AG0 Meeting Notes

Date: Wednesday, April 25, 2018
Time: 10:00-11:00 a.m.
Place: Lama 111A

Attendees: Candy Branson and Robert Vega (Faculty Senate), Raiyan Rafid (Student Congress), Shannon Sakamoto (Student Congress Advisor), Kapulani Landgraf and Keolani Noa (‘Aha Kalāualani), Alissa Kashiwada (Staff Council), Louise Pagotto (Interim Chancellor), and Joanne Whitaker (note taker)

Member absent: Ismael Salameh
Guests: Stanford Fichtman, Craig Spurrier

Approval of AGO notes from the March 21, 2017
Candy Branson moved to approve the minutes, Keolani Noa seconded. The notes were approved unanimously.

AGO Reports
Student Congress
- Student Congress held their elections for the new executive team. 4 new members were elected and only the secretary position is vacant. The new president was a member of Student Congress for the past 3 years. The transition to the new leadership is taking place.
- Additional mental health counselor – they are working with the current mental health counselor and will meet with the VC for Student Affairs to discuss using UH Mānoa psychology interns to counsel our students.
- A student survey was administered. The survey was sent to all home-based students. Almost 600 students responded. Survey results will be released in the next week or two with an executive summary. Preliminary reports show the students do not support the technology fee.
- Meeting with the Chancellor and AGOs was a good opportunity and good platform for discussion.

‘Aha Kalāualani
- Ne’epapa Kalāhū is on August 16, 2018. What are ways to encourage AGOs, Department Chairs, and Unit heads to attend and to invite their areas to the event? The event celebrates the campus and those who are working hard. A flyer will be distributed to the departments. The program has changed. A guest speaker will engage participants throughout the evening. There will be prizes. Tickets will be distributed at convocation. Tickets are $20 per person, which includes food and entertainment.
- Ne’epapa Kalāhū awards - anyone can be nominated.

Faculty Senate
- New Course Evaluation System – There were misunderstandings on what was being asked. There are 4 different tiers: Campus, Program, Department and Faculty. At each level, the access to the information is shared with the tier. At the campus tier, all faculty will have access to the results. For the program tier, the program faculty will have access, then the department will have access and finally, only the faculty
member will have access to the results. The confusion is that a student tier was added. Student questions are not appropriate to this survey as the course is the focus of the survey.

- A vote will be taken to determine whether to keep e-café questions or adopt the new course evaluation questions, which were recommended by the evaluation committee. The surveys are similar.
- The programs and departments need time to add their questions. Currently, there are 28 questions at the campus level. The survey will be implemented in the fall. Faculty Senate went back to all the departments, received feedback, and changed the survey dramatically.

Staff Council

- All were thanked for supporting the food drive. Starting on May 1st, the Howls for Towels campaign for the Hawaiian Humane Society will start.
- Today is the spring general meeting.
- Kevin Andreshak is the chair elect. Transition elections are in the month of June. Kevin and the new staff council executive team will start in July.
- Through professional development funding, five staff members will attend NASAI.

ARF process – How can we improve?

- A different location for the town hall. ‘Ōhi’a 118 is too big. A classroom space is better.
- Not enough time for AGOs to review the ARF requests. A month was requested and not during spring break.
- Better communication is needed to inform the College that the process is starting.
- For Administrative Services to do a workshop to encourage participation.
- Staff Council is preparing a list of recommendations for the ARF process.
- CAC Budget Work Group. Staff Council was not meaningfully represented on the committee.
- It is difficult to compare a position to furniture or equipment. Should there be a separate vote for personnel versus equipment.
- It would be helpful to know the background of a request for a position. The critical to fill form shows the context of the vacancy.
- A memorandum is being circulated from non-instructional faculty on suggestions to improve the ARF process.

Compensation for AGOs

- Staff Council submitted a response to the Interim Chancellors memo on compensation for AGOs. They request an explanation as to how the Interim Chancellor made the decision on the levels of compensation especially for Staff Council compared to the other AGOs.
- No stipends are available for staff. Only compensatory time (comp time) and overload. An additional request from Staff Council was made that the chair elect be included in the compensation.
- Kalāualani supported the compensations.
- Compensation will be distributed retroactively from January 2018.

Facilitator to address campus issues

- Focus group discussions will be conducted in the fall to give the campus the opportunity to honestly express their concerns.
• The Interim Chancellor requested a list of names of individuals who may be a good facilitator.
• The facilitator will generate conversations to hear concerns about the institution, and the relationships with colleagues and administrators. The focus group discussion will take place over about a week.
• We will need to determine how the groups will be organized such as how many groups and how many people in each group. About 5-8 in a group would be preferable.
• We also need to review the results from the student focus groups.

Announcement
• On April 30th, the Civility Task Force will host their last event. It is a guest lecture series at Lamakū. Veronica Ogata will be speaking at 12:30 and Robin Fujikawa will be speaking at 2pm. Maker Stations will be available throughout the day. The Civility Task Force will continue to manage the webpage. The Interim Chancellor acknowledged their contributions.