BIO Break – 0-5 Years

Date: Wednesday, February 14, 2018
Time: 2:00-3:00 p.m.
Place: ‘Ilima 202A

Attendees were from Marketing, CELTT, Title III Shared Services, OCET, BLT, OFIE, Health Sciences and Administrative Services.

Challenges Identified:

- To expedite processes, procedures and policies need to be in place with information on where to go for answers.
- Documented Standard Operating Procedures (SOPs) should be available for common procedures that each department or area has to do.
- We have an oral culture. Erroneous knowledge can be perpetuated.
- It was discovered that approval was needed to purchase software. Who do I speak to when questions like this arise? More collaboration is needed.
- A mentor would be helpful. Possibly incentivize people to be mentors.
- As an institution, the College needs transition succession planning. People leave the College with a huge body of knowledge.
- Need to document and update the information to be more efficient and effective.
- The system is not set up for smooth position transitions. We can’t fill the position until the person leaves.
- Who do I go to for answers? Who does it? Where is it?
- What is the established way of doing things?

What is going well?

- A faculty member liked the contract renewal workshops. The philosophy of teaching requirement was explained. Can workshops and webinars be videotaped for those who are unable to attend?
- Kukui planting
- The opportunity to discuss and speak face-to-face is important. The collaboration of ideas and sharing good practices is good.
- TOPP course was helpful.
- The new employee orientation was helpful. Lots of information was presented.
- Convocation is a good opportunity to see colleagues across the College.

Last thoughts

- Provide an opportunity to do this again.