data.

***Out of State Placement – Howard Campbell:***

Jay Pfeiffer is working on information from other states.

***Other Business:***

With Margaret Wingate leaving the Division, all data base responsibility has been transferred to Robert McMullen.

The Website will have a link to the FACTS system.

Howard requested that the colleges look over the MISATFOR goals and objectives and let Howard or Robert know if any problems are perceived.

The Student Data Base Microcomputer project is near completion. Howard will send a letter to each college president requesting names for training.

Next meeting will be Wednesday, November 18, 1998 at Panama City in conjunction with FACC.