

Chancellor's Administrative Staff Council  
Monday, October 22, 2018  
2:30 p.m. – 4:30 p.m.  
'Ilima 202A  
Facilitator: Louise Pagotto

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*Administrative Staff Members: Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, No'eau Keōpūhiwa, Aaron Koseki, Nāwa'a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker*

*Members Absent: Nāwa'a Napoleon*

*Guests: Brandon Marc Higa*

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## **Previous Meeting Notes**

### Approval of Minutes

The meeting notes for October 8, 2018 were approved with amendments.

## **New Business**

### Shared Services Update – Brandon Marc Higa

**(See Appendix A)** Updates on the Extramural Awards Funding in FY2019, Grants Development, and Title III Shared Services Center.

### ACCJC Debrief – Louise P.

- The ACCJC Thank You and Debrief with all interviewees will be held on October 31, 2018 from 9-10am in 'Iliahi 123ABC.
- Discussed the structure of the meeting – divide into small groups by units/depts, provide structured questions, and elicit any takeaways and areas of improvement identified in conversations with ACCJC team members.
- ACCJC Exit Report:
  - Recommendation #1 - Standards I and IV to be discussed with OFIE
  - Recommendation #2 - Standards I and II (learning outcomes) to be discussed with volunteers from the SLO committee, Mighty Team, and Don W.
- Louise may attend the commission meeting in January 2019 to provide updates on improvements our campus has made concerning both recommendations.

### Budget Update – Louise P.

- Reminder to submit budget revisions to Brian and Shirl asap.
- Academic Affairs budget update:
  - Lama has proposed to close on Saturdays effective spring 2019 (Student Congress will be consulted and CAC will be informed)
  - A faculty member has considered changing from 11m to 9m
  - Approved recruitment for biological science

### Admin Updates

- Parking fees/fines update: The increase of parking fines will be implemented summer 2019 and parking fees in fall 2019. Further discussion is needed on how to best implement this.
- Admin Services is looking into metered parking on our campus (approx. 10 metered stalls).

- 'Ōhi'a Cafeteria renovations timeline:
  - December 7, 2018 – July 2019 – Closed for renovations
  - December 15-17, 2018 - O&M & IT staff to clear/move equipment
  - December 17, 2018 – January 7, 2019 - Demolition period
  - Relocation of ATM machines to be determined
  - Proposed plan for several food service sites on campus

## Appendix A

### Title III Shared Services Center Update

Report for: Administrative Staff  
Prepared by: Brandon Marc Higa, Director for Resource Development  
Date of presentation: October 22, 2018

#### Summary:

Quarterly update for the Title III collaborative project, Lawelawe Pookela: Strengthening Institutional Capacity for Student Success.”

#### **Activity #1 – Title III Fellowships**

- 1) Availability of funding for Title III Fellowships, campus announcement forthcoming
- 2) Title III Fellows Symposium: Ka Wa Mā Hope Symposium: The Future is in Back of Us
- 3) Draft policy: Kapiolani Community College’s Faculty & Staff Revitalization and Vitality Campus Plan

#### **Activity #2 – Shared Services Center**

- 1) Current scope: grants development and administration, fiscal administration, personnel
- 2) Updates on policies and procedures impacting extramural programs
  - a. NSF term and condition for sexual harassment allegations and violations
  - b. New personnel recruitment process through RCUH’s Regular Hire Recruitment / Attachment B online request
- 3) Draft policy: Grants Development and Administration (to replace 2010 policy)

## Grants Development Update

Report for: Administrative Staff  
Prepared by: Brandon Marc Higa, Director for Resource Development  
Date of presentation: October 22, 2018

### Summary:

Extramural performance update for fiscal year 2018 and strategy discussion for current performance period.<sup>1</sup>

### Proposals under development:

1. Grant application – Robert Wood Johnson Foundation, under development
2. NSF, Improving Undergraduate STEM Education: Education and Human Resources, deadline ongoing, consortium application under development with Boise State University
3. Aurora Foundation for support costs for veteran students, referred to UH Foundation

### Recent proposals submitted:

Requests totaling \$1,533,347 in state fiscal year 2019.

#### Pending review

1. Supplemental funding request for \$999,998 – National Science Foundation Pre-Engineering Education Collaboratives II (Herve Collin), submitted 8/7/2018
2. Subcontract request for \$30,000 in federal investment – Minority Business Development Agency, in partnership with the Rural Community Assistance Corporation, (John Richards, Dean of Hospitality, Business, and Legal Technology), submitted to meet July 2, 2018 deadline.
3. Subcontract – National Institutes of Health Institutional Training and Director Program Projects, International Research and Training Grants, in partnership with the John A. Burns School of Medicine, John Berestecky, deadline 7/26
4. Contract – National Atmospheric and Space Administration Minority Universities and Research Education program, Herve Collin

#### Funded

1. **Grant application for \$63,281 in federal investment – funded \$45,000**  
Japan-United States Friendship Commission (Wendy Kuntz, Associate Professor of Biology/Ecology), submitted 6/28;

#### Not funded

1. Subcontract request for \$166,385 in federal investment – (not funded; PI will explore additional funding sources with this community partner)  
Innovations in Nutrition Programs and Services (Ron Takahashi, Department Chair of Culinary Arts), submitted in partnership with Lanakila Pacific to meet July 17, 2018 deadline
2. Subcontract request for \$273,683 in federal investment – (not funded; campus will fund project director and support staff member's salary through October, then positions will no longer be sustained with existing campus funds)  
Native Hawaiian CTE Programs, partnership with Alu Like (Rona Kekauoha, Coordinator, Kulia ma Kapi'olani - the Native Hawaiian CTE Project), in partnership with Alu Like, submitted to meet July 13, 2018 deadline.

#### Consultations that did not result in a full submission:

1. **U.S. Department of Labor Employment and Training Administration, H-1B Scaling Apprenticeships through Sector Based Approaches, deadline 10/16 (did not apply)**
2. **National Science Foundation Targeted STEM Infusion Projects (“TSIP”), deadline 9/20; STEM program declined to apply until additional positions in ICS are filled**
3. National Science Foundation Advanced Technical Education (“ATE”), deadline 10/4; did not apply; will send faculty to ATE conference

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<sup>1</sup> The current reporting period is through project year 3, quarter 3 (i.e., 2 years, 9 months).

4. **Consortium grant application – AARP Foundation Senior Food Insecurity Grant, deadline 9/28; did not apply; proposal draft will be used for other funding opportunities**
5. Saltonstall-Kennedy Grant Competition, under development, pre-proposal due 7/23, deadline 11/5
6. Request for investment -- AlohaCare request for investment for community paramedicine program with DOH-EMS, Louise Pagotto and Dr. Alvin Bronstein, deadline 7/31; state agency partner will consider other funding options through Congressional delegation

#### Small Grants Competitions

The Title III Shared Services Center submitted four applications to the UH SEED Office requesting \$14,434.50 in seed grant funding for diversity projects. Proposals submitted by October 5, 2018.

- 1) Jan Fried, \$3,147 to partner with 'Iolani Palace to provide virtual tours for deaf guests
- 2) Mark Kunimune, \$5,000 for EMS scenario-based education workshop
- 3) Sara Ohashi, \$4,287.50 to host an inaugural symposium for Title III Fellows focused on strategies to improve Native Hawaiian student success
- 4) Cathy Wehrman, \$5,000 for various supplies to build awareness for sexual assault prevention programs

UH Women's Campus Club, deadline Friday, November 2, 2018

1. Kelli Nakamura and Shaun Kiyabu, for iPads for Alani
2. Kelli Nakamura and Shaun Kiyabu, furniture for Alani
3. STEM & Student Affairs, for tents
4. Health Sciences, for mirrors in the Chapel
5. Kathy Ogata, for biodiesel equipment

## Extramural Awards Funding in FY2019

Report for: Administrative Staff  
Prepared by: Brandon Marc Higa, Director for Resource Development  
Date of presentation: October 22, 2018

Since July 1, 2018, the Title III Shared Services Center processed 6 awards worth \$3,138,882 in extramural awards. With the inclusion of the consortium award for the Title III Shared Services Center project, the campus has access to \$3,584,137 in extramural funding.

These awards include:

### **Federal grants and awards**

Title III Part F for campus renovations	\$1,769,825
Title III Part A for campus programs	\$ 797,544
TRIO Student Support Services	\$ 354,787
Title III Shared Services Center allocation	<u>\$ 445,255</u>
<b>Federal Grants &amp; Awards Subtotal</b>	<b>\$3,367,411</b>

### **State contracts**

EMS paramedics training course	\$ 24,000
EMT distance learning project	<u>\$ 149,480</u>
<b>Contracts Subtotal</b>	<b>\$ 173,480</b>

### **UH Foundation awards (private and corporate awards)**

EMT distance learning project	\$ 43,246
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