Call to Order: Leon Richards, Chancellor
The Chancellor welcomed Interim Math and Sciences Department Chair Charles Matsuda, Arts and Humanities Department Chair Sharon Rowe and Interim Dean of Arts and Sciences Maria Bautista.

Budget Update: Brian Furuto and Shirl Fujihara
A financial projection for FY 2015 for the General fund and Tuition and Fees Special Fund (TFSF) accounts was presented.

For FY 2015, all general fund monies go to pay personnel salaries. The general fund account is funded by the legislature and allocated by the UH System. All lecturers will be paid from the general fund account. The tuition and fees account includes some salary but is mostly for operating expenses. We received a $21.346 million ceiling from the legislature. That amount is the most we could spend and it is a placeholder until the actual tuition and fees amount can be determined. For FY 2015, the ending balance was a deficit of $567,960. The cash balance is $1.478 million. 5% of the budget is put in reserve. The FY 2016 budget will be received from the System about mid September to October.

The Vice Chancellor for Administrative Services (VCAS) distributed the Budget Cycle timeline for Academic year 2015-2016. Key dates are as follows:
• Complete Annual Report on Program Data (ARPD) reviews by 10/30/15
• Deadline to submit New Allocation Request Forms (ARFs) to Department Chairs is 11/20/15
• Deadline for the ARFs from the Chancellor and Vice Chancellors to the VCAS is 1/8/16
• The Town Hall meeting is 2/5/16
• First ranking of the ARFs from Authorized Governance Organizations (AGOs) to VCAS is 2/19/16
• Second ranking of the ARFs from AGOs to VCAS is 3/11/16
• CAC reviews and makes final budget recommendation to the Chancellor on 4/1/16
• Chancellor determines final allocation plan on 4/15/15
An ARF is any request not included in the department’s operating budget. ARFs need to be tied with Program review (ARPD), Comprehensive Program Review (CPRs) and the Strategic plan. The ARFs are prioritized as it goes from Department Chairs, to Deans, to the Vice Chancellors before being submitted to VCAS. The AGOs are Kalāualani, Staff Council, Faculty Senate and Student Congress. They have two opportunities to rank the ARF requests. During the second pass, the AGOs can see what the other AGO’s ranked the ARFs. Then, the CAC Budget and Planning Work Group reviews the rankings by the AGOs and makes a recommendation to the CAC. The CAC makes a recommendation to the Chancellor who determines a final plan with rationale for any changes made. The funds are allocated in the next fiscal year.

The deadline for 5-year budget review is May 27, 2016, for the operating budget. On September 18, 2015, the System will be giving us the FY 2016 allocations. The College will receive an appropriation of general funds and an appropriation ceiling for TFSF. The legislature passed a bill stating that all TFSF belongs to the UH President. All personnel are now paid for by general funds. In January, all lecturers are moving to general funds.

**Culinary Institute of the Pacific (CIP) Groundbreaking Update: Conrad Nonaka and John Richards**
There will be a groundbreaking ceremony for CIP on September 8, 2015 with construction starting September 14, 2015. The completion date for phase one is early 2017. During phase one, two culinary teaching labs, with classroom support building and parking with utilities and infrastructure will be completed. It will cost $25 million. Any media communication should be referred to Carol Hoshiko and other construction related issues go to Brian Furuto. Auxiliary Services, Security and the VCAS will be watching over the project.

Dean Richards noted that even though CIP is Culinary Arts, it will be a project involving everyone. The vision is to connect the entire KCC campus using the CIP as a launching board. He invited people to sign up to see his vision for the project.

Chef and KCC alumnus Grant Sato won the top prize of $10,000 for the Global Taste of Korea 2015 competition. It was an 11-day event in Korea. He will be the Ambassador for Korean cuisine. He will donate the money to his scholarship fund.

**Study Hub: Susan Kazama**
Study Hub was opened in the Library for tutoring. Joy Oehlers and Susan Webber are the facilitators of the peer mentor tutoring for math and writing. The Study Hub will be offered Mondays to Thursdays at 9am to 5pm and Fridays at 9am to 2pm. Currently, there are only six tables. More tutors will need to be hired.

This is the beginning stage of centralizing tutoring and mentoring on the campus. Susan Kazama is coordinating the effort.

**BOR/KCC Authorized Governance Orgs (AGOs) Report**
**Student Congress: William Arenivas, Chair**
The first Student Congress meeting is today with a possibility of a 10 to 15 member turnout. The goal is to rebuild the team and build relationships with faculty, staff and other students. There is a student leader retreat over the weekend. They will invite students to get involved at the New Student Orientations (NSO). They will be offering at-large positions to include more student involvement.
Another goal is to have more transparency in all the student organizations including the Board of Student Activities (BOSA) and Board of Student Publications (BOSP). KCC is the only campus where student leaders are not compensated. Chair Arenivas is also involved in the UH Student Caucus and is a member of the executive council as Executive Member-at-large for O‘ahu.

Staff Council:
No report

Faculty senate: Veronica Ogata, Chair
There are no new updates as their first meeting is tomorrow.

Kalāualani: Nawa‘a Napoleon, Chair
Kalāualani is preparing for the CIP Groundbreaking Ceremony. Members of the CAC were invited to join the procession from KCC to the CIP site. The Core Council will meet on September 11 and the general council meeting will be on September 25.

CELTT – centralized technology purchasing: Karl Naito
A special account will be created for purchasing all technology. The VCAS has pulled all equipment requests from department and unit operating budgets. The requests totaled $500,000, which means all technology requests will not be able to be purchased. The CAC Technology Work Group will be prioritizing the requests. For immediate needs such as a computer for a new hire or projectors in classrooms, there is a CELTT request form. CELTT will review the request and, if deemed appropriate, will purchase.

It was suggested to put technology requests in the ARFs. When programs receive grants allowing technology purchases, CELTT asked to notify them before the purchase to ensure the college will be able to maintain and upgrade the technology after the initial purchase.

Title IX Presentation: Brenda Ivelisse
(See Appendix A)

Most UH employees are required by federal mandate to report incidents of sexual harassment, sexual assault, domestic violence, dating violence and stalking by federal mandate. Only two employees are confidential employees and are not required to report. Dr. Lori Ferreira and Cathy Wehrman are the confidential resources.

There are three ways to report:
1. New online form
2. Referral to a confidential resource (Dr. Ferreira or Ms. Wehrman)
3. Contact Deputy Title IX Coordinators (For students: Brandon Chun and for employees: Kelli Brandvold)

Another option is to contact Brenda Ivelisse, Vice Chancellor for Student Affairs.

ACCJC Midterm Report: Joanne Whitaker
Requests for feedback on the ACCJC Midterm Report is due on September 4, 2015.

Executive Administration Assessment Report: Leon Richards
The Executive Administration Assessment Report is on the KCC website: http://www.kapiolani.hawaii.edu/?s=Executive+administration
This report is submitted to the UH President and the UH Community College Vice President annually. The report shows the baselines and benchmarks for the 2006-2015
strategic plan and 8 strategies. Most of the benchmarks have been achieved. There are five measures for the College’s performance based funding. 100% of our benchmarks were achieved and therefore, $1.2 million was returned to the College. The goals and outcomes for 2015-2016 will be tied to the new 2015-2021 Strategic Plan.

A key part of the report is the self-evaluations and 360 peer evaluations by administrators. The administrators’ self evaluations are also based on the strategic plan initiatives and their goals and benchmarks are included in the report.

* 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
2015.9.3_Chancellor’s_Advisory_Council_Minutes
Title IX & VAWA: Overview

Federal Mandates

- Title IX of the Education Amendments of 1972
  - Federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities
  - Rape, sexual assault, harassment, stalking are prohibited and that colleges and universities must respond and support students
- Violence Against Women Act of 1994 (VAWA)

- U.S. Department of Education "Dear Colleague Letter," April 2011
  - student-on-student sexual harassment and sexual violence institutions must adopt grievance procedures providing for the prompt and equitable resolution of sex discrimination complaints
- White House Task Force to Protect Students from Sexual Assault, April 2014
- Launch of NotAlone.gov & OCR Guidelines April 2014
Updated System website


Stronger Title IX policy- including gender based discrimination

KCC’s Civil Rights Model: One Policy, One Process, Spring 2015

Referral, assessment, interim measure, due process, investigation


EP 2.210 Use and Management of Information Technology Resources, October 2014


Rights of our Students: safe environment, free from harassment, right to or not pursue

Responsible Employee

Most UH employees are expected to report (EP 1.204) & retained by federal mandate

Confidential Employees

Only a small designated, licensed, select employees are not expected to report
REPORTING STEPS, easy as 1...2...3

■ STEP 1: New Online Form
■ STEP 2: Referral to Confidential Resources
  ■ Mental Health Counselor, Dr. Lori Ferreira, 734-9585
  ■ Single Parent Program, Cathy Wehrman, 734-9504
■ STEP 3: Contact Deputy Title IX Coordinators
  ■ Students: Brandon Chun, Student Affairs, 734-9553
  ■ Employees: Kelli Brandvold, Human Resources, 734-9575

GENERAL QUESTIONS?
Office for the Vice Chancellor for Student

Scenarios
Thank you, together we can continue to make this a safe campus.