Title: Chancellor’s Advisory Council Meeting Agenda
Place: Kopiko Building, Rooms 127 and 128
Date: Tuesday, February 2, 2016
Time: 2:30 p.m. – 4:30 p.m.


Not Present: Brenda Ivelisse

Call to Order: Leon Richards, Chancellor
The Chancellor welcomed new staff members Esben Borsting and Justin Kashiwaeda.

BOR/KCC Authorized Governance Orgs (AGOs) Report
Faculty Senate: Veronica Ogata, Chair
- The Faculty Senate will be awarding an achievement award of up to $2,000 to a student for an undergraduate research project. The deadline is Friday.
- After three years, the faculty senate will be voting on a new constitution and bylaws.
- February 1 was the last day to accept new curriculum proposals. The information is being transferred to the Kuali Curriculum Management System. Curriculum Central is discontinuing in July. Only the approved courses will be going to Kuali. Electronic copies are being made to archive the information in Curriculum Central as a back up. Kuali users say that the system is more intuitive and easier to fill out. A disappearing task force will be created to discuss streamlining the process.
- A Faculty Senate Forum on Feb. 24 at 2:30-4:30 at ‘ōhi’a 118 will be on the Kuali Curriculum Management System.

Kalāualani: Nawa‘a Napoleon, Chair
For the past 3 months, the Native Hawaiian Council has been writing the position descriptions for the Title III, Part A grant. The position descriptions are being tied to the Strategic Plan, Hawaiian Language Revitalization, the Native Hawaiian Scorecard and Hawai‘i Papa O Ke Ao. The positions need to be connected to the larger vision.

Staff Council: Brandon Higa, Chair
For the Outstanding Staff Awards, there were 19 nominees and 174 people voted. Staff volunteered to assist the CCSSE administration for 67 units. A walk-a-thon to promote good health will be in February for Valentine’s Day.

Technology Update: Karl Naito
- The web team is implementing a new search engine for the KCC website that can search documents with key words.
- A profile is being created for faculty and staff in all departments and units. People can choose to add to their profile. This will be rolled out by the end of the semester.
- The main navigation bar will be changed in the middle of fall 2016 after the add/drop period to minimize disrupting the students. The main navigation bar is being changed to reflect the UH Community College (UHCC) recommendation.
- The KACE system to track computers will be rolled out building by building starting with ‘Ilima.
- There is a pilot project with Honolulu Community College to adopt KCC’s app for their students. UHCC is interested in presenting it to the entire system.
- Centralized technology - $75,000 of their budget allocation has been spent. They are moving forward on new requests.
- A question was asked as to why the products CELTT recommends are more expensive. Why don’t we purchase refurbished computers? CELTT’s primary concern is longevity. The products should last 5 years, possibly 7 years.

Assessment and Taskstream Update: Dawne Bost

- One goal is to use assessment to identify what the College is doing right.
- Departments are visited upon request. Kalāualani would like to use assessment to further the Council’s concerns, assessing how to increase the use of the Hawaiian language and assess the positive progress. The Office of College and Community Relations are developing their assessment plans and outcomes to monitor the effectiveness of the various marketing efforts. The Office for Continuing Education and Training (OCET) would like to use more assessment tools. They are reviewing what they are doing currently and bringing them in line with the strategic plan.
- On February 4, there will be a brainstorming session to look at alumni and students at the point of graduation. How do we track them? Should we conduct interviews? What about the KCC experience helped them? The focus is on co-curricular support (student services) instead of academics. We can assess soft skills and emphasize what we give back to the community. This is a way to look at how students can be more engaged in assessment.
- More focus is needed on liberal arts outcomes. Tanya Renner and Bob Franco are using service learning and writing across the curriculum (WAC) to assess liberal arts outcomes.
- Health Sciences is engaging in Taskstream training.
- Taskstream can be used for tenure and promotion.
- Meeting with the Hospitality and Tourism Department to move forward assessment that is positive for faculty.

Midyear Budget Update: Brian Furuto
Shirl Fujihara was acknowledged for her work on the budget. The budget update that was disseminated represents general funds (g-funds) and tuition and fees special fund (TFSF) projections for FY 2016. Currently, the total revenues are $43.4 million. Payroll expenses are $31.5 million, operating expenses are $8.4 million with total expenditures equaling $39.9 million. The projected cash balance is $4.5 million. The budget is moderately healthy except for two areas: electricity costs are 10-12% higher than last year. Lectureship costs are higher as we overspent by $700,000. Overall, the College has improved as people are becoming more budget conscious.

On February 1, spring allocations were distributed. Please ensure that the memorandum is distributed and read. The Dec. 31 financials are also being disseminated. One is a summary of g-funds and TFSF funds. The other is the details of TFSF accounts from July 1. It is key to monitor your accounts. If there are errors and omissions, please contact Shirl. Anticipating the end of the fiscal year, the purchasing deadline will be around mid-March.
The UH System has created a revenue generating programs policy, which was first announced in July. The Community College Special Fund (CCSF) has 110 accounts including library fines, catering, passport and OCET. There are specific guidelines in the new revenue generating policy. The legislature has stated that all revenue generating units must be self-supporting and must contribute to the operations of the college. 10-15% will revert to the Chancellor's Office.

Revenue generating budgets were due Feb. 1. Some accounts are running a deficit and we are mandated that no accounts can operate with a deficit. Moving forward, if an area is running a deficit, the College will ask for a plan of action to remediate. The college can decide whether to run the program or not. Deficit accounts will need to be balanced with funds with a positive balance. Therefore, it is important for those with CCSF accounts to monitor them. A plan will be submitted as to how to cover the deficits. In addition to eliminating the deficits, many accounts will be consolidated and/or eliminated. The goal is to end up with 30 to 40 accounts. There will be an internal audit committee meeting on February 10.

The new allocation request timeline was announced. On February 12, the AGOs will receive the list of allocation requests. There will be 2 rounds of rankings by the AGOs and the town hall meeting for requesters to explain their ARFs is February 26.

**Student Congress Report: William Arenivas, Chair**

The Student Congress Chair and three members of the executive team reported on a leadership conference they attended. The conference was life changing for them as they learned how to find their purpose, learn effective communication skills, teamwork, and how to engage students. They would like to establish a solid foundation for their successors and create proposals for joint activities with schools around the state. They also learned that inspiration, effective communication and listening skills are key to a successful organization as well as interpersonal relationships. They will encourage team members to have confidence in letting their voices be heard. The Student Congress Chair encouraged the CAC to empower and mentor their students and to think as one and move as one.

**Draft Reorganization Plan Update: Leon Richards**

The goal is to roll out the reorganization plan to the administrators after spring break and to present it to the campus in the fall.

The Chancellor acknowledged Teri Mitchell's great work on the February Fest for Student Success Fair on Feb. 1 and 2.

* 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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