Chancellor’s Advisory Council Meeting Minutes

Date: Tuesday, October 9, 2018
Time: 2:30-4:30 p.m.
Place: Kopiko 127B/128

Chancellor’s Advisory Council Members: Lisa Aganon, Kevin Andreshak, Kelli Brandvold, Candy Branson, Sarah Bremser, Martin Chong, Kevin Dooley, Christopher Edmonds, Jerilynn Enokawa, Dave Evans, Kara Plamann Wagoner for Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Grant Itomitsu, Brenda Ivelisse, Lisa Kanae, Danielle Taguchi for Justin Kashiwaeda, Susan Kazama, Rona Kekauoha, No’eau Keopuhiwa, Sheila Kitamura, Aaron Koseki, Karl Naito, Nawa’a Napoleon, Kapulani Landgraf for Keolani Noa, Veronica Ogata, Joe Overton, Louise Pagotto, John Richards, Shannon Sakaue, Annie Thomas, Jan Thurman, Allyson Villanueva, Cathy Wehman, Joanne Whitaker, Amy Patz Yamashiro, and Jeff Zuckernick.

Members Absent: Martin Chong, Christopher Edmonds, Bob Franco, and Jeff Zuckernick

Guests: Linda Duong, Brandon Marc Higa, Louise Yamamoto, Don Westover, Kara Plamann Wagoner, Craig Spurrier, Stan Fichtman, Roger Reed

Call to Order

Chancellor Pagotto called the meeting to order at 2:30pm.

Approval of CAC Minutes from September 11 and 28, 2018

Karl Naito moved to approve the minutes and Grant Itomitsu seconded.

Action: The minutes were unanimously approved.

AGO Updates:

Student Congress – Allyson Villanueva, President

- Working on a marketing campaign for more student involvement. New posters will be produced.
- Working on a U-pass campaign.
- There will be a snack and chat tomorrow.
- The previous snack and chat focused on food. Students were asked about alternatives to the cafeteria. They took a survey on what was the favorite item in a bento. 60% said rice, others mentioned Korean chicken and spam. They will let culinary know what they discovered. They will be meeting with Dean Richards.

Faculty Senate – Candy Branson, Chair

- At Faculty Senate, they received feedback on the CAC charter revisions.
- Feedback has been received from the committee and will be distributed on the resolution on accepting CTE courses as electives in Liberal Arts.
- Campus Evaluation System (CES) – They used the e-café questions in the CES. Campus level questions are due by November. A presentation will be created.
• DE plan – Faculty Senate asked that the DE plan be broken down into 5 manageable parts. DE committee and coordinator are in favor of the evaluation process. More information is forthcoming. They will vote in December.
• Faculty Senate needs to be careful not to add more responsibilities on the faculty.

Staff Council – Kevin Andreshak, Chair
• The general meeting is October 31st at 11am with food and fun.
• Toys for Tots – volunteer drop-off locations are needed.
• CPK fundraiser – November 20th.
• First birthday celebration – the next is November 5 at 11:30-12:30 in ‘Iliahi 123.
• November 5 is the next Staff Council meeting.

‘Aha Kalāualani – Keolani Noa
• October events
  o Oct. 15 at 2:00 – protocol for ACCJC welcome
  o Oct. 10 at 6-8 in ‘Ohi’a Cafeteria – Scholarship ‘Aha. 230 students are planning to come from all over the islands. There will be information on financial aid and three $500 scholarships will be awarded.
  o Oct. 23 at 4:45 in ‘Ohi’a 118 - Native Hawaiian Health and Wellness Speaker Series – Dr. Kealoha Fox on the exploration of mana.
  o Oct. 24 at 12:30-1:30 in ‘Ohi’a 118 - Kipaipai Speaker Series with Jamie Makasobe.
  o Nov. 14 at 12:30-1:30 in ‘Ohi’a 118 - Kipaipai Speaker Series with Kuha’o Zane.

Hawai‘i Papa o Ke Ao – Nāwa’a Napoleon
• In 2012, Hawai‘i Papa o ke ao set goals and objectives to address higher education needs and the University moving towards being an indigenous serving institution.
• There are three themes, 10 goals and 30 objectives
• There are three areas of focus: Leadership, Community Engagement and Hawaiian Culture and Language Parity.
• Nāwa’a asked what do you do in your department or unit that supports this system initiative?
• One objective that was highlighted was to create a systemwide “desirable qualification” about having an understanding of the indigenous peoples of Hawai‘i.

ACCJC Visit Preparations – Bob Pacheco, Accreditation Consultant
It is important for the College to tell its story. We need to show that decisions are made based on evidence and dialogue.
Show Examples from your area (operational and governance):
1. How do you identify student needs?
2. How do you use data or evidence to implement the change? How do you identify what to try? How do you experiment?
3. How do you evaluate? How do you change what you do? How do you know if it worked? If it didn’t work, how did you change it.

Sample questions from Dr. Pacheco:
- Are decisions made at CAC? Is it a governance body? No, CAC has an advisory role but there is voting. How does CAC differ from the AGOs? AGOs represent their campus constituents. When CAC considers an important issue, how do the AGOs gather the information from their constituents? How do you communicate concerns to the Chancellor? There are monthly AGO meetings. AGOs can send resolutions directly to the Chancellor on issues that affect their constituents. The Chancellor is required to respond and if the Chancellor disagrees, a justification is needed.
- Campus wide issues go through CAC. Google docs are used to collect feedback from the campus. How is curriculum advanced? Does CAC look at program review requests? CAC makes a recommendation for the ARFs. How are requests prioritized? Requests are ranked by Dept. Chair, Dean, Vice Chancellor and Chancellor. AGOs rank the requests after the town hall and CAC budget committee, and the full CAC recommend to the Chancellor. In addition to the funding from ARFs, there are other sources of funding such as grants.

Budget Follow Up – Brian Furuto
On September 28, a separate CAC meeting was convened to report on the current budget deficit. Since September 28, the admin team have worked on strategies. Each administrator reported on how they were addressing the situation in their areas.
- Susan Kazama checked on the number of lecturers and Student Semester Hours (SSH) numbers to determine where cuts can be made. There were $5.5 million in lecturer costs. Overtime and overload are being reviewed. Another possibility is reducing 11-month to 9-month faculty. Should hours of service be reduced? We will be consolidating classes to fewer buildings. The library is looking at reducing Saturday hours and cutting tutoring hours. Currently, there is a freeze on vacancies.
- Is there a formula for filling classes? A class size minimum of 60%? All classes are different. There is not one formula. We can’t say a minimum 10 students in the class.
- John Richards spoke with the department chairs. They are approaching the budget situation with a positive and collaborative attitude. They are considering reducing the number of class sections, which will lead to reduction in lecturers. Overload, release time, TEs are being evaluated. Operational costs are also being reviewed.
- Aaron Koseki – Health students are in cohorts and are already in their programs of study. Certain lab sections may be cut. Courses which support other programs, need to be reviewed carefully. They are planning to expand all the health continuing education programs.
- Nāwa’a Napoleon looked at all the courses in Arts & Sciences and compared them to the program sheets at UH Mānoa. Are we offering courses that help students transfer? Enrollment is down. We need to make the offerings tighter. We need to offer courses that the students need.
• Brenda Ivelisse - Student affairs has 17 different departments. Instead of a 20% cut across the board, some areas will reduce by 20% and others by 75%. Supplies were cut more deeply and not tutoring. Student employment is a retention goal as well. Hours will be reduced in certain areas. If there are reduction in hours, it will be announced.

• Brian Furuto - Admin Services has four main operational areas. Only two areas have large budgets. There will not be much change for HR and Business Office. Reductions will be made to Security and Auxiliary services. There will be a reduction in contract security hours. There will be reductions in 30-50 small project funding such as minor repairs, a $140,000-$150,000 reduction.

• Carol Hoshiko – Continuing Education does not receive general funds or tuition and fees. They operate on special funds that are revenue generated. Travel, professional development, and supplies will be reduced. There is a freeze on general fund hires. We will increase revenue to contribute back to the campus. OCET wants to be a pathway to credit courses. They will expand the HINET program. They are working with Kamehameha Schools for scholarships for credit students to replenish HINET.

• Next week, strategies will be finalized.

**Announcements**

• John Morton will be coming to the campus before our next CAC meeting.

• We will vote on the CAC Charter at the CAC meeting in November.

• CELTT Update –
  o Jason Akiyama is on personal leave until April 1, 2019. Information security issues will be referred to Blythe Sakashita, Catherine Vea, Joy Shirokane and Karl Naito.
  o Centralized technology procurement –to make the 20% reduction, campus’ expectation on what CELTT can provide has to change. Computer labs for students. Library, BLT and new media arts labs are a priority. Computers for new employees will be provided. If your computer dies or becomes obsolete, it will be replaced. No individual printers will be provided. They will not buy toner for the campus. The cost was $42,000 last year. They will no longer provide a second computer for individuals. For an example, if you have a desktop, you will not be provided with a laptop. No laptops will be provided for lecturers moving forward. Lecturers are assigned a room with a computer to share.

• Susan Kazama announced about the dashboard for assessment. Department Chairs were asked to input information on every course. How many outcomes in each course were assessed?