Chancellor’s Advisory Council Meeting Minutes

Date: Tuesday, December 3, 2019
Time: 2:30-4:30 p.m.
Place: Kōpiko 126/127A


Members Absent: Bob Franco, Brian Furuto, Joe Overton, and John Ridgeway

Guests: John Berestecky, Lisa Yamamoto, Jamie Sickel, Sheryl Shook, Kara Plamann-Wagoner, Kristie Malterre, Kevin Andreshak, and Roger Reed

Call to Order

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

Approval of CAC Minutes from November 12, 2019, meeting

Veronica Ogata motioned to approve, Karl Naito seconded.

Action: The minutes were unanimously approved with amendments by Karl Naito and Laure Burke.

AGO Updates

Student Congress – Dessa Lyn Millon

- The spring 2020 general meetings:
  - January 15, 2020
  - February 5, 2020
  - February 19, 2020
  - March 4, 2020
  - March 25, 2020
  - April 1, 2020
  - April 15, 2020
  - May 6, 2020

All of the meetings will be held in ‘Iliahi 123 ABC at 1:45 pm - 3:15 pm.

- The UH Student Caucus meeting will be at Kapi’olani CC on February 29, 2020.

Staff Council – Raphael Lowe

- Staff members have come to Staff Council distressed about the APT temporary positions being discontinued. These concerns were shared with the Chancellor. The Chancellor was thanked for extending the temporary positions.
• Some staff are not getting their paychecks and some are not being evaluated properly. Staff members feel there is indifference. Staff Council requested support of staff.
• Staff Event – Party Like It’s 2019 Event on December 10, 2019, at 11:00 a.m. in the ‘Ōhi’a Cafeteria.

Faculty Senate – Candy Branson
• Request from the Faculty Senate General Education ad hoc committee to create a comprehensive concept map to enhance transparency and foster communication and collaboration. It will be a disappearing taskforce integrating a culture of continuous improvement into the processes and/or structures of this map to eliminate redundancies, crafting clear procedures, and loop-closing mechanisms. The proposers are requesting funding (lunch, snacks and coffee) for a meeting on January 7, 2020, all day. The Chancellor agreed to fund the refreshments for the meeting.

‘Aha Kalāualani – Kapulani Landgraf
• Friday, Dec. 6 is Makahiki – Procession starts at 9:00 am. Games are at 10:00am-12:00pm.
• Thursday, Dec. 12 at 4:30-8:30pm is the 5th annual Ne’epapa Kalāhū with Hawaiian food, games, and dancing. You will be able to participate in a raffle if you bring a canned good. Today is the last day to purchase tickets.

Marketing Update – Lisa Yamamoto and Joanne Whitaker
Marketing that is already happening:
• Campus outreach – supporting Kuilei and going to College Fairs
• Social Media – FaceBook, Instagram and 40 other social media sites across the College
• Print collateral, logo items, messages on the monitors
• Photograph archive and videos

New Marketing Campaign
• Fully online certificates, degrees and concentrations
  o Spring 2020 - Certificates for Tax Preparer, Payroll Preparer, Entrepreneurship (1 or 2 semesters)
  o Spring 2020 - Certificates in Information Technology and Programming (2 semesters)
  o Spring 2020 - AA in Liberal Arts, AA in Hawaiian Studies
• New Distance Education Webpage
• Scheduled message on the homepage slide.
• Possible marketing for STEM.

Process for each campaign
• Meet with subject matter experts to determine the message, the target audience, outcomes.
• Content – create a slide, create a landing page, webpage and identify who answers questions.
• Purchase paid advertising to drive the audience to the webpage.

Question: Does every program have social media sites?
Response: Not every program has a social media site. Social media sites are used for different kinds of messaging.

**Policy K 1.112, Participation in College Decision-Making Processes – Louise Pagotto**

Members will be asked to vote on one of two versions at the CAC meeting on February 11, 2020. One version includes the responsibilities of the AGOs and CAC and the other does not include them.

**Policy K 9.104, Lecturer Evaluation Procedures – Louise Pagotto**

- In the K 9.104 feedback, there was a suggestion to add two questions from the Faculty Senate guidelines for the use of learning outcomes assessment in faculty evaluation (May 2014). These guidelines indicate how faculty should show engagement in the SLO assessment process in their Tenure/Promotion/Contract Renewal/Lecturer Evaluation documents.
- Was there ever a consideration to evaluate lecturers before they move to the next level? The former Vice President for Community Colleges was considering making the promotion merit-based. Can it be suggested since the union contract is ending soon?
- The disappearing task force will create a final version and send it to the members for a vote on February 11, 2020.

**Renovations – Sean Nathan, Facilities Manager**

- Campus switch gear (building by ‘Alani) is tied to the photovoltaic (PV) system project.
- PV system project will start at the ‘Ōlapa and ‘Alani parking lots in December when the children are not there.
- Naio renovations are wrapping up – completion date has been pushed back. Annie Thomas, the library and Mokihana users were thanked for accommodating CELTT staff.
- Manono – fire panel issue slowed down the project. Possible completion date is June 9.
- ‘Ōhi’a cafeteria renovations – project also slowed by fire panel issue. Meeting with the architects to finalize project.
- ‘Ōhi’a Bookstore is done.
- Kauila is tied up on a permitting process but still moving forward.
- ‘Ōlapa reroofing is nearing completion. ‘Ōlapa folks were thanked for enduring noise and debris.
- Parking Lot C work is tentatively scheduled April 2020 to August 2020. The work will be phased to allow for continued access through the parking lot.
- Work on the Mokihana portables has not started yet. Working on completing the design phase.
- Concrete stairway is also in design phase to be completed next month.
- ‘Ōhelo air conditioning project is on hold, pending funding.
- Areas are being targeted on campus to address ADA compliance, projects around air conditioning, and other issues.
- Koki’o building is a $35 million project, pending funding. Smaller repairs will be done in Koki’o until the major renovation is approved.
Question: How much tree removal will there be for the PV project? Neighborhood boards are worried about disturbing the manu-o-kū.
Response: Contractors are working around the trees. They will be pruning but not removing trees. The birds will not be impacted.

A request was made to inform Department Chairs about upcoming renovations as they are putting the schedules together.
Response: Even when funding is approved, the process goes to a design phase, which takes time. Once they get a sense of a timetable, they will meet with and inform the stakeholders.

**Spotlight: Kapiʻolani CC’s Biotechnology Program – John Berestecky**

Before there was the Undergraduate Research Experience (URE), there was John. John’s students have been working on research from the beginning. He uses research as a pedagogy to deepen student interest and success in biological science.

- STEM offers 2+2 Associate to Baccalaureate degree programs in ASNS. They also offer Certificates of Achievement and Certificate of Competence in biotechnology and research-intensive courses and programs. Courses were developed in collaboration with the MLT program. SCI 295 is an independent research class.
- Idea Networks of Biomedical Research Excellence (INBRE) supports the program at $100,000 a year. The funding supports a lab manager, graduate student, external mentors, and undergraduate lab supervisor.
- They work with antibodies in response to infection and immunotherapeutic research which is used for cancer and autoimmune diseases.
- Students can receive incentives of $1,000 for research.
- Biotechnology is embedded in the science program. The lab is headed by Colleen Allen, who is a tremendous educator.
- There are bridges to the scientific community through affiliates and conferences. Students place in poster and oral presentations.
- Students transfer to med tech and vet tech programs. CA or CO in biotechnology is important to clinical, lab medicine.
- There are bridges to Baccalaureate, graduate degrees and beyond.
- Liberia – Minority Health International Research Training to study ebola virus exposure in dogs.
- Kapiʻolani Association of Research in Microbiology (KARM) – student organization.

Dean Lisa Radak asked about the potential to offer molecular imaging as it is becoming its own pathway with the cancer center. She will work directly with John.

**Accreditation Update – Sheryl Shook, Kristie Malterre, Veronica Ogata, Jamie Sickel and Kara Plamann Wagoner**

- ACCJC Comprehensive visit was in fall 2018.
• The Follow-Up Report is due March 2, 2020, with another visit in late March or April.
• The accreditation work group was acknowledged: Jamie Sickel, Kara Plamann Wagoner, Sheryl Shook, Kristie Malterre, Veronica Ogata, David Uedoi and Joanne Whitaker
• We’ve been working in silos. Not a lot of transparency and avenues to share with each other.
• The college received two recommendations, which we have been addressing for the last year.
  • Recommendation 1 is about Continuous Improvement.
    1. Regularly evaluate plans, governance, policies, and processes
    2. Communicate results
    3. Use as a basis for making improvements
  • Recommendation 2 is about Assessment.
    1. Regularly assess learning outcomes
    2. Use for program review and institutional planning
    3. Use to improve course, program, institution
• An accreditation work group was formed. Some members worked on recommendation 1 and some on recommendation 2 – another silo. When we came together, we realized that we were talking about the same thing. Both recommendations were pointing to continuous improvement throughout our entire institution.
• For recommendation 1, the continuous improvement model and plan were developed (plan, execute, analyze and reflect). We started with surveys for the AGOs and Councils. Subsequently, we brought in plan administrators to discuss common goal setting.
• For recommendation 2, Taskstream was replaced with CLRs and LASRs, and a 5-year assessment cycle (20% of courses assessed per year). Comprehensive Program Review and curriculum review are on the same cycle.
• Opportunities to streamline – We’ve had so many surveys and reports with no actioning of the findings. We weren’t closing the loop. Decision making was mysterious and confusing. Processes were redundant and disconnected.
• We decided to merge the Continuous improvement model into our processes. CI + SSP, CI + CLR, CI + ARPD for inclusive continuous improvement. Websites, dashboards and PAPAYA (Google repository) were created for transparency and accountability.
• We merged more, using the integrated planning model on a macro level. This is to reflect the constant state of decision-making based on data, reflection and improvement, and inclusivity, all working together to drive the direction of the college. We haven’t articulated institutional pillars yet.
• We operate based on our values, vision, mission, and institutional pillars, grounded in transparency and leading to accountability. All of this is to support student success.
• Next steps are a revised ARF/PAIR, institutional pillars, which can be a grounding force and can structure our day to day decisions. Other next steps are a new Strategic Plan, collaborative opportunities and assessment support from the SLOA committee and assessment coordinator.

Suggestion: The SSP goals should be determined after the ARPDs are submitted to address student success rates, fall to spring retention.
Response: After this year, we will review the timeline.
Comment: We can’t find the documents easily.
Response: A link will be sent to you but we will also find a place to access the documents that is easy to find.

**Chancellor Updates – Louise Pagotto**

- In the last CAC meeting, a disappearing task force was announced to recommend a process to examine the structure of the College to find efficiencies. There are three areas where we can help our budget: 1) generating more revenue by increasing enrollment and retaining students, 2) decreasing our expenditures, and 3) creating efficiencies. The task force members are Lisa Radak, Nā’au’a Napoleon, Laure Burke, No’eau Keopuhiwa, Jerilynn Enokawa, Shirl Fujihara and Karl Naito.

- Budget Update: We need to eliminate temporary unbudgeted positions and recruit permanent positions as we pay the fringe for temporary positions. The timelines for hiring were out of sync with our deadline so it was extended to Jan. 15, 2020. Supervisors, please move the process along now. The positions need to be recruited by Jan. 15, 2020.

- Due dates: 20% of CLRs that will be assessed in AY 2019-2020 have been identified. Please contact Assessment Coordinator Don Westover for support with assessments. The “plan” section in the CI + ARPD should have completed on December 1st. Report updates for SSPs are due on December 15th.

- The Chancellor was in Korea last week to support our partnership with Korea Tourism College, which sends 20-30 students to Kapi‘olani each semester. Chef Alan Tsuchiyama did cooking demonstrations for 60 KTC culinary students and helped them prepare the dishes themselves.

- Clarification on the Erica Lacro’s statement at the Interim Vice President for Community College’s presentation: The UHCC system did not give us funds. The system advanced funds to be used to pay expenses in FY 20. An amount of $750,000 was stated at the meeting. In addition, performance funding was suspended this year, which was a savings of $937,000 for the College. We still have budget issues. However, we are hiring key positions when funding is available. Seven positions are being recruited to fill the functions of the temporary positions that were not renewed.

  **Question:** Are we replacing retiring faculty?
  **Response:** As has been the practice for the past several years, each vacancy is discussed to determine where the needs are on campus.

- Sustainability Update
  - Mālama Kapi‘olani – Feb. 22nd. The date was moved to align with the moon calendar. This event has evolved into a campus-wide event. Over 70+ participated last time.
  - Citizen Forester Training series – 2 hours a week for 10 weeks (20-hour commitment), beginning Feb. 19th on Wednesdays 12:15-2:15 p.m. Contact Francisco Acoba or Maria Welvaert. A tree inventory was taken in Kaimuki to determine where trees need to be planted.
  - Earth Day – April 22nd. It is the 50th anniversary for the event. How can we create structural change for environmental and social justice?

- Thursday, Dec. 5th is Māna’ai, a Culinary fundraiser.
• Appreciation was expressed for the Business Office and Human Resources.
• ARPDs are due Dec. 15th.