CAC Meeting Minutes and Video
Tuesday, September 14, 2021
2:30-4:00 p.m.
Zoom

CAC Members: Lisa Aganon, Maria Bautista, Candy Branson, Sarah Bremser, Jenny Brown, Jerilynn Enokawa, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Richard Halverson, Jr., Carol Hoshiko, Grant Itomitsu, Lisa Kanae, Justin Kashiwaeda, Deneen Kawamoto, Susan Kazama, No`eau Keopuhiwa, Sheila Kitamura, Kapulani Landgraf, Angela Coloretti McGough, Karl Naito, Nāwa`a Napoleon, Sean Nathan, Veronica Ogata, Joe Overton, Louise Pagotto, Devon Ishii Peterson, Jeri Ann Poti, Lisa Radak, Linda Renio, John Richards, Shannon Sakaue, Annie Thomas, Joanne Whitaker, Amy Patz Yamashiro, Kristy Yoshikawa, and Jeff Zuckernick.

Absent: Karl Naito and Sean Nathan
CAC Guest Attendance

Call to Order
Chancellor Louise Pagotto called the meeting to order at 2:30 p.m.

● What is the role of CAC?
  ○ A quote from the CAC agenda: The CAC “serves as an integrative and centralized mechanism for discussion, analysis, and recommendation related to matters of policy and planning.” CAC Charter (PDF).
  ○ The CAC is the largest forum for the leadership of all the departments and units on the campus and some individuals who have campus-wide responsibilities, to provide their insights and perspectives based on their areas. It serves as a conduit for information to and from the administration to the constituents. Discussions at the meetings are to be communicated to your constituents to ensure a shared understanding of what is going on at the campus and to gather feedback on the issues, plans and policies.
  ○ The Chancellor encouraged everyone to review the CAC Charter (PDF), especially if you are new to CAC.

● Action items to address the CAC Survey Action Steps (Google Doc) from the CAC Continuous Improvement (CI) Report
  ○ A list of our policies and the timeline for updates and review were created. 2021-2022 CAC Voting Schedule (Google Sheet)
  ○ 3 overarching projects for this year:
    1. Midterm Report for ACCJC,
    2. Review plans - DE, Technology, Sustainability/Civic Action, and
    3. Review several policies - Each policy is on a 5-year cycle of review.

● Comment: Bob Franco - all the different plans should roll up into the campus strategic plan.

Approval of the Minutes from the CAC meeting on August 10, 2021
Action: The minutes were approved by a show of hands.
AGO Announcements
Staff Council - Jeri Ann Poti, Chair
The initiatives are
● Aloha United Way Campaign - Events are being planned and they are continuing to market the campaign. Donate online and if you have questions, please contact Jeri or Brandon Marc Higa.
● Starting a walking group on Wednesdays and Fridays at 12-1. Meet at the Great Lawn.
● Continuing staff professional development, leadership/mentoring program and to support the students.

‘Aha Kalāualani Presentation (PPT) - Kapulani Landgraf, Chair
● The Making of Ka Wehena Kaiao on Wednesday, Sept. 22 at 2:30-4pm
● Oli and Mele of Ka Wehena Kaiao on Tuesday, Oct. 5 at 12:30-2pm
● Ka Wehena Kaiao: Queen Kapi‘olani, Nā Lawena Waiwai, Pānānā Hōkū, Lē‘ahi and Pana o Kona on Wednesday, Nov. 17 at 2:30-4pm
● 2020-2021 Ne‘epapa Kalāhū Awards - Nominations will begin on September 15th to November 3rd. Any Kapi‘olani CC employee can nominate but the nominee is required to work in the area in which they are being nominated. The ten awards will be announced at the Spring Convocation.

Student Congress - Jenny Brown, President - 2nd year STEM Major
● Jenny Brown is President, Tim Lum is Vice President. The positions for Secretary, Treasurer and Communications are open. Please encourage your students to apply. Email suggestions to Shannon Sakaue at sks78@hawaii.edu.
● Spring 2021 Survey Results (supported by Kara Plamann Wagoner at OFIE) 506 respondents, which represented 9% of the student body. They will be addressing these student issues from the previous and current year:
  ○ Study spaces on campus for students. The majority of the students study at their house but 20% study on campus or elsewhere.
  ○ Communication to students.
  ○ Familiarity with resources on campus, such as HINET, SNAP, Alani Children’s Center.
● For more information, email Shannon or kapccsc@hawaii.edu.

Faculty Senate - Rich Halverson, Jr., Chair
● The first meeting is on October 4. Stephen Harris is Vice Chair. The committees are staffed. Four to five action requests will be on the agenda. The tenure issue has quickly risen to the top.

Policy and Plans Review and Voting Schedule - Louise Pagotto
● Policy Review Schedule (Google Doc) - Highlighted are the policies that we need to review this year. The policy will be brought to the CAC membership, then it goes to the department and unit for feedback. The policy will be brought back to CAC with any changes. If there are substantive changes, it is sent back to the departments and units. Then, a vote is taken.
• **K 5.201 Curriculum Review Policy (Google Doc)** - The Faculty Senate has already reviewed and approved the policy. However, the curriculum review timeline impacts other units on the campus such as STAR rules, catalog building, scheduling, and degree conferral. This allows the other units outside of Faculty Senate to look at the timeline to ensure it aligns with other processes.

• **K 5.201 Curriculum Review Policy Feedback Form (Google Doc)** - Please share the Curriculum Review Policy with the people in your departments and units. Please enter suggested modifications in the feedback form by September 30th.

• Candy Branson - Faculty Senate already approved the policy. However, Faculty Senate may vote differently than the other departments. That’s why we are reviewing it twice.

• **KOP 1.111 Planning and Assessment Integration with Resource Allocation (PAIR) policy** (opens in a new window) - The Chancellor invited someone from CAC who is not currently on the Budget Committee to volunteer to serve on a PAIR task force. The PAIR process has not been used for a couple of years. A subset of the college budget committee will be on the task force.

**Aloha Club - Andrew Pak**

• Andrew Pak shared some history on the Aloha Club. It is a long-standing faculty organization, but not affiliated with Faculty Senate. It was established to enhance collegiality at the campus. It evolved into the committee that provides snacks for Convocation, but in the past, they also had a few Christmas parties, they provided cards for people who had a child or if someone passed away. Sally Pestana was the Aloha Club for six or seven years. They haven’t met formally for years. Andrew was the last vice chair as his name was on the bank account before it was closed. The balance of the funds was deposited into a UH foundation account.

• Andrew has offered to reconvene the Aloha club. The Department Chairs can send him people who would like to be members. Since staff and administrators have been paying dues to the Aloha Club, they should have representation as well.

• Chancellor - What could we do with the Aloha Club? Andrew can help to organize and restructure it.

• Andrew - There is no limit on the number of representatives from each department. The dues were $10. Chancellor – Please provide your feedback on the Aloha Club Feedback Form (Google Doc) by our next CAC meeting on October 12th.

**FY 22 Budget Updates - Louise Pagotto**

• We do not have a final allocation from the UH System.

• Conversations have been ongoing with the Department Chairs/Unit Heads, Deans and Vice Chancellors. Last fiscal year, departments actually spent differently than in previous years.

• In reviewing the allocations, we looked at what was allocated in FY 21, what was requested for FY 22, and made recommendations. In discussions with the program administrators, the bottom line is important. For instance, the Dean of Arts & Science has four departments and MKC. The Dean can adjust within his areas depending on the needs, as long as he keeps to the bottom line. The VCAS, Budget Manager and Chancellor met with the program administrators, listened
to what they had to say, and made adjustments. The next step is that Shirl will go back to all the
documents and adjust based on the discussions with the program administrator. Then, a
tentative final budget will come out and the program administrators will discuss it with the
department chairs/unit heads.

● There were 3 overarching principles for the budget for the campus.
  1. Address the services under the pandemic,
  2. Optimize the use of HEERF, under the parameters of the grant
  3. Make sure the departments can maintain their services.

ACCJC Midterm Report - Joanne Whitaker

● An ACCJC Midterm Report is due to the UHCC in March 2022.
● An Accreditation Work Group has been established primarily to write and submit the ACCJC
  Midterm Report. 2021-2022 Accreditation Work Group Charter (Google Doc)
● ACCJC Midterm Report requirements (Google Doc)
● The Accreditation Work Group will be reaching out to departments and units to address the
  Student Learning Outcome questions (Google Doc) for the Midterm Report.
● Question: Candy Branson - Courses up for curriculum review are behind. The LASR is not
  accurate and part-time faculty are teaching the courses. For instance, Geography needs to be
  updated in the catalog. Our catalog will not be up-to-date if the curriculum review doesn’t move
  through. If SLO assessment has not been done, the curriculum review will not go forward. We
  are not going to be compliant with assessment and curriculum.
● Question: Nāwa’a Napoleon - The members of the Accreditation Work Group only have one
  instructional faculty member. Should there be more instructional faculty members on the work
  group? Joanne - We have met with Sheryl Shook, Chair of the Faculty Senate SLOA Committee.
  They will be attending our meetings and we will be working closely with them.

ACCJC Peer Reviewers - Louise Pagotto

ACCJC is asking for new volunteers to serve on peer review teams for ACCJC. If you are a faculty or staff
member and you would like to be on a team, email the Chancellor.

ACCJC - Writing of the New Standards: Lisa Radak, Jamie Sickel and Veronica Ogata (Writers)

Chancellor - The ACCJC Standards are being reviewed. ACCJC has created writing and reading teams.
Kapiʻolani CC has the highest number of folks who are on these teams from California, Hawaiʻi, and
Western Pacific. The writing teams have begun. The readers are Shannon Sakaue, Tony Silva and Joanne
Whitaker and their work starts in spring 2022.

Lisa Radak:
● ACCJC is moving away from the checklist approach and they are working to reduce redundancy.
● Evidence of compliance needs to be measurable and achievable.
● How do our policies and processes lead to institution improvement?
● Stronger focus on equity and student needs.

Jamie Sickel:
● They are mindful of the differences in the colleges - their mission, number of students, etc. One
college only has 27 students. For Micronesia, “infrastructure” means something very different.
Veronica Ogata:
- Our college is still in the process mode but it’s not about the processes. It’s about outcomes leading to improvements. Whatever we are doing, are we achieving our mission?

Chancellor’s Updates
- Chancellor - Assessment during Duty Week. Thank you for doing assessments. Who participated in the events and what feedback and reflections do you have? Response: Arts and Sciences worked together - led by Tony Silva. A lot of questions were answered to be able to complete the CLRs. Tony moved in and out of the Zoom rooms to assist faculty.
- Nāwa’a Napoleon - Question about K 5.201 - curriculum review. Policies are numbered and align with Board policies. 5 is academic policies, 9 is personnel, etc. Does 5.201 have a Board of Regent policy tied to it? Response: EP 5.201. Nāwa’a - It is a UH system policy but UH Mānoa is not following the policy. When we review our courses, we check if UH Mānoa has common student learning outcomes. UH Manoa does not list them.
- Lisa Aganon - Thanked Sean Nathan, Jacob Choe, Brian Furuto and their staff for supporting their needs to prepare our department and physical resources for our Nursing Associate of Science accreditation site visit in the next 3 weeks. Very much appreciated!
- Dave Evans - Vaccination verification or negative COVID test. If we have faculty who are reporting to campus, what is the process to verify? Who is responsible? Is there a mechanism for employees, like the STAR App for students? Chancellor: We have let supervisors know that they can check. Department Chairs are not “supervisors” so they are not required to check. Lumisight can now track employees or anyone who logs into Lumisight on campus.
- Brian Furuto - We have some information but it cannot be sent out to others. How do we let the supervisors know? Those who have been vaccinated have uploaded their cards. We can pull the list of unvaccinated folks. It’s in the hundreds. How are we going to best do this? We need a systematic way to protect the privacy of the individuals and keep the campus safe.
- Lisa Aganon - we have a lot of students and faculty coming on campus each day. It’s not only about the vaccination status. It’s also about symptoms. Visitors need to fill out the paper form or the Lumisight app. Are they asymptomatic, have traveled, or been in contact with COVID?
- Grant Itomitsu - They are checking their students at the door and are doing temperature checks. All faculty need to take a screenshot of their Lumisight to show they are cleared for the day. It’s a two-step verification: 1) vaccination or negative test, and 2) asymptomatic.
- Jeff Zuckernick - The Lumisight App is problematic. You need to sign into the UH system and the 2-step authentication before filling out the form. Brian - The two-step authentication is for security for UH records, logins and databases.
- Chancellor - There is also an App for the State through Safe Travels Hawaii with a QR code verifier reader.
- Grant - Culinary has curbside pick up. All patrons have been told that they need to fill out Lumisight. There have been cancelations because of Lumisight. Can we use the Hawaii Health pass with the QR code as an option?
- Brian - The University policy is that everyone on campus must be vaccinated or have a current negative test, and answer the questions on Lumisight. If we’re going to be accepting the Health
pass, copy the Lumisight questions and post them before they pick up the food. Check for the vaccine card or COVID test on health pass or Lumisight. The health questions are also important. If you feel sick, don’t come to campus.

- Candy Branson - Talking with the union, it is none of our business if people are vaccinated or not vaccinated. It’s just that you are cleared to come on campus. It can create bias.
- Jeff cautioned on relying on self disclosure. If we are concerned, we should do temperature assessments before every class. Brian - We are limited to what we ask the faculty to do. If faculty want to check, that’s their prerogative.
- Lisa Aganon - as leadership, we need to know if employees require weekly testing so I can enforce it. They need to show a negative test. We do temperature checks. There are privacy rights but we have a responsibility to enforce the rules we have.
- Chancellor - Maria bought 50 thermometers. The Deans will distribute them to the DCs. We have a policy on requiring vaccination or negative testing, but the problem is in the enforcement details. Not everyone feels comfortable enforcing the policy. We need to keep the campus safe.
- Brian - All the Department chairs are here. Which of you would object to weekly checking of those unvaccinated individuals that are faculty and staff in your area that are on campus on a weekly basis?
- Dave - That is the policy. How do we do the policy if there is no verification? It comes down to the safety of our employees and students.
- Lisa Aganon - It’s uncomfortable but we have to enforce this. It’s a policy. The hospital system is overloaded.