Executive Leadership Team  
Monday, June 10, 2019  
2:30 p.m. – 4:30 p.m.  
‘Ilima 202A  
Facilitator: Brian Furuto

Administrative Staff Members: Karen Boyer, Brian Furuto, Carol Hoshiko, Susan Kazama, No’eau Keōpūhiwa, Nāwa’a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: Karen Boyer, Susan Kazama, Louise Pagotto and Joanne Whitaker

Guests: Kelli Brandvold and Maria Bautista

Previous Meeting Notes

Approval of Minutes
The meeting notes for June 3, 2019, were approved with amendments.

New Business

Neo Gov, the Hiring Process and Lecturer Pools – Kelli Brandvold

Neo Gov and the Hiring Process:

- Dole St Human Resources and Leeward CC participated in the Neo Gov pilot.
- There is no standardized way of how to use the system across all campuses.
- Online Review – DHRD (Department of Human Resources Development) started using Neo Gov first, and all civil service recruitments are processed through Neo Gov. The original process was DHRD would send applications to our HR (Human Resource) office, HR prints out these apps and forwards them to the appropriate units.

  With online review, screening committees can view these applications online. However, it is not an intuitive system and mistakes can easily be made. For example, when HR refers a list to the screening committee, they are instructed to view them offline, not online, because if one committee member rejects an application, then the rest of the committee will not be able to view it. Applications that have already been referred and are going through the process cannot be returned to HR and will have to continue the process until completed.

  To prevent errors, HR has created a list of instructions to follow. HR is also currently testing this process with a couple of screening committees. As soon as this process becomes successful, HR will move forward in implementing online review with the campus and will update the new hire checklist online.

- HR training – Instructions are self-explanatory. HR can do in-person training if needed.
  - A suggestion was made that when HR conducts training, they should address certain instructions such as to not reject online reviews.
  - Another suggestion was made to conduct training during the day of convocation.
    - People may not pay attention to the subject if it does not apply to them.
    - Kelli does screening committee training once every three years. When going over the regular EEO/AA (Equal Employment Opportunity and Affirmative Action) information, she can mention that applicant screenings are now done differently with
Neo Gov, inform them of the new instructions, and inform them to pay particular attention to the “Do not” section of the instructions.

Lecturer Pools:

- In the past, HR’s role was to post the job, and when the lecturer was hired, then complete the hire. With Neo Gov, HR has to post the job, when applications come in, then conduct regular screenings. If it is a continuous recruitment, then continuously keep referring applications as they become complete.
- Applications are still on paper. HR wants to propose some rules on the process and wants to know what process ELT (Executive Leadership Team) wants to use. HR has created a google document on lecturer hires and will forward it to ELT for feedback. Rules to propose:
  - Lecturer pools to remain in effect for a minimum 3 years. At the end of the 3 years, start the process all over again.
  - A continuous lecturer will not need to reapply unless there is a break of one year or more. An A.P. (Administrative Procedure) applies to this and will be noted on the google doc.
  - Do we want to keep applications on paper or do it online? All screening committees will eventually have access for online review.
  - A decision must be made for every single application. Even though applicants are not placed on the list (does not meet qualifications), they still need to be informed and removed. Only applicants that do meet qualifications will be placed on the list.
  - If a lecturer is not needed, do not advertise.

Questions:

- In the past, we were instructed to post lecturer ads on a continuous basis. Did this procedure change?
  - An A.P. notes if you have a need for an upcoming semester, then post the ad. If there is no need, then do not post the ad. If a lecturer teaches a semester and continues to teach every semester, and nobody else is needed, do not post the ad. However, if enrollment starts going up, a pool is needed, and the ad should be posted.
  - As with any other job recruitment, you must post the ad, unless there is already a pool.
- When applications were sent to the department chair and completed applications were forwarded to the Dean, the Dean would respond to those applicants to thank them for applying and to let them know they were being placed on the lecturer pool for a 3-year period. So once a pool has been created, they would not have to advertise?
  - Once you have a pool, it does not need to be advertised.
  - HR suggested that communication be made with all applicants who are accepted and rejected and give accepted applicants a time frame for being placed on the pool.
  - Three years from January 1st when Neo Gov went live.
- Is this a function that our programs can do themselves?
  - Yes. A few BLT programs posted jobs, so HR posted all of their lecturer ads. When they did not need lecturers in a specific discipline, they asked HR to close the ad, but wanted to keep only some of the apps. They were to communicate with all of the applicants to let them know that they were accepted or denied.
- OCET have had continuing discussions about returning adults and at a recent meeting they discussed about possibly piloting an anatomy and physiology credit course and lab during the fall 2020 semester. These courses would be offered nights and weekends like an outreach college. If they were to offer more courses and use a lecturer, would they be able to tap into the lecturer pool?
  - If it is the same credit course, the hiring should be processed the same way. In order to teach the course, applicants still need to meet the qualifications. Departments would need to work together. The postings should note that they may teach evenings and weekends and may teach in Continuing Ed.
For lecturer ads, ads used to be posted for each department. For example, there would be a posting for Social Sciences, and it would list all of the disciplines on only one ad.

- With Neo Gov, there will be separate ads for each discipline.
- Minimum posting requirement is 10 working days. For initial recruitment with shortage areas, posting is for 15 working days to meet the EO/AA shortage requirements. If it is a repost, then it is a minimum of 10 working days. If it is continuous, it does not matter.

What are other campuses doing? How can we be consistent across campuses?

- Every campus can make their own policies.

Deans receive complaints from lecturers about having to do paperwork all over again after being on break for only a year.

- The I-9 form has certain rules when it comes to reverification vs brand new. This procedure should be consistent.

As an example, if we want to introduce a new dance course with someone who is a master at teaching a specific dance, but our ad is closed, can this person complete an application and a Form 27A?

- No. Once the ad is closed, no one can apply. However, you can request HR to reopen the pool.

Can we not use Form 27A anymore?

- No, because the application process is all online.
- If an applicant does not know how to use a computer, please have your support staff assist them.
- HR is testing onboarding (hiring) on Neo Gov. Once a person is hired and is brand new to the system, HR electronically sends all hiring documents for them to fill out online and then it is transferred to PeopleSoft.

Are we accepting electronic signatures?

- Yes.

Is there a way we can tell applicants that their transcripts can only go through a certain service?

- We cannot dictate because every institution does it a little differently.
- On continuous recruitment, if applications are complete, HR notifies applicants that it is complete and will let them know if there is anything missing. If re-advertising to supplement the pool and in the first round they were incomplete, then HR will write them to thank them for their interest, that we are re-advertising to supplement the pool but their application could not be considered in the first place because they had missing items.
- HR has made the application instructions easier to read and has highlighted areas such as unofficial transcripts are not acceptable; copies of official transcripts are acceptable for application.

Our applicants call and say they have an official transcript sent to them; they open the transcripts and submit through Neo Gov. Is this acceptable?

- Yes.

When we receive transcripts via email, should we forward them to HR?

- You may print the email and the actual official transcript. If they are hired, we can use it as their official transcript requirement.

Maybe ELT should take their names off the ads to prevent forwarding transcripts mistakenly.

- Applicants may have questions and will need someone to contact.

OGC (Office of the General Counsel) has been having issues in relation to workers comp, with employees who work for our institution but are not physically located on campus. For example, an employee works in California, they are at their work computer with wires all over the work area, trips and gets hurt, they file a worker’s comp claim. Unfortunately, California laws are different from Hawai‘i laws and employees have to file the rules of the state where they are located. OGC has highly recommended that we not hire any employees that do not physically work here.
Questions:

- Has there been discussions about having employees acknowledge they will waive all workers comp as it pertains to their work environment, and if not, the institution is entitled to a full inspection of the work location?
  - OGC will have to make that determination.
- If I am at a conference and I get hurt, is the campus liable?
  - Yes, but please be mindful of what you do outside the conference during the conference.
- Can they be hired on a service contract to teach?
  - In order to be hired as an independent contractor (IC), they have to meet the 20 point IRS checklist. The likelihood of a lecturer being determined as an IC is slim to none because of the employer/employee relationship. We dictate the curriculum and there are 20 things that determine whether or not they can be deemed independent.
- Can they do training?
  - As long as they pass the 20 point IRS checklist. However, an employee in our system cannot be an employee and an IC at the same time.
- What about E/M (Executive/Managerial)?
  - If E/M want to teach within the UH system, they will not be paid. They can teach outside but will have to fill out HR paperwork and work only outside of normal work hours.
- Can we offer a course via outreach college?
  - Outreach college are Manoa employees.
- Can we offer a course through OCET?
  - We cannot have people that do not physically live here to work here, unless they are an IC.
- Living here means on the state or island?
  - It pertains to where you are physically working.
- If 9-month faculty travel with the campus during the summer, are we responsible even if we are not paying them when they are traveling?
  - If we are paying for their travel expenses, we are responsible.
  - Please be mindful of what you do when traveling during business.

**Request to Fill – Nāwa'a N.**
The STEM Outreach Coordinator request to fill is tabled until Louise is present. Although it has been previously approved by ELT, there are questions that needs to be posed to the group. Is this position important enough to give it a permanent position? If yes, where are we going to pull the permanent position from? If no, should we approach other faculty? It should be a group decision in determining which vacant faculty position is to be converted to this APT B position.

**Equipment Replacement FY19 and FY20 – Brian F.**
Equipment replacement lists are due this Wednesday, June 12. ELT should have received the current format and guidelines sent by Brian via email.

**Admin Updates**

- The Hawai‘i Health Information Manager’s meeting will be scheduled on campus this week to discuss the possibility of having an associate degree in BioMed (medical equipment repair) at KapCC. Carol will work with Maria, Karen and John to schedule this meeting.
- Carol is concerned about the lack of funding for OCET office furniture. She was asked to discuss ideas with Louise as well as search for used furniture around campus.
- Departmental budget meetings with Brian and Shirl have just ended. Will be meeting with Louise regarding budget recommendations next Monday.