

May 17, 2018

Dr. Louise Pagotto, Chancellor
Kapi'olani Community College
4303 Diamond Head Road
Honolulu, HI 96816

Dear Chancellor Pagotto:

Please find enclosed the complete team roster for the external evaluation visit to Kapi'olani Community College, scheduled for Monday, October 15-Thursday, October 18, 2018. If you identify any potential conflicts of interest, please contact me and I will be happy to discuss your concerns. Conflicts of interest are described in the ACCJC Policy on Conflict of Interest for Commissioners, Evaluation Team Members, Consultants, Administrative Staff, and Other Commission Representatives. The policy is attached for your convenience.

The Team Chair will contact you to make arrangements for the visit, plan a tentative schedule, and coordinate room reservations for the team.

We request you send each team member one electronic copy of the Institutional Self-Evaluation Report with evidence on a USB Flash Drive **60 days prior to the visit**. For the ACCJC office, we request one electronic copy of the Institutional Self-Evaluation Report with evidence in PDF on a USB Flash Drive to be sent at the same time the materials are sent to the team.

Please let me know if there is anything I can do to assist you as you prepare for your visit. I am available by email at sreynolds@accjc.org, or by phone at 415-506-0234. I look forward to helping you with a successful visit.

Sincerely,



Steven Reynolds, Ed.D.
Vice President

SR/tl

cc: Ms. Joanne Whitaker, Accreditation Liaison Officer, Accreditation Liaison Officer

Enclosures

DATE: May 17, 2018

MEMO: Dr. Louise Pagotto, Chancellor, Kapi'olani Community College

FROM: Cheri M. Sixbey, M.A. *Cheri M. Sixbey*
Director of Business Operations

SUBJECT: Lodging and Meal Charges during Accreditation Visits

The Accrediting Commission for Community and Junior Colleges (ACCJC) endeavors to ensure that the costs of evaluation team visits are reasonable as these costs are eventually invoiced to the institution and can be substantial. It is our practice, then, to review all expenses reimbursements requests, with supporting receipts, before issuing reimbursement payments. This provides assurances to the institution that team member expenses reimbursements are in keeping with established guidelines and policies.

In keeping with established practice, team members are asked to cover their own travel and lodging costs for a team visit and then submit a reimbursement request form, with supporting receipts, to ACCJC. Our commitment is to provide reimbursement within seven to ten days of receipt of the request so that team members do not need to carry these obligations for an extended time. Once all team members' expenditures have been submitted and reviewed, the payments processed by staff, and all reimbursements made, the college will then receive an invoice from this office reflecting all expenditures for the visit.

One way in which an institution can help reduce its costs is to obtain a special/group rate with a local hotel in advance of the visit; ACCJC strongly recommends that the college do so. In its negotiations with the hotel prior to the visit, the college should seek to secure a special/group rate on behalf of the team members. The special/group rate and registration information should then be conveyed to the team chair who will notify team members. The team member can then register at the hotel noting the special rate. Upon checking out and individual payment, the team member should obtain a receipt for their payment to submit to ACCJC for reimbursement.

Another way an institution can minimize the costs of the visit is to provide a meeting room on campus where the team members can meet and deliberate; the college can then also provide snacks and beverages for the team at a lower cost. If a suitable meeting space is not available on the campus, including for evening meetings, the college should negotiate for a meeting room within the hotel. When negotiating with the hotel for this purpose, bear in mind that food and beverages provided by the hotel can be very expensive and that many hotels do not allow for external food and beverages, even snacks.

Please let us know if you have any questions about these practices.

cc: Ms. Joanne Whitaker, Accreditation Liaison Officer, Accreditation Liaison Officer

May 17, 2018

Kapi'olani Community College
Peer Review Visit Team Roster
Monday, October 15-Thursday, October 18, 2018

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