AGO Meeting Minutes

Wednesday, January 22, 2020
12:00-1:00 p.m.
Lama 111A

Members: Candy Branson (Faculty Senate Chair), Dessa Lyn Millon (Student Congress President), Shannon Sakaue (Student Congress Advisor), Kapulani Landgraf ('Aha Kalāualani Kipu), Craig Spurrier (Staff Council Chair), Louise Pagotto (Chancellor), and Joanne Whitaker (notetaker)

Absent: Craig Spurrier
Guests: Raphael Lowe for Craig Spurrier, Michelle Bonilla and Devon Ishii Peterson

Approval of Minutes from the AGO meeting on December 9, 2019
Candy Branson motioned to approve, Raphael Lowe seconded.
Action: The minutes were unanimously approved.

Restructuring Process

- This is an opportunity to rethink the College; where are we now, where do we want to go and how are we going to get there?
- A disappearing task force was asked to recommend a process or processes. Seven individuals are on the task force: three administrators, two faculty, and two staff. These individuals were not representing their AGOs, they were selected as those who have a campus-wide perspective. The task force’s role is to offer ideas on a process.
- They will report at the CAC meeting on Feb. 13th. They will present options. CAC will discuss and choose a process.
- All the AGOs will be part of that process going forward. The whole campus will have the conversation on changes to structures, functions, goals and objectives. The decisions will go through AGOs and CAC. If changes affect faculty, it will go directly to Faculty Senate.
- The task force is only recommending a process. The College will have the conversation on how they will be involved. The AGOs will be able to choose their representatives.

PAIR (aka ARF) Process

- Changes to the PAIR Process.
  - Individual requesters used to make presentations to the AGOs. This time, on February 20, 2020, administrators will present how the ARFs were prioritized. Anyone from the campus can attend this presentation. There will be time for questions. Encourage the AGOs and Budget Committee members to attend.
  - There was more discussion at each level. If there were multiple requests in a department, the department chairs or unit heads prioritized with their areas.
Then, the Dean has a conversation with the department chairs and unit heads to prioritize the ARFs in their areas. Then, the Vice Chancellors prioritized all ARFs with the Deans.

○ AGOs receive the ARFs first on February 12, followed by the ARF prioritization presentation by the Administrators on Feb. 20. Finally, the AGOs will rank using the resource prioritization rubric, which is due to the Vice Chancellor for Administrative Services on March 6.

○ Then, the budget committee, which includes two representatives from each AGO and 2 members from CAC, will rank the ARFs using the resource prioritization rubric. The budget committee will make a recommendation to CAC on March 20.

○ There is no new money but resource requests must be prioritized in case we receive funds from grants, UH System or Legislature.

**Title IX Update - Devon Peterson, Title IX Coordinator**

- UH Policy EP 1.204 was revised and disseminated.
- The major change:
  - All faculty are responsible employees and are mandatory reporters.
  - The deadline to report is three calendar days.
- Last semester, a climate survey was distributed. The results will be available at the end of the month.
- Devon is available to attend any group’s meeting to discuss the survey outcomes and changes to the policy.
- Devon’s office is ‘Iliahi 116 with the TRiO program.
- There are three confidential spaces who are exempt from reporting. If a student is a victim but doesn’t want to do a formal investigative process, the student should go to the three confidential people. However, if there is a threat to the student or other students, there is an obligation to investigate.
- The three people are Cathy Wehrman, Brooke Conway, Cindy Melim, plus Paxon Chang. Paxon is from UH Manoa and is available on Mondays and Tuesday. Paxon is the only confidential space for employees. Devon can work with employees as well and they can work on hypothetical situations. Brandon Chun is the Title IX Deputy Coordinator.

*Question:* For the three days to report, what forms do we need to fill out? Where is the process?

*Response:* There is a link to an FAQ in Devon’s email. On Kapi'olani CC’s website, go to the Title IX reporting link or Student of Concern link. The information goes to the Title IX Coordinator. You will be asked to provide relevant details such as the victim, date/time, etc. Disclose whatever information you have. If someone is about to make a disclosure, let them know that you are a mandatory reporter.

**AGO - What’s on your mind?**

- The increase in returning adults is higher than at Leeward CC.
- **Student Congress**
  - They may change their meeting time.
  - They will need to go to the Dept. of Transportation again regarding the bus pass. They will speak to the Vice Chancellor for Administrative Services to determine how far the students can go before legal council needs to be involved.

- **ʻAha Kalāualani**
  - Lei workshops every Monday. There will be a lei contest. Like the kāhili, lei bring people together. On May 1, make and wear a plumeria lei
  - *Detours - A Decolonial Guide to Hawai‘i* - Speakers from the book will be coming to campus on Feb. 19 at 4:30-6pm.

- **Faculty Senate**
  - There is professional development money from the Chancellor for staff professional development. For Faculty, there is the Faculty Development Council to apply for faculty professional development. Also, there are UH Foundation funds for faculty to travel. The funds will go to the Faculty Development Council.
  - After TPRCs are over, Candy will convene a meeting with prior Faculty Senate chairs to discuss restructuring Faculty Senate.

- **Staff Council**
  - Issues and concerns around communication.
  - There are no standard procedures such as how to reserve a room. This is difficult, especially for new people.
  - Provide a list of procedures that should be uploaded to the website.