Executive Leadership Team (ELT)
Monday, October 14, 2019
2:30 p.m. – 4:30 p.m.
ʻIlima 202A
Facilitator: Louise Pagotto

Administrative Staff Members: Maria Bautista, Brian Furuto, Carol Hoshiko, Noʻeau Keōpūhiwa, Nāwaʻa Napoleon, Louise Pagotto, Lisa Radak, John Richards, Joanne Whitaker

Members Absent:

Guests:

Previous Meeting Notes
Approval of Minutes
The meeting notes for October 7, 2019, were approved with amendments.

New Business
PAIR Process Update – Joanne W.
- Discussed the Annual Program Review to Planning and Assessment Integrated with Resource Allocation (ARPD to PAIR) flow chart and Prioritization Rubric. Revisions were made and Brian will submit additional changes to Joanne.

Enrollment Numbers – Noʻeau K. and Maria B.
- The vice chancellors attended a systemwide meeting last week about enrollment planning. They reported back on UHCC enrollment planning for the next 6 years. Once numbers are finalized, it will be communicated to the campus.
- The enrollment strategies/management plans will be forwarded to ELT for their input.

Improving Processes – Maria B. and John R.
- An action request was submitted to faculty senate to change the questions in the course proposal and an action request was submitted to change the approval process.
- Further demonstration on tracking budgets via Smartsheets to help improve awareness.
- Brian has requested John to present this budget tracking at his dept. meeting this Wed., October 16.

TE Town Hall – Louise P.
- Town Hall is this Wed., Oct. 16 at 3:30pm.
- There was a follow up discussion with the deans and vice chancellors.

Request to Fill
- Business, Legal and Technology (BLT) APT position - approved

Admin Updates
- Fall Staff Council General Membership Meeting and Costume Contest on Halloween Day at 11am-12pm in Kōpiko 127-128. All staff are invited to this yearly fall event.

- The VCAA will test out a methodology introduced by Mike U. that calculates the max TEs that a program can offer depending on the number of full-time faculty. Results will be shared with ELT.
- Discussed the Executive Policy 5.228 on credit hour.
- HiNet Program Coordinator position was posted on Friday and will close November 1.
- Reminder: Cybersecurity in Health presentation with Paulette Lacroix and Armand Hernandez in the ʻŌhiʻa auditorium at 5:30pm this Thursday. Cybersecurity for Business presentation at the Epiphany Church Community Room at 11:30am on Friday.
- A meeting regarding the ADA CTE report is scheduled next Monday.
- The contract for the college's current fleet of Xerox machines has expired in July and machines will be replaced in January or February. The duplication office/printshop will be provided with PaperCut, a service that allows for tracking of duplications.