

Executive Leadership Team (ELT)

Monday, June 17, 2019

2:30 p.m. – 4:30 p.m.

'Ilima 202A

Facilitator: Louise Pagotto

Administrative Staff Members: Maria Bautista, Karen Boyer, Brian Furuto, Carol Hoshiko, No'eau Keōpūhiwa, Nāwa'a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: No'eau Keōpūhiwa and Nāwa'a Napoleon

Guests:

Previous Meeting Notes

Approval of Minutes

The meeting notes for June 10, 2019, were approved with amendments.

- Update on the minutes:
 - Louise asked Human Resources if there was an Hawai'i Revised Statutes (HRS) relating to the Office of General Counsel's (OGC) recommendation to not hire employees that do not physically work here. There is no HRS. It is a recommendation made by the Office of General Counsel.

New Business

Fundraising Priorities – Linh Hoang Poe

A refresher on what Linh does for the campus and on how to use fundraising to support the college strategic directions.

- As of June 17, 2019, KapCC has raised \$2.5M.
- A few incoming gifts include \$25K dental assisting and \$25K nursing endowments, \$400K naming gift, and a \$250K gift for international studies.
- Sr. Director of Development serves as a facilitator with relationships with donors; work towards major gifts at \$25K level or above; and works with cash, stock, real estate, bequest, trusts and gifts in kind.
- Stewardship – Looks to faculty, staff and programs for help in connecting donors to the college so they can see the impact of why scholarships are very important by showing them how great our students are doing.
- Focus on personal visits and campus tours to learn what donors would like to do for the college.
- Events – KapCC Scholarship Mahalo Dinner, Estate Planning Event
 - Linh would like to sit in on campus event planning boards and ad hoc meetings to provide her expertise in planning fundraising/stewardship events.
- Partnership with ELT
 - To prioritize fundraising as a part of their roles.
 - Linh needs ELT's partnership in defining the college's strategic directions (handout) so that we can work on steering the donors in that direction. Think about what the strategic directions mean to the programs, what the needs and priorities are, how that corresponds to the donors, and what kind of format that would be (endowment, naming opportunities for buildings, etc.).

- Fundraising on the campus website needs improvement. We can tier the strategic directions and post them on our website. Make it attractive enough to entice donors to give to funds.
- Proposed to have regular meetings with ELT to work on strategic directions and fundraising goals.
- ELT suggested having a process in place for both Linh and ELT in directing programs to meet with their dean first before approaching Linh, the deans are directed to the vice chancellor, who will then meet with Linh. ELT should implement these processes with their units.
- Donors want to fix problems and help others. They have a vision.
- “Giving to people,” means entrusting funds to faculty and staff who have exemplified and demonstrated ability to move initiatives forward. We need to share about excellence.
- Have a philanthropic mindset. Listen to those who express a vision. These people are our “investors” and they are special guests to our campus. There is always potential for a gift from every person, company, organization and association. Do right by your promise and succeed in your roles. Share stories with Linh about how we are doing and of the impact. Walk the talk by standing above and beyond and personally donate to our programs because we want to set a great example.

Questions:

- Are the strategic directions attractive enough to speak to our donors?
 - Yes. Explain to Linh what those directions are and what they can mean so that she can help translate this info in a way for the community to understand.
- Are we trying to find one mission to serve all? How do we frame it in a way that when one gives to a certain fund, it would accomplish specific strategic directions?
 - Linh can work on this together with ELT we earmark priorities.
- Do we know how much money come in through the websites unsolicited?
 - Linh can research this information. The annual giving campaign was not as much as last year. Approximately \$30K online gifts were because of Conrad Nonaka’s funeral last year.
- With the budget coming up soon, we know what we have and what we want (included in ARPDs and CPRs), and there will be large gaps. How do we fill the gaps with UHF?
 - We do not have a strong enough advancement and enrichment endowment fund to do that. We have a small endowment and the annual giving campaign, but there is no guaranteed money. We need to build it so that it can fill in the gaps.

Request to Fill

- All temporary positions have to be funded through July 31, 2019. An SF-1 is required.
- A suggestion was made to submit requests a week prior to the ELT meeting to review before discussing.
- Discussion is tabled until the mandatory meeting set for Friday, June 28 at 1-3PM.
- **Action:** Joanne will take notes on a google doc to be shared with ELT during the meeting.

Kūpono and AMA Next Steps revisited – Louise P.

- Discussion tabled until next meeting.
- **Action:** Joanne will re-send her notes on appropriate next steps to ELT.

CCCC Updates – Louise P.

- Out of state lecturers – Concerns with liability issues, workers comp, state taxes, state laws, and title IX investigations with out of state lecturers. Full-time faculty who teach online should not be allowed to leave the state for personal travel during the time they should be teaching. They should

be on leave without pay and the campus should back fill the position. We should not be paying for lecturers for out-of-state professional development. Chancellors can make a case-by-case decision for lecturer's professional development.

- Innovation funding proposals for 2019-2020 – A handout on a list of projects will come from Tammi.
- DOE Hawai'i language MOU (Memorandum of Understanding) – \$1M is set aside for DOE employees to learn the Hawaiian language. Three options: 1) regular classes; 2) sheltered credit classes; 3) non-credit classes. There will be a campus contact person for each option: 1) counselor; 2) contract person; and 3) continuing ed. person, to be signed initially for 3 years.
- Perkins innovation proposal – Deciding what to do with carryover money. Next Perkins V proposal to be written. Tammy will work with Nic Estrella.
- Closing end of year – KapCC is the only campus in deficit. The system overall is in very good shape.
- Intramural football (Hawai'i 8) – Proposed as RISO (Registered Independent Student Organizations) but not under our control. There are liability concerns. Windward CC, Hawai'i CC and Maui College are interested and UH West O'ahu is already participating.
- Achieving the Dream – Continuing the services already contracted for the system. Erika will refresh our memories about what the system contract entails.
- Evaluations of administrators – To submit a brief summary of administrators with the ranking from the Chancellors, due by June 28.
- BRIDGE Presentation in Fall 2019 – Suzette, PI for the BRIDGE grant, is retiring. Marina from UH Hilo is the new PI.
- Title III coordination and planning – Asked if anyone needed coordination for their Title III's. They declined.

Civil Rights Review – Louise P.

- ELT has appointed Brian as the new campus contact who will be responding to Ryan Tanaka on the civil rights review corrective action.
- **Action:** Maria will request for the last report from Susan Kazama.

Standard Letters to Students – No'eau K.

- There are concerns about having three different letters come from three different administrators sent to students that states they have been awarded a degree, have not met the requirements to receive a degree, or that they are eligible to apply for their degree.
- ELT decided that the letters be revised to have one voice and that they come from the Vice Chancellor for Student Affairs.
- Joanne and Louise Yamamoto will be revising these letters.

Admin Updates

- A small Perkins grant of \$3400 was recently awarded to the OTA (Occupational Therapy Assistant) program for field work training.
- Karen and John will be having an all-day Dean's CTE (Career and Technical Education) meeting this Friday on campus in the Kōpiko building.
- Karen is in the process of hiring for nursing, OTA, and EMS (Emergency Medical Services).
- OCET (Office of Continuing Education & Training) is coordinating with David Ai from UH to do a trademark basics presentation on campus, *Trademark Basics: What every small business should know*, on July 10 from 5:30-7:30PM in Kōpiko 127B/128. Charges are \$15 general admission and \$10 students.

- Carol thanked Karen and Sheila Kitamura for attending the meeting with Hawai'i Pacific Health and Hawai'i Health Technology Managers Association representatives about the Bio Med program and possibly having an associate's degree. HonCC had a program that ended in 1989. All of the people in that program are retiring and the program is having a hard time filling these positions. They will be dining at the Tamarind on June 26 at 5:30PM and if anyone is interested in attending, please let Cindy (OCET secretary) know. There will be a special presentation by a guest speaker from out of state to talk about the field of Bio Med.
- Carol has met with reps from Johnson Controls and other consultants in trying to get a special management area permitting for the photovoltaic systems. They wanted to know the issues as they go into the permitting process that has to go to the Department of Planning and Permitting and other neighborhood issues there may be.
- The DOCET (Director of Office of Continuing Education & Training) meeting is on June 21 on Kauai. Sally Pestana is to attend on Carol's behalf.
- The OCET campus council meeting is at the end of the month. They will start on the process to plan for a reorg.
- Equipment replacement lists can still be turned in to Brian by tonight.
- The ELT retreat is set for August 9 at the Manoa Heritage Center.
- Commencement 2020 location – Kelly Ching is still trying to contact the Stan Sheriff Center.
Action: Brian will refer to the org chart for the right person for Louise to contact and inquire about the Stan Sheriff Center.
- The Distance Education process response has been tabled until the next meeting.