Chancellor’s Advisory Council Meeting

Date: Thursday, May 3, 2018
Time: 2:30-4:30 p.m.
Place: Naio 203

Chancellor’s Advisory Council Members: Janice Ferguson for Karen Boyer, Kelli Brandvold, Candy Branson, Merrissa Brechtel, Sarah Bremer, Martin Chong, Kevin Dooley, Christopher Edmonds, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Brenda Ivelisse, Lisa Kanae, Alissa Kashiwada, Justin Kashiwaeda, Susan Kazama, Rona Kekauoha, No’eau Keopuhiwa, Aaron Koseki, Sheila Kitamura, Amy Yamashiro for Charles Matsuda, Karl Naito, Michaelyn Nakoa, Nawa’a Napoleon, Keolani Noa, Veronica Ogata, Joe Overton, Louise Pagotto, Sunny Pai for LLR, John Richards, Shannon Sakaue, Ismael Salameh, Ron Takahashi, Jan Thurman, Joanne Whitaker and Jeff Zuckernick.

Members Absent: Martin Chong, Christopher Edmonds, and No’eau Keopuhiwa

Guests: Pat Taylor, Jennifer Bradley, Jeri Enokawa, Stan Fichtman, Kezzo Jet Pacanuayan, Brandon Marc Higa, Linda Duong, James Taylor, Roger Reed, Sara Ohashi, and Raiyan Rafid

Call to Order
Interim Chancellor Louise Pagotto called the meeting to order at 2:30pm. The Interim Chancellor recognized Staff Council Chair Alissa Kashiwada and Student Congress President Ismael Salameh for their great work. It was their last CAC meeting as Chair and President, respectively.

Approval of CAC Minutes from April 3, 2018
Alissa Kashiwada moved to approve the minutes; Merrissa Brechtel seconded.

ACTION: The minutes were approved unanimously.

AGO Reports
Faculty Senate – Candy Branson, Chair
Year in Review for Faculty Senate
- There was a successful chancellor search
- They continue to support the sustainability plan
- They held to our College’s course titles in discussions with UH System
- They evaluated close to 420 courses.
- Two student grievance procedures were approved
- Faculty Senate SLO committee approved content in Taskstream
- Increased number of Sustainability-designated courses
- Supported the growth of the DE program
- Faculty Senate Professional Rights and Responsibility Committee worked on SLOs on syllabi and archiving of syllabi
- Goals for next year
  - To work better with subcommittees, deans, and the Chancellor
  - Streamline processes
  - Working towards a new general education board
  - No show policies
Course Evaluation System (CES) is still controversial. The CES is for all teaching faculty. The questions are continuing to be modified. Campus-level questions need to apply to all departments. There will be a vote on the CES on Monday.

Staff Council – Alissa Kashiwada, Chair
- The Chair recognized the good work of the staff. There are 200+ staff employees at the College
- Howls for towels campaign will be during the month of May
- 2018 Food Drive was led by Stanford Fichtman & Jamie Miyashiro. $1,083.75 was raised and 1,840 pounds of food were collected. Winners were Aux/Security for the most money raised and Culinary/HOST for the highest number of pounds of food collected.
- The Chair congratulated staff leaders Keolani Noa, Keisha Nakamura, Keomailani Eaton for receiving the Title III Consortium Fellowship. Jeri Ann Poti is the College’s Community College Leadership Champion.
- The Chair encouraged staff to get involved. Elections for leadership positions are coming up in June.

Student Congress – Ismael Salameh, President
- Four new leaders were elected but the secretary position is still vacant.
- Annual spring survey was completed. The results inform the Student Congress of initiatives for the upcoming year. An executive summary is being completed.
- U-Pass – they are still waiting for a response from President Lassner whether they will present to the Board of Regents.
- The President acknowledged his fellow leaders Kezzo Jet Pacanuayan and Raiyan Rafid for their support through the year.

‘Aha Kalāualani - Keolani Noa, Chair
- Letter by President Lassner announced that diplomas would be issued in English and Hawaiian. This action recognizes the two languages of Hawai‘i.
- Title III – Kauhale ke kuleana – how Title III funding impacted the college and all students. Most of the funding has been seen throughout the College through campus renovations such as Koki’o, ‘Ililma, Lama, ‘Ōhi’a, ‘Iliahi, Kōpiko, and Mānele.
- Hawaiian DQ to be included in position descriptions was supported by the President’s Emerging Leaders Program (PELP). Possible wording for the DQ is “Commitment to, knowledge of, and/or experience with the UH mission and purpose of positioning the University as a leading indigenous-serving higher education institution.”
- Native Hawaiian Plant Advisory Committee (NHPAC) maintains the Māla Māunuunu.
- The purpose for Ne‘epapa Kalāhū is to revitalize the campus and recognize those who have contributed greatly. This year, there will be a special show with a dynamic guest speaker.

Budget and ARF – Brian Furuto
- The Planning and Assessment Integration with Resource Allocation (PAIR) process was established in 2014 in response to accreditation. The PAIR process ensures that the budget is reviewed on an annual basis and resource allocation leads to program improvement. It is a transparent process, encourages participation, increases communication and it is an informed decision-making process.
• For FY 19, enrollment continues to decrease and expenses are increasing.
  o Projected numbers: Total revenues (General Fund and Tuition and Fee Special Fund) are $42.5 million. Total expenditures are $44.8 million with most of the expense from payroll $35.5 million. Ending cash balance is $2.5 million. This puts us in a precarious position in the event of unexpected events. 2 years ago, the cash balance was $5.5 million.
• Expect across the board reductions to certain items such as funding for lecturers and student employee salaries.
• The expenditures other than payroll total to $7.5 million. We will cut back on electricity and other utilities by shutting off air conditioning at 4:30 p.m. in the summer. Currently, we save only 3% in renewable energy. After the JCI part 2 improvements, the College will be 74% energy efficient. In fall, Lots E and D will be putting up shade structures so there will be a temporary loss of parking.
• Board policy requires that 11.5% of prior year’s expenditures have to be given out in scholarships. The College is exceeding that amount in scholarships.

Report from the Chair of the CAC Budget subcommittee – Karl Naito

• There were a total of 39 ARF requests from FY 18 and 19. The four AGOs ranked all 39 ARFs. All the scores were averaged. 3.0 is the highest that an ARF could receive. There were two ARFs ranked 2.75, which were the two highest ARFs. The committee decided to only consider the 2 top-ranked ARFs.
  o FY19 - VCAA-1 – Curriculum Support Specialist
  o FY19 – SA-1 - Mental Health Counselor

The recommendation to the CAC from the CAC Budget subcommittee was to fund the mental health counselor as the position has a direct impact to students. The recommendation to the Vice Chancellor for Administrative Services was to fill the position with an unfilled G-funded position.

• The CAC Budget Subcommittee vetted the feedback on the ARF process. The recommendations were as follows:
  1. The Town Hall will continue to be an option for the AGOs.
  2. The four AGOs will decide if there is a town hall meeting and what the procedure will be.
  3. Requests for new positions and equipment will remain combined in one ARF process as the funding for both categories comes from the same source of funds. If the process is separated, there would need to be two committees or the process would need to be repeated twice.
  4. The committee recommended that the VCAS provide workshops, meetings, and a town hall to explain the PAIR and ARF process prior to the beginning of the process.

• Question - Is our current mental health counselor busy enough to warrant an additional position? The national average states that for every 1,000 students, there should be one mental health counselor. Prior to the current mental health counselor coming onboard, the counselors’ workload was tremendous. The mental health counselor would like to develop wellness programs, not just addressing mental health issues.

ACTION: A vote was taken by ballot whether to endorse the CAC Budget Committee’s recommendation. 27 said yes, 4 no and 0 abstentions. The recommendation to the Chancellor from the Chancellor’s Advisory Council is to fund FY19 – SA-1 - Mental Health Counselor.
Vacancy Procedure

- A vote was taken by show of hands to endorse the Vacancy Procedure recommended by the Vacancy Policy Task Force.
- Question – Can the 2-month time period for the program administrator to make a decision be shortened? It is difficult to fill position when someone retires if there is a 2-month waiting period.
- The reason for the 2 months is to allow the program administrators time to determine whether recruiting a replacement is necessary.
- Is 2 months enough time to redo MQs? In Health Science, the MQs are constantly changing. A suggestion was to change the MQs as soon as there is a need for new MQs, as new MQs need approval by the System.
- If a department knows a faculty member is going to retire, when can the position be recruited? If the Department Chair knows ahead of time, the process can start but the position cannot be advertised until the position is vacant. Some positions are filled on a pending vacancy. It would be good to wait for the retirement letter, which is required 30 days before retirement. However, there are cases where the retirement letter was rescinded.

**ACTION:** By show of hands, the vacancy procedure was endorsed unanimously.

Strategic Plan Update

- The Office for Institutional Effectiveness website has been revised.
- The Strategic Plan Scorecard 2015 is missing because this was the year new measures were being created.
- Performance funding measures are counted from summer, fall and spring.
- ASNS are doing a great job. Part of our NSF grants supports STEM.
- Under Innovation Initiatives, a goal was to increase CTE (non-CA) certificates. Do these certificates make a difference to students? A workforce related study is needed. We would like students to take certificates as a ladder through the degree program.
- A member of OFIE is improving the workforce development data system information.
- Increasing ‘āina-based learning through teacher preparation. Hallmarks for the proposal are written and based on Kalāhū. A Kapi‘olani Research Scholars Project (KRSP) group, launching fall 2018, will tweak the hallmarks and make a proposal.
- The number of students completing service-learning assignments is below the goal that was set.
- The number of sustainability-designated courses is above the goal.
- Information is needed on OER, developing Native Hawaiians in leadership roles (also covered in Title III) and advancing the use and understanding of the Hawaiian language.
- Fall to fall reenrollment needs to be addressed.
- The KELA model provides data on Learning (student learning outcomes assessment), Achievement and Engagement.
- CCSSE results are coming out in the summer.
- The Four Student Success Institutional Effectiveness Measures are tracked here.
- Institution set standards – Native Hawaiian and Pell degrees and certificates are below our baseline number.
- The College needs to look at the Student Success Pathways (SSPs) for qualitative actions steps.
Student Focus Groups

- Spring 2018 – student focus group were convened.
- 56 students signed up and 33 attended. Ages ranged from 16-50 years old.
- There were 4 breakout groups with 7 – 8 in each group.
- The questions centered around the students’ experience at Kapi’olani.
- The responses were class size matters – smaller is better, instructors are key.

Engagement and connection with someone from the College was important. Counselors are pivotal. Students are looking for a sense of belonging. They need to connect with people. It matters to the students when you know their name.

- Students are really happy with instructors.
- College had a welcoming vibe. Students felt welcomed on this campus. They felt that they mattered.
- Had good things to say about faculty and student body. Doors were always open. No barriers between faculty and students, faculty offer assistance after hours, easy to contact faculty.
- Students tend to follow certain faculty, regardless of times classes are offered, they will take the class from instructor.
- Scheduling of classes - wanted more evening classes because they work during the day.
- Listening to the students in general, most teachers are really great but there are some duds.
- Students craving conversations, one on one. For example, an online powerpoint is not appealing, the social aspect was desired.
- Common thing they heard was students want a coffee cart on campus. Starbucks was stated.
- Feel respected by faculty.
- Free textbooks was hugely important.
- Bothered by things that don’t stay up to standards, such as broken umbrellas, weeds in the cactus garden, dirty bathrooms.
- Students were thankful for the opportunity to share views.
- Felt a connection at Manele, faculty involvement - spread to different areas on campus.

Themes that Emerged

- Sense of belonging, feeling safe
- Connection - almost like a lifestyle they want
- Want relational, tired of transactional relationships
- Central student hub
- More help with physical plant side
- Central communication between support and academic services
- More Engagement
- Communal space
- International support
- Space out support activities

There were three main themes

- Connection – they want a café or place to increase interaction, digital suggestion box, financial aid and admissions being more visible on campus,
students want to know what the building names mean, share successes more on campus, create a sense of belonging – t-shirts.

- Relational vs. transactional – better customer service on all levels, transitioning students from service to service feels rough, wear name tags, increase the use of Starfish
- Communication – not just a one way blast, they want an invitation to talk to us, have town halls with our students.
- Physical plant issues – want feminine hygiene products, create a place to be able to give feedback.

- Max QDA – Qualitative Data Analysis Software will be used to provide comprehensive analysis of focus groups. A KRSP project will be using the software. It can be used program by program.
- The Culinary department holds student focus group meetings every semester. It’s an opportunity for students to ask questions.

CAC in Review
The Interim Chancellor thanked the CAC for their level of engagement. The 2017-2018 CAC in Review presentation listed votes that were passed:

- Sustainability Plan
- DE Plan
- ARF recommendation from the CAC Budget Workgroup
- Policy on Policy Development
- CAC Charter and Decision Making Flowchart
- Four ILOs
- Animals on Campus Policy
- QFE subject areas
- Governance Policy

Discussion Topics:

- Revision to the ARF process to include Student Success Pathway plans - new flowchart was created
- Questions were added to the annual budget and 5-year budgets
- Review of CAC & CAC Workgroup roles
- Student Congress - Transportation Fee
- Faculty Senate - Course Evaluation System
- 2 ILOs or 4 ILOs
- Gaps found due to ACCJC Accreditation Report
- QFEs
- CTE Civil Rights Audit

Important Announcements

- Leigh Dooley appointed as DE Coordinator
- Two ARPD Analysis Meetings by OFIE
- Three Student Learning Assessment Colloquia
- Kapi‘olani Research Scholars Projects (KRSP)
- Maxient - student of concern system
- College’s Annual Report
- Faculty Senate - 206 courses and 32 programs approved
- Student Congress voted to approve the $40 transportation fee.
- March 2 - all assessment plans in Taskstream
• Johnson Controls, part 2
• Long Range Development Plan (LRDP) started

Events that were announced:
• Ne’epapa Kalāhū
• Invitation to welcome Hōkūle‘a at the summit of Diamond Head
• Aloha United Way - Obstacle race, chili cook-off, twice as nice sale and silent auction, penny wars
• ‘Aha Kalāualani - Makahiki
• ‘Aha Kalāualani - Kukui planting
• Staff Council - UHCC ATP/Civil Service Professional Development Day
• Staff Council - Hawai‘i Foodbank Food Drive, Howls for Towels

Presentations and Updates that were given:
• Budget Overview
• Strategic Plan Scorecard
• Grants and Shared Services
• Technology Update
• Budget Update
• Sustainability Plan Update
• DE Plan Update
• ISER Update
• Technology Plan for the ISER
• Vacancy Procedures Task Force
• Animals on Campus Task Force
• Student Success Pathway