Administrative Staff Meeting Minutes

I. Proceedings Date:  8:30 a.m.  May 29, 2009

Members: Keala Losch, Kauka de Silva, Bob Franco, Kelli Goya, Milton Higa, Carol Hoshiko, Dennis Kawaharada, Salvatore Lanzilotti, Mona Lee, Conrad Nonaka, Louise Pagotto, Leon Richards

Present: Keala Losch, Milton Higa, Carol Hoshiko, Salvatore Lanzilotti, Conrad Nonaka, Louise Pagotto, Leon Richards,

Absent: Bob Franco, Kelli Goya, Dennis Kawaharada, Mona Lee, Kauka de Siva

Others Present:

Agenda item 1: Travel Exceptions - Milton Higa

Travel requests must follow protocol. Grant PIs do not have the authority for final approval of travel requests. Requests must go through the department approval and unit (dean) approval process.

Travel requests were presented by Louise Pagotto.

Agenda item 2: Reorganization Plan – Implementation Plan – Leon Richards

Need to hire Vice Chancellor and three program deans; wait until faculty return in the fall.

Need implementation plan and timeline; how to get constituent groups into the discussion.

Reorg changes exist at different levels of complexity. Recruitment of leadership positions and organizing Community and Continuing Education are the biggest pieces. Library, CELTT and Kahikoluamea are can proceed with their respective changes.

At present everyone should continue to get signatures and approvals from the existing chain of command.

Communication is most important thing. One suggestion is to separate positions that currently are filled and affected – and tell people what happens to them, e.g., if there is need for a change position descriptions, to establish a different organizational structure, and then put them in alignment with the new organization. As for the vacant positions – first priority will be to hire a Vice-Chancellor for Academic Affairs.

We need to provide regular updates to the community. For example, a communication group that receives info from various groups involved in the implementation of the reorganization and then regularly disseminates the info to the campus.
For units where leadership positions are being recruited, personnel changes will not occur, for the most part, until after the hiring process is completed. The process of hiring will be in the implementation plan. Unfortunately, civil service positions are shut down; no secretary hiring now.

Leon did speak with the President and Vice President of CCs for their support in hiring top administrative positions; they voiced support for this.

Mona’s title will be changed when we get approval to do so. In terms of the budget, for those who are already in positions changes can be implemented as required and planned; as for filling vacancies we have to make sure the college can hire.

Milton will address the PPAC meeting on Tuesday to start the dialogue for implementation of the reorganization; ask for input for developing a plan. The process to be transparent, open, and participation for implementation of plan. There needs to be open meetings so that everyone who is affected by a change has opportunity to be involved.

In summary, there are four Issues for reorg implementation:

1.- Hiring positions – job descriptions for VCs and Deans are at HR; these will be advertised as soon as possible; we will set a closing date first for VCAA; the Deans’ closing dates will be set for later so that the VCAA can be involved in the hiring of the Deans. When faculty return in the Fall committees can be organized and VCAA and Deans hired.

- Unit organization – e.g., Student Services and Administrative Services can move forward with the reorg, as the leadership in these units is in place.

- Program Organization – CELTT and Library can move forward with their proposed reorganization of their personnel and organizations.

Community and Continuing Education and the Office for Academic Affairs will hold in place until leadership is hired and/or in place.

Constituent groups will be represented in the selection committees for the leadership positions.

Louise Pagotto left the meeting when discussing issues concerning the Vice Chancellor of Academic Affairs position.

The existing Process for hiring leadership positions includes three levels:

- Screening committee
- Admin staff interview
- Chancellor interview and selection

**Responsibility: Admin Staff** needs to enumerate the logistics for all this in the summer in order to be prepared so that a process is in place when the faculty returns in the Fall; there may be slippage in time of implementation due to control issues over the process.
**Agenda item 3: Summer and Fall Enrollment**

Summer enrollment was same SSH as last year.

Fall enrollment is up 20% at present.

**Agenda item 4: Budgeting for Next Academic Year**

There may be additional cuts next year.

**Agenda item 6: Other**

Bob needs info from Student Services for the annual report.

Bob asked the Admin Staff to forward him the info for the Midterm Report: Planning agenda items from self-study and standards info in areas of each person’s responsibility.

Bob requested an update for the governance guidelines from Salvatore.

*Submitted by: Salvatore Lanzilotti*

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