Call to Order: Leon Richards, Chancellor

BOR/KCC Authorized Governance Orgs (AGOs) Reports

Student Congress: William Arenivas, Chair
There were 723 responses to the student survey. A majority of the students voted for the non-smoking policy. However, the Chair felt the question could have been worded to ask if students were in favor of designated smoking areas. The majority of the students were in favor of a student activities center. Most of students were unaware of the online school newspaper. The Chair would like to revive student publications, as students should have broader access to the newspaper. 82% of the students would like to be able to use credit cards for the KCC cafeteria. The majority of the students want to know how student fees are used and want that information published.

Student Congress will have a new faculty advisory, Shannon Sakamoto. The Student Congress Chair asked for nominations from Faculty Senate. Two faculty members were suggested. Both were interviewed under the supervision of the Vice Chancellor for Student Affairs. Shannon was selected by unanimous vote. The goal of Student Congress moving forward is to reshape the role of the organization to be more focused on governance. The Student Congress office will be moved to be more visible on campus. Elections for new officers were not held. As in the past year, a popular vote will be taken. The bylaws will need to be revised to address election procedures and other constitutional issues around the Congress’ role in governance. Congress has been collaborating with student publications, faculty senate and the KCC app project with CELTT.

Faculty Senate: Veronica Ogata, Chair
Faculty Senate’s last meeting was May 4th. 34 action requests were processed this year. 25 of the action requests were resolved and the others are pending. The curriculum committee approved 282 courses and 27 ARMs and PARs. There were 5-year updates for 175 courses. 105 courses were deleted and 2 are inactive. The Senate voted to change three ad hoc committees to standing committees: Distance Education, Student Learning Outcome (SLO) and Sustainability will be standing committees once the constitution is ratified.
The committees’ end-of-the-year reports are as follows:

- Distance Ed Committee is looking at the issue of whether online science labs are equivalent to face-to-face labs. This issue continues to be reviewed on all campuses.
- The Evaluation Committee is reviewing evaluations of administrators and will provide recommendations on improving the contract renewal, tenure and promotion process.
- Academic Standards Committee has recommended changing the policy on matching science lab. It is now not necessary to take a matching science lab.
- Faculty-Student Relations Committee is reviewing the revisions that were made to the Academic Grievance Policy and chose the Excellence in Teaching (ETA) faculty and lecturer for this year.
- The SLO Committee revised the Course level Assessment Plan and the Senate will be reviewing it in the fall.
- The Sustainability Committee continues to encourage instructors to apply for S-designation (Sustainability course). 54 courses are currently sustainability-designated courses.
- The Budget Committee worked on an action request to hire a student assistant to compile student evaluation data for faculty. The committee voted against this as there are confidentiality issues and it duplicates what CELTT is already doing.
- The Professional Rights Committee is continuing to address the teaching equivalency issue, particularly for department chairs. Another action request will be submitted to the Administration to address the complexity formula.

There are 7 new senators. There are a few changes in the Executive Council with Veronica Ogata returning as Faculty Senate Chair.

Kalāualani: Nawa’a Napoleon, Chair
This semester, the core council of Kalāualani voted on the new bylaws. The vote was 27-1. The new bylaws were passed and signed on May 4. Results are pending after the elections for the core council members. The Chancellor convenes meeting of the AGOs monthly. For the past two meetings Staff Council has not been represented. The core council of Kalāualani will be signing a document to the Chancellor asking Staff Council to hold elections in order to bring the staff member’s voices to the table.

Staff Council: Helen Hamada/Carol Masutani
No report.

Budget Recommendation: Brian Furuto
The Vice Chancellor for Administrative Services reported on the budget to contextualize the discussion. He described the status of FY15 projecting to June 30. It is estimated that there will be more than a $1 million deficit. As in the past, the deficit will be covered by the CCSF (Community College Special Fund). Improvements have been made but more changes will be made to eliminate the deficit.

What is FY16 looking like? The Board of Regents requested that each campus complete an expenditure plan, which was submitted. One adjustment will be to lower lecturer hours and overloads. If a full-time faculty member is hired, there must be a decrease in the commensurate number of lecturer hours. The college set a goal of reducing electricity costs by 20% but did not quite reach the goal. We need to cut 20% from several areas. This was the first year we didn’t reach all our performance-based goals and the UHCC held back $15,000. For next year, $806,000 will be taken from our budget.
and returned if we reach all the performance funding goals. However, the new strategic plan 2015-2021 has set high goals. The focus will be on retention as well as enrollment growth.

There were 79 allocation requests (ARFs), which included last year’s ARFs. (Requests are kept on the list for 2 years.) 4 ARFs were removed from the process. One was funded and the other 3 found other resources. Each of the AGOs was asked to rank the ARFs H for high, M for medium and L for low. H was given the numeric value of 3, M was 2, and L was 1, and O if the ARFs were not ranked. The AGOs could only assign 1/3 of the ARFs an H, 1/3 an M and the rest were not restricted. 3.00 was the highest rank possible. The AGO’s highest rank was 2.75.

For a general breakdown, there were:
- 17 equipment requests - 23%
- 9 PC/IT requests - 12%
- 3 health and safety - 4%
- 3 student requests (student employees) - 4%
- 4 materials and supplies - 5%

General Observations:
1. Programs need to make a schedule of accreditation fees.
2. Programs should develop a schedule of equipment replacement and identify what is required by accreditation, what is industry standard, and what is nice to have.
3. Revenue analysis section should be attached to each request. Is this a pure cost or will this increase revenue for the college?
4. Alternative funding options should be exhausted before AND after final funding decisions.

A question was asked as to what the college is doing to attract alternative funding sources other than federal grants. UH Foundation works on our behalf to solicit from private individuals and foundations. Are we allowed to go on our own to raise funds? All private fundraising must go through the UH Foundation.

The total cost if all the ARFs were funded would be $5 million. Alternative means to solving the problem must be explored such as reducing expenses.

**CAC Budget and Planning Work Group Recommendation: Susan Kazama**
The final funding decision will not be made today. A recommendation will be made to the Chancellor and the final funding decision will be made after the allocations are made to the Colleges, late summer or early fall. The recommendation from the Budget and Planning Work Group is to fund the emergency call box (Code Blue) upgrade and maintenance for $42,000, annual safety maintenance and inspection of Health Science program equipment for $4,000 and for a campus security and safety mobile app for $14,000. The committee decided that health science accreditation fees should be included in the 5-year budget plans for the programs. In addition, the extension of warranties for nursing equipment for $125,930 would be recommended for funding but only after the departments reviewed the warranties. The total amount of requests is approximately $180,000.

After the Virginia Tech shooting, campuses across the nation increased security. The legislature allocated money to the campuses for security. Emergency call boxes are not
required by law but it is a higher education standard. Now that they are installed, the College may be liable if someone needs to use them and they are inoperable. A campus security and safety mobile app is designed to prevent incidents and can inform the user of potential problems.

A CAC member questioned whether funds are available given the current deficit. The Vice Chancellor for Administrative Services felt adjustments could be made to the budget to accommodate moderate new allocation spending. Another question was whether the campus was making a priority choice between new allocation spending and maintaining lecturers. How did we make a decision to fund ARFs vs. lecturers? No ARF requests were made for lecturers. We need to continue to look at ways to lower expenditures. Another question was whether the FY16 budget will be ready by July 1. History tells us we may not get our allocation from the system by then. The legislature provides funding into one account for all the community colleges. The VPCC office provides the allocation for each campus. We don’t receive the allocation until August at the earliest. We use projections to estimate our budget. Another question was whether purchasing can start on July 1st? Invoices can be processed but funds will not be released.

The recommendation from the CAC by unanimous vote (0 nays, 0 abstentions) was to recommend to the Chancellor to fund the emergency call box, safety maintenance inspection of health science program equipment and the campus safety mobile app. At the June 23 CAC meeting, the nursing department will report on the warranties and another vote will be taken at that time.

**CAC Enrollment Management & Marketing Work Group Update: Jerilynn Enokawa, Chair**

The work group members have been meeting but their charge was to evaluate the enrollment management plan, which is not ready at this time. The members will be discussing a question brought up by the Dean of Business, Legal and Technology Programs. What is KCC’s brand? What would we say is KCC’s DNA? The Office of College and Community Relations continue their marketing efforts.

**Heald College Update: Jerilynn Enokawa**

Heald students submitted 40 applications. Most of the students are interested in Medical Assistant, Dental Assistant, HOST and IT programs. KCC may host an open house for the Heald Students. All the O’ahu campuses are reaching out to the Heald students. Need to get answers out of the federal government regarding their student loans. The information we have right now is if a student registers at another college and into the same program, they need to pay back the Heald loans. If students register in a new program, they won’t have to pay back the loans. How do we determine which programs are the same? Do we use program codes? What about PLA (prior learning assessment) credits? If students receive credits through PLA, do they need to pay back the loan? Many questions need to be answered.

Why did students go to Heald when the cost to come to KCC is less and the quality is better? We need to learn from this as well. Course completion rates are higher in the summer. Is it due to the fact the courses are shorter in length? Would completion rates improve if we offered 6, 8, or 12-week classes instead of only the traditional 16 weeks?

At this point in time for the fall, 3,912 new students have registered, which is slightly less than last year.
CAC Accreditation & Assessment WG Update: Lisa Kanae, Chair
The Assessment Coordinator position has been advertised for the second time. The goal is to have the person in place by August.

Taskstream Demo: Amy Patz Yamashiro, Interim Assessment Coordinator (Appendix A)
Many conversations have been taking place on how to use the results of student learning informed by data and closing the loop. Pilots are working with Taskstream and improvements will be made.

A “workspace” is where faculty will put assessments, outcomes and plans for improvement. The system allows the user to map course outcomes to program and general education outcomes. Program accreditation standards will be included. In addition, prompts can be added to remind department chairs when 5-year course updates are due.

Professional development will be offered for program SLOs on Taskstream on May 18 and 19 and during duty week. Course level workspaces will be offered on May 20 and 21 and during duty week.

OCET (Office of Continuing Education and Training) Plan Presentation: Shirley Tsukano, OCET (Appendix B)
OCET will focus on post-graduates (preparing students for the workforce), continuous quality improvement (updating skills of the workforce such as new software), and student success (assuring that students that graduate contribute to society and the global economy).

OCET has gone through tremendous change. They have been in receivership, had several changes in leadership, audits, attrition (culinary and health science courses have been moved back to the departments). There was a need to regroup and re-strategize. OCET is moving towards global learning and development. There is an Advisory Committee comprised of 21 members from various segments of the workforce. They meet 5 times a month.

OCET is focusing on 2 pathways: career training path (post-graduate courses, retail industry training in excellence certificates, cyber security) and professional development paths (applied English for special purposes, applied language and culture courses, certified hospitality supervisors, business continuity programs.) In OCET, there are 4 program directors and 2 outreach coordinators. The program coordinators meet with clients to assess their training needs and assess the long term impact on the training.

A Destiny review committee, made up of OCET colleagues, approves all continuing education courses. The employment training office must also approve courses. They are creating an operations department to work on hiring, ordering books, etc. Once courses have been approved, they are posted on the KCC website. What does the future hold? Initiatives include offering distance learning certificates, a distance learning service center, and a global conference center.

CAC Technology Work Group Update - Karl Naito, Chair
It was announced that as of May 4, Karl Naito is the new unit head for CELTT. The work group focused on the websites: KCC’s website and the Ohana website. The two
websites were defined with separate purposes, which will be voted on at the CAC meeting in June. For the KCC website, each program and unit will have a two page presence. The first page will be taken directly from the college’s catalog to keep information as consistent as possible. The second page will allow for some freedom for each department. Templates will be developed that the departments can use to add their own information. A maximum of five pages of information will be able to be uploaded. Exceptions can be made on a case by case basis. The information will be screened to make sure it is the same information in the catalog. On every page, the name of the person responsible will be listed and the date of the update. For now, the person will not have direct access to the site but it may be a possibility in the future. A question was asked whether the information could be offered in other languages. It is not possible at this time but may be considered at a later date. Word Press will continue to be used for the website. The goal is for the website to be in good shape by the fall. The goal for CELTT will be to work better as a team. The first priority is to the service the students, then the campus and any personal issues last.

**Chancellor's Report: Leon Richards**
The Chancellor reported that there were 14 new vacancies from December 1, 2014 to June 2015. The positions are 3 secretaries, 5 faculty, 4 APT and 2 civil service. The vice chancellors and interim OCET coordinator recommended that the positions stay in the areas where the vacancies occurred. The 3 secretary vacancies are to be filled as soon as possible as the need for support in those areas is great. The 2 positions in the Kupuna Education Center are funded by a special allocation from the legislature and must be filled. The Chancellor reiterated that if a full-time faculty member is hired, lecturer hours must be reduced at the same level.

Of the five sabbatical requests, the two requests for full year sabbaticals were granted but the three for one semester sabbaticals were not granted for budgetary reasons. The Chancellor requested that the CAC let their supervisors know their summer vacation schedule.

Tier one was to be filled by May 1. Tier 2, tier 3 and tier 4 vacancies have later deadlines. It was voted unanimously to accept the committee’s recommendation to leave the positions where the vacancies occurred.

* For accompanying documents and/or access to all Chancellor’s Advisory Council minutes and documents, please go to the Ohana website, https://ohana.kapiolani.hawaii.edu/groups/chancellors-advisory-council-cac/under Groups, Chancellor’s Advisory Council (CAC).

Submitted by: Joanne Whitaker
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