Members and Guests: see "Accompanying Signature Document"

Introductions: Interim Vice Chancellor for Administrative Services Brian Furuto and Executive Assistant to the Chancellor Joanne Whitaker

Call to Order:

1. Information/Reports (for Transmission):

   a. Enrollment Management: Mona Lee

   Spring registration began this week. An update will be reported at the VCAC meeting.

   b. Accreditation Report Update

   Louise Pagotto reported that ACCJC have received KCC’s report. However, no date has been scheduled for the site visit. There was a discussion that two teams could be sent: one to Honolulu and the other for the other five campuses, which would be a cost savings. Our request to provide APCs (Advanced Professional Certificates) is on their agenda for November 14th.

   c. Communications/Report from BOR/KCC Authorized Governance Orgs (AGO)  

      1. ASKCC - Annie Wong/Kalani Fujiwara

      The ASKCC Student Congress met on September 21, and November 2, 2013. The new executive officers are Chairperson Annie Wong, Vice-Chairperson Jessica Lum and Treasurer Alex Poon.

      The notable resolutions passed were to appropriate $3,000 to the 26th Annual International Festival and the formation of the student charter reformation committee. On November 25, there will be a student forum with the Chancellor and Mary Hattori. Mary Hattori noted there was a presentation at a student congress meeting around the campus technology plan to centralize technology management at the college. In 2006, at the Maui campus, the students proposed a fee of $3 a credit, capping the fee at $36 to fund the project, which totaled $200,000 a year.

      The ASKCC Student Congress will host the UHSC meeting on November 16, 2013 at 220 Grille. The plans for the Eatery in the Olapa building are moving forward.

      2. Faculty Senate - Susan Dik

      There are plans to update the constitution of the faculty senate. The last update was in 2002. An ad hoc student success center committee was created chaired by Veronica
Ogata. There were 27 faculty member volunteers to discuss foundational math and English. Committees were formed to include all 27 faculty members.

3. Kalualani - Nawaa Napoleon

Kalualani presently consists of 63 members. On October 28th, the Kalualani Core Council met, the September meeting minutes were approved and will be posted on Quill.

Kalualani is still working with the Native Hawaiian Education Association to host the May 19-24, 2014 World Indigenous People’s Conference on Education (WIPCE) conference, which will take place at Kapiolani Community College.

On November 15, 2013 members of the council will be attending a professional development workshop that will be held at the Honolulu Museum of Art. Kapulani Landgraf and Kaili Chun, faculty from Kapiolani Community College, will be talking to the Council about their art pieces.

The Council will be hosting the next forum on Budgeting and Planning regarding the Recommendations from ACCJC on November 21, 2013 at 1:45-3:00.

The Chancellor and Nawaa met with Palani Sinenci of Hana, Maui, a master artisan of Hawaiian Hale building, Kalawaia Moore (Windward Community College), and Kalama Cabigon (former KapCC student) regarding a Hawaiian Hale here at Kapiolani Community College fronting the Manele Building. Vice-Chancellor of Administrative Services requested that the plans be sent to him. See Palani Sinenci’s work: http://www.mauimagazine.net/Maui-Magazine/January-February-2007/Home-Thatched-Home/index.php?cparticle=1&siarticle=0#artanc

4. Staff Council - Helen Hamada/Carol Masutani

At the November 15th meeting, the Council will review the charter and bylaws. Nominations will be requested for outstanding service by staff members and events are being planned for the staff.

The Chancellor noted that there was a system-wide professional development event on March 7-8, 2014. He asked the Staff Council to prepare activities for professional development for staff on March 7th.

2. Action Item:

Disappearing Task Force Report on CAC Representation and Membership - Mary Hattori

(Please refer to Appendix A – Report from the Disappearing Work Group)

The task force’s assumption was the primary role of the CAC was to be an advisory group for the Chancellor. The task force felt the communication structure for many members of the former PPAC with the Chancellor were already in place. Therefore, it may not be necessary for the same people to serve on the CAC.

The recommendation is the CAC should include only those who are not members of the VCAC or AGOs. A second recommendation is for this entire group to meet once a
quarter for information-sharing purposes and to keep all sectors of the campus informed and connected.

Discussion:

- The CAC brings representatives from across the college together in one room at the same time. The meetings should be for sharing information and focusing on discussion.
- The original purpose of the PPAC was to discuss policy. However, the role of the CAC is to advise and provide input to the Chancellor. The VCAC is to work on operational issues and implementation. The Chancellor noted that only the Board of Regents is authorized to set policy.
- If a decision is being made at VCAC which affects other areas of the college such as HR, the business office or security, it would be advisable for those leaders to attend the meeting. Brian Furuto will be attending all the meetings as VC.
- Do the people who are not in VCAC and AGOs have a place to voice their opinions?
- How often should the CAC meet and who should be at the meeting?
- Is the choice between having quarterly meetings with the full group or continue CAC with a smaller group?
- The number of meetings and the timing of the meetings (twice a semester vs. quarterly to accommodate the faculty calendar) were discussed but no decision was made.
- Should there be a standing committee when issues arise?
- Is there a forum to discuss broader campus-wide issues such as the smoking guidelines?
- The dialogue across the college community is important to avoid silos.
- How do we avoid duplication of tasks in the working groups? The working groups are important as the issues brought to those groups are not discussed at other meetings.
- What is the purpose of the CAC?
- How can this group function to best advise the Chancellor? Use work groups, participatory discussion groups, fewer meetings?
- The CAC functions to communicate information, provide transparency and ensure participation across the campus.

The Chancellor concluded the discussion by saying a document with recommendations for the CAC will be distributed before the end of November.

Announcements:

1. Budget Allocation: - Leon Richards

   The Deans and Department Chairs have received their budget allocations. Any changes should be directed to Brian Furuto.

2. RTRF Funds:

   The college received $223,522 with carry-over of $145,702, totaling $369,224 based on the Grants Development and Administration Guidelines and Plans.
3. Title III Funds:

There are $1.5 million Title III carry-over funds. Esben analyzed the ARPD CPRs and engaged in discussions with key administrators and entertained requests to allocate the funds within Title III grant footprints. Now, we need to seek approval from Washington D.C.

$600,000 will be for technology, $500,000 for the student success centers, $150,000 for Manele and Native Hawaiian success center, $150,000 for the library testing center and $75,000 for enhancing degree pathways.

4. The UH Foundation is in the quiet phase of a $500 million capital campaign. The foundation has raised $166 million or 33% of its goal. When they reach 50% of their goal, it will become a public campaign. Each campus has a campaign goal.

CAC Accompanying Documents can be found on Quill (http://quill.kcc.hawaii.edu/page/home), through the “Governance: Shared and Participatory” site (http://quill.kcc.hawaii.edu/page/committees), and logging-in to the “Chancellor's Advisory Council (CAC) formerly known as Policy, Planning and Assessment Council (PPAC)” site (http://quill.kcc.hawaii.edu/page/ppac.html).

Submitted by Joanne Whitaker
2013-11-5_CAC_Minutes_final.docx