Title: Authorized Governance Organization Minutes
Place: `Ilima 202A
Date: Monday, February 3, 2014
Time: 11:00 a.m. to 12:00 p.m.

Agenda:
- Leadership & Executive Apprenticeship and Development (LEAD) Program
- Minutes Reporting Form (Draft)

Present were: Susan Dik, Faculty Senate Chair; Nawa`a Napoleon, Kalāualani Chair; Helen Hamada and Carol Masutani, Staff Council Chairs; Kalani Fujiwara, Student Congress Advisor; Leon Richards, Chancellor; and Joanne Whitaker, Executive Assistant

Announcements

February 13, 2014: Faculty Forum on Student Learning Assessments (SLOs)
February 14, 2014: Kalāualani Forum on Undergraduate Research
March 7, 2014: Staff Development Day (Concurrent with the Faculty Development Days at Windward Community College on March 7-8)
TBD: Student Congress Forum with the Chancellor

LEAD Program

The three vice chancellors created a concept paper on succession planning. The Leadership & Executive Apprenticeship and Development (LEAD) program is an emerging leaders program to identify potential leaders at the college and offer an apprenticeship opportunity with an administrator or faculty leader.

One idea was to broaden the definition and focus on shared or participatory governance. A suggestion was made to authorize overtime for staff participation. Students may have difficulty participating as their primary focus is school. The Native Hawaiian Council of the University of Hawai`i (Hawai`i Papa O Ke Ao) has created a position paper on leadership development. There is a task force comprised of representatives from each community college.

An effective leadership program must be offered early. The questions that need to be discussed are: What leadership skills are needed? When do we start the program? It is important to communicate that participants in the leadership program are not guaranteed employment. The individual would need to follow the application process for a position as other candidates.

Action Item: The draft LEAD program outline and Papa O Ke Ao paper will be emailed to the AGOs.

Minutes Reporting Form

When on an accreditation visit to the College of Micronesia, the Chancellor was impressed by their Minutes Reporting Form. There is a need for better documentation at the college. The Faculty Senate and Kalāualani are using the same form. The form will be sent to all the AGOs for consistency of documentation. The Faculty Senate is
experiencing difficulties with uploading the minutes to their online site especially for all the faculty senate committees. It is also difficult to access calendars and archived minutes. A suggestion was to create a dedicated website for each AGO or ask an APT to document and upload the meetings. It is important to have an online tool that is easily accessible to the constituents at the college.

*Action Item:* The Faculty Senate minute reporting form will be sent to all the AGOs. All meeting minutes will be sent to Joanne Whitaker for now.