Title: Chancellor's Advisory Council Meeting Agenda

Place: Tamarind Room, ‘Ōhelo Building

Date: Tuesday, May 3, 2016

Time: 2:30 p.m. – 4:30 p.m.


Guest: Harry Davis, Chair, CAC Budget and Planning Work Group and Craig Spurrier, CEFTT Web Programmer

Call to Order: Louise Pagotto

No’eau Keopuhiwa, Interim Student Affairs Coordinator, was introduced.

BOR/KCC Authorized Governance Orgs (AGOs) Reports

Student Congress
No report

Faculty Senate: Susan Inouye, new Faculty Senate Chair
New Executive Committee members:
Vice Chair: Lynn Hamada
Secretary: Michelle Sturges
Members at Large: Sheryl Fuchino-Nishida and Susan Jaworowski

Kalāualani
No report

Staff Council: Brandon Marc Higa, Chair
Porscha dela Fuente and Brandon Marc Higa are running the special election for the new core council members for Kalāualani. The election is for Chair/Pūko’a Executive Representative, Vice Chair and Protocol and Etiquette Chair.

Last week was administrative professional week. Staff Council had an excellent session featuring Keith Kashiwada speaking on “Communication and Creating a Positive Environment” and office supplies were handed out from Hopaco Office Max/Office Depot representatives.

ARF Recommendations: CAC Budget and Planning Work Group
Budget Status: Brian Furuto and Shirl Fujihara
The ARF process is only a small part of the budget and represents the only discretionary funds available. 84% of the funds are for salaries, 15% are for non-discretionary items
such as electricity. The 15% includes 5-7% for operating budgets for departments and units such as office supplies and travel. While the ARF process is for a small part of the budget, it is important for accreditation that we have a transparent and open process. This is the third year using this process. This summer, we will adjust what works and what doesn’t work with the ARF process and vet it with the CAC Budget and Planning subcommittee and the Administrative team with input from Department Chairs and Unit Heads.

The financial plan is current as of May 3, 2016. The fiscal year ends June 30th and therefore, these are projections. In addition to General Funds (appropriated by the Legislature) and Tuition and Fees Special Fund (TFSF), there are also the Research Training and Revolving Funds (RTRF) which are federal funds and Community College Special Fund (CCSF) which are revenue generating accounts.

Projected for FY16, revenues are $44.1 million with a beginning cash balance of $3.1 million, the total for revenues is $43.9 million. For expenditures, $32.8 million are for salaries, other current expenses to operate our offices are $6.6 million and equipment is $430,000. Total expenditures are $40.8 million. Our transfer costs to the UH System for UH Foundation, Risk Management, Banner, among others, totals $2.4 million. The projected annual surplus is $1.9 million.

For FY 2017, there are new expenses. One is vacation payout for retirees. If an employee retires before June 30th, KCC pays the vacation payout up to 720 hours. On July 1st, the college will pay 1.8% of the prior years payroll or $484,000 to the UH system and they will pay the vacation payouts. Sustainability commitments, which includes 2.5 positions is $221,000 (2.5% of prior year’s cash balance). The Sustainability Plan will need to be worked on and approved by the CAC. The STEM program lost the NSF grant and will be funded $120,000. The Culinary Institute of the Pacific has a one-time expense for furniture, fixtures and equipment (FF&E) of $1.5 million. $406,000 is for renovations of Leahi Hospital to provide additional classroom space in the fall. The STAR system will be $50,000. This totals $2.7 million of extra expense for FY2017, leaving a deficit of $1.1million. The $1.4 million ending cash balance and $1 million in encumbrances will leave a cash balance of $447,000.

There are 9 construction projects in the summer and fall. The noise and dust will be difficult on the campus. The College received $660,000 in repair and maintenance funds (R&M) for reroofing of Naio and renovations for Koki’o but it may take several years to begin the project.

**ARF Recommendations from CAC Budget & Planning Work Group: Harry Davis, Chair**

On April 19, the CAC Budget and Planning Work Group convened and the Vice Chancellor for Administrative Services (VCAS) identified $150,000 of new money, of which $50,000 can be recurring funds. The VCAS reminded the CAC that the process is not only about allocating new money. Even if there is no new money, the discussion will be about prioritizing and reallocating funds, if necessary. Therefore, the CAC Budget and Planning Work Group could also take from one program and give it to another depending on the priority or if growing a program was important.

**Process**

1. The AGOs attended a town meeting to hear from the ARF requesters
2. The AGOs ranked each ARF low, medium, or high priority
3. The Vice Chancellor for Administrative Services (VCAS) assigned numbers to the priorities: low = 1, medium = 2, and high = 3.
ARFs were placed into 4 sections:

3.0  2 ARFs that should be funded – 2 were being recommended for funding
2.5  5 ARFs for consideration – none were being recommended for funding
2.25 9 ARFs for consideration – 1 was being recommended for funding
2.0 and below
  18 ARFs that should not get funding – 0 were recommended

The CAC Budget and Planning Work Group based their decisions on the following criteria:
1. Fund the highest AGO category of 3.0
2. Fund all health and safety requests (The VCAS funded this one ARF with existing resources)
3. Cutoff of AGO lowest rankings
4. Other considerations brought up by the Work Group members such as maintenance of classes/services

The recommendations for funding by the CAC Budget and Planning Work Group are as follows:
1. Funds for a position in the Customer Care Center in CELTT - $55,000 (recurring cost)
2. Funds for required equipment for the EMT program - $54,500
3. Funds for supplies for all ongoing lab courses - $37,000
Total - $146,500

Discussion and Vote on the ARFS
It was suggested to give more weight to the rankings given by the Department Chairs as they know the priorities of their areas. The $37,000 for lab supplies is a recurring cost. Can lab fees be assessed to the students? UH charges their students a lab fee. However, it will need to be agreed upon by all the UH Community Colleges. Culinary Arts instituted a fee, which required approval by the Board of Regents.

Motion: Brian Furuto moved that the CAC full body accept the recommendation from the Budget and Planning Work Group, which is up on the screen (and is above) with the condition that math and science dept. explore other avenues of resources to cover the recurring cost, including lab fees.
Carol Hoshiko seconded.
Discussion: Dave Evans confirmed that the $37,000 for science lab supplies is for this year only.

All in favor – there were 20 for, 1 against, 0 abstentions.
The motion was carried.

CPR – ARF Alignment: Bob Franco
The comprehensive program reviews (CPRs) cover the years 2016-2019. In the CPRs, programs must:
1. Look at 3 years of past ARPD data. If there are weaknesses, programs need to show what they are going to do to address them.
2. Identify the strategic plan performance measures that the CPR addresses.

After the CPRs are submitted, OFIE will go through the CPRs, and see which strategic plan initiatives are being addressed at a high, medium or low level. OFIE will report their findings in the fall. They will identify the performance measures that are not getting adequate attention.
It was proposed to align the CPR process with the ARF process. Ideally, programs will be able to cut and paste from their CPR into an ARF request. This will align planning with budgeting for improvement. The new CPRs will focus on what the program needs to improve and to justify the additional funding necessary to make the improvements.

There are two performance funding measures: one from the UH and the other from the UH Community Colleges. The UH is offering $2 million, which is an allocation from the legislature, for this year only. The UH Community College’s $6.5 million is an annual allocation for reaching the performance measures. The College will be notified if we reached the goals of the performance measure in September. In the Strategic plan, it states that funds received through reaching the performance funding measures should be reinvested in professional development for faculty and staff. This will produce a positive cycle to incentivize hitting our performance funding measures.

In the past, $1.1 million was received as a result of hitting our performance funding measure. The money was put back in the budget to pay for expenditures. If the funding is used for professional development, how will the budget be funded? A broader conversation is needed in the future.

Another consideration is to better align our planning documents and budget considerations. Are we considering KCC’s Technology Plan, the Hawai’i Papa O Ke Ao report and KCC’s Strategic Plan in out budgetary decisions?

The executive summaries of all the CPRs will be collected and published in a booklet.

**Distance Education (DE) Initiatives: Karl Naito**

CELT is having an online summer institute to prepare faculty to teach a DE course. To meet accreditation standards, a series of components need to be in place. This DE preparation program is one component. CELTT will be working with the Faculty Senate DE Committee and Faculty Senate Assessment Committee to determine the criteria for DE course assessment. How do we know if the DE course is good?

Meetings have been convened with Kristie Malterre, counselor for DE students, and the library may offer support as well. In the summer and fall, CELTT will be working with Dawne Bost on how to assess these programs. The Vice Chancellor for Academic Affairs is guiding the process.

The Technology Plan was created due to accreditation. We need to tie the CPRs with the Technology Plan. CELTT will meet with the Department Chairs to discuss their technology budgets for the next fiscal year. Technology requests need to be in the CPRs. With limited funding, the requests will have to be prioritized. Hard decisions will need to be made. The College has 18 labs on campus. Would it be possible to have 12 computer labs on campus instead and share the resource?

**KCC Website Changes: Karl Naito and Craig Spurrier**

The UHCC system recommended standardized menu items, which will be adopted for KCC’s website. A student will be able to look at all the UH Community College websites and find information in the same place. A utility menu will be at the top for MyUH, STAR, Laulima, class availability, calendar, etc.

More meetings will be convened to determine what should be under each of the tabs. The website can also be accessed with mobile devices, which features a slide out menu.
The new features will be launched by mid fall and not in the beginning of the fall to avoid creating disruptions during the peak periods. Available now is a new and improved search system.

Other changes are an enhanced directory. Departments can have department directories. Information is pulled from the system directory but individuals can add photos, bios, publications, education, classes taught, office hours, etc. It can be managed by the user through the Ohana website.

Also available is a live chat feature. The Maida Kamber Center used it as a pilot. The tool is available to any department but a person has to be designated to receive and respond to the messages. There have been over a thousand downloads of the KCC app, 20-30 more downloads per week. New features are added continually.

Suggestions for the website:
- Add more photos for a warmer feel. Is a photo gallery possible?
- How can the program pages be enhanced? How can we make it more exciting as it is the marketing page for each program?
- Currently, videos cannot be uploaded.

Open forums have been scheduled to collect feedback.

* 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
2016.5.3_Chancellor’s_Advisory_Council_Minutes