

Chancellor's Advisory Council Meeting Minutes

April 14, 2020

2:30 p.m.

Zoom

CAC Members: Lisa Aganon, Maria Bautista, Candy Branson, Sarah Bremser, Laure Burke, Angela Coloretti-McGough, Jerilynn Enokawa, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Grant Itomitsu, Lisa Kanae, Justin Kashiwaeda, Linda Katsuda, Deneen Kawamoto, No'eau Keopuhiwa, Sheila Kitamura, Kapulani Landgraf, Raphael Lowe, Karl Naito, Melissa Nakamura, Nāwa`a Napoleon, Sean Nathan, Veronica Ogata, Joe Overton, Louise Pagotto, Devon Ishii Peterson, Lisa Radak, John Richards, John Ridgeway, Shannon Sakaue, Lani Suzuki-Severa, Annie Thomas, Don Westover, Joanne Whitaker, Amy Patz Yamashiro, and Jeff Zuckernick.

Absent: John Ridgeway

Call to Order

Chancellor Pagotto called the meeting to order at 2:30 p.m.

Approval of CAC minutes from March 10, 2020 meeting

Carol Hoshiko moved to approve and Bob Franco seconded.

Action: The minutes were approved unanimously.

AGO Updates

Staff Council, Raphael Lowe, Chair

- April 23 at 10-11am - General membership meeting will be a staff wellness meeting through Zoom.

Student Congress, Shannon Sakaue, Student Congress Advisor

- No report. Student Congress is recruiting for next year. This is a difficult time for students.

'Aha Kalaualani, Kapulani Landgraf, Chair

- No report

Faculty Senate, Candy Branson, Chair

- Faculty are concerned about retrenchment. UHPA discussed with President Lassner and Provost Bruno. Retrenchment is not being considered at this time. There is a lot of miscommunication. There will be budget cuts but no definite plans yet. Try not to speculate as it heightens anxiety.
- Faculty Senate has been investigating the College's \$2 million deficit that was reported last year. Candy will share the email response they received from the administration.

- Rotation of Senators for new Senators and subcommittees.
- Credit/No Credit grade option. VP Straney was impressed by Kapi'olani CC's feedback.
- TOPP program is moving forward.

Budget - Louise Pagotto

- State revenue is in a deep decline due to the lack of tourism and business tax income. There has been no discussion among the Community Colleges on the percentage of reduction. However, we need to be prepared for cuts. We need to stop spending the money we have right now. Save as much as you can before the end of the fiscal year (FY). The spending deadline was April 10, 2020. The more we can save, the more we can carry over to the next FY.
- Documentation for \$2 million deficit that was reported last year. When we receive our allocation from the UH, the UHCC holds back 5% for accreditation purposes. When you receive your allocated budget, we hold a reserve as well. The departments and units overspent the budget by \$2 million compared to what we budgeted. We used our reserves to cover the deficit.
- How are we ending FY 20? The total is not available as the fiscal year ends June 30, 2020. We will have a better sense in May. When you receive your budget allocation, you need to spend within the allocation. We need to be more careful going forward.
 - Candy - Last year, we borrowed \$750,000 from ourselves. Are we in a better position than this year?
 - Response - We will work with the UHCC system office to get an accurate look. More information will be forthcoming.
 - Check your spending with your Dean.
 - Are we going to be in a hiring freeze? Yes, VPCC Lacro will be sending a memo today with immediate freeze on expenditures.
 - The good news is the university will continue. We can sustain our students. Many around the State are losing their jobs. We need to be thankful.
- Federal funds from the US DOE went to higher education institutions based on headcount. We were given \$2 million total, with \$1,011,471 going directly to students. The Chancellors will be discussing the process to disseminate the funds. If you have ideas, please send them to the Chancellor.
- CARES Act - Thanked Brandon Marc Higa for assisting the Chancellors with the application form.
- For the balance of the CARES funds, we don't know how we are going to be directed to use it.
- ARFs - CAC members were asked to endorse the list of prioritized ARFs recommended by the Budget Committee. The list will be used if funding becomes available.

Action: The vote to endorse the ARF prioritization list: 27 voted yes, 4 voted no, and 5 did not vote. (See **Appendix A** for the voting results.)

- Budgeting process for FY 21 - Administrators + units are meeting with Brian and Shirl to create FY 21 budgets. There will be reductions so do not ask for more funding than you received last year and try to cut back more. Institutional priorities are International, DE and retention. Keep those in mind as you create your budget.

Operations - Brian Furuto

(See Appendix B)

DE Update - Youxin Zhang and Jamie Sickel, Instructional Designers

- TLC - (Teaching and Learning Contingency) was offered on March 13, while we were still F2F and online. Then, we switched to online only.
 - Total 1:1 sessions: 150
 - Total faculty served (unduplicated): 82
 - Total volunteer: 39
 - Peer mentors: 25
- TLC sessions - Mon-Fri. Hours of operations changed week to week. The team debriefed on Fridays to discuss a plan for the subsequent week. Future plans for TLC support sessions - will continue until the end of the semester.
- With so many faculty needing support to develop online classes for the summer, how can we expand our efforts to reach more than the 10-person cohorts we can support via TOPP?
- TOPP to go - Bite-sized instructional support - to go! Distilled down to the fundamentals.
 - Open to everyone. 1:1 check-in is not needed. Other campuses are asking to join us.
 - 4 modules of instruction, starting on Monday, to prep for summer and fall
 - Instructional modules released each week.
 - Space to engage in a community of practice.
 - April 20 - planning your class
 - April 27 - site set up - templates for Lualima course site and syllabus
 - May 4 - developing your class site
 - May 11 - integrating Web 2.0 tools

ACCJC Accreditation Virtual Visit - Louise Pagotto

- Thanked the Accreditation Work Group and those who were interviewed.
- We were sent the team report to check for “errors of fact”. On Monday, we received notice of the final report. We can’t share the report but it was a good visit. They appreciated the Follow-Up Report and the evidence we provided.
- Now we have to continuously improve.

Data reporting - Kara Plamann Wagoner and Veronica Ogata

- Strategic Plan Scorecard
 - Closed Pell recipient student success gaps. (Institutional Planning)
 - 36% Enrollments
 - 40% Degree/Certificate Completion
 - Stem Degree Completion 46%
 - Transfer 41%

- Student Success plans - Last year, we had 67 SSPs. The hard work and dedication brought to student success makes a difference. It moves the needle toward student success.
- IEM (Institutional Effectiveness Measures)
 - Fall to Fall (p. 9)
 - Fall 2018: 57.30%
 - Fall 2019: 55.9%
 - Fall to Spring Reenrollment (p. 7)
 - Spring 2018: 70.7%
 - Spring 2019: 73.21%
- Retention is one of the Chancellor's priorities.
- Bob Franco noted that the work by Kara and Veronica on the Strategic Plan Scorecard was exemplary. All the institutional plans such as DE, Technology, Sustainability Plans, should create 2-3 performance measures that can be integrated in the next Strategic Plan.
- Chancellor - Take a look at the IEM presentation. The Strategic Plan Scorecard is numeric, which makes it hard to meet the goals. When it's converted into %, it looks much better. We're going to hit a rough patch in enrollments next year. If you remember, 2008-2009, it took 18 months to convert into a robust enrollment in 2009-2010.
- We are closing the gaps. Great job on your efforts. They are paying off.

Chancellor's Updates - Louise Pagotto

- Reimagine Process - The budget situation will compel us to do the first step of the reimagine process. We need to ask these important questions. Review the guiding questions in step one. We need to identify who we are and where we want to go.
- Commencement - Alternatives to Commencement
 - How can we provide opportunities for a sense of closure, to say farewell and highlight the graduates' accomplishments?
 - May 15 - We will post messages of congratulations from graduates, family, friends, faculty and staff.
 - It will include a video from the Chancellor, Vice Chancellors and Deans
 - It will link to a list of graduates and their credentials.
 - Multiple Padlets - organized by program, to post messages (text, photo, video)
- Possible F2F Commencement ceremony in the Fall. Scenario 1 - December 20, 2020, at Stan Sheriff. However, we don't know how many students will attend. Scenario 2 - have smaller program commencements on campus.
- A suggestion was made to show on the commencement program where students are going to transfer.
- Karl Naito announced that this Friday is an information security presentation from data governance.

- Linh Hoang Poe - Check with your departments to ensure scholarships are awarded. It will help enrollment. If you do it before the end of the semester, students will know they are getting funding for the fall.
- Summer session 1 and 2 are online. We may be able to add F2F in summer session 2. We will know by May 15, 2020. Fall 2020 is a combination of F2F and online but we need to be ready for the F2F courses to go online.
- Shawn Yacavone - many international students have gone home. We will know more in the summer and fall when students have to register. They asked the government for leniency on F1 regulations for our students. The HIC Office is open on Fridays for student to pick up I-20s. Attendance has been low.
- Effective Monday, April 20th, if you are in an open or shared space on campus, you will need to wear a mask.
- Chancellor updates through Zoom will continue on Wednesdays and Fridays at 1pm.

Appendix A

CAC Meeting (Tuesday, April 14, 2020) – ARF Endorsement

Name	Title	Yes	No
Aganon, Lisa	Chair, Nursing Dept	√	
Bautista, Maria	Interim VC, Academic Affairs	√	
Branson, Candy	Chair, Faculty Senate	√	
Bremser, Sarah	Chair, Arts & Humanities Dept	√	
Burke, Laure	Chair, Bus, Legal & Tech Education Dept	√	
Coloretti McGough, Angela	Interim Student Affairs Coordinator	√	
Enokawa, Jeri	Registrar, Kekaulike Center	√	
Evans, Dave	Chair, Hospitality Education Dept	√	
Franco, Bob	Director, Office for Institutional Effectiveness	√	
Fujihara, Shirl	Manager, Budget		
Furuto, Brian	VC, Administrative Services	√	
Hefner, Carl	Chair, Social Science Dept		
Hoshiko, Carol	Dean, College & Community Relations	√	
Ishii Peterson, Devon	Coordinator, Title IX	√	
Itomitsu, Grant	Chair, Culinary Arts Dept	√	
Kanae, Lisa	Chair, Languages, Linguistics & Literature Dept	√	
Kashiwaeda, Justin	Manager, Fiscal		√
Katsuda, Linda	Human Resources Representative		
Kawamoto, Deneen	Student Affairs Representative	√	
Keopuhiwa, No'eau	VC, Student Affair	√	
Kitamura, Sheila	Chair, Health Sciences Dept	√	
Landgraf, Kapulani	Chair, 'Aha Kalāualani	√	
Lowe, Raphael	Chair, Staff Council	√	
Naito, Karl	Coordinator, CELTT		√
Nakamura, Melissa/Ridgeway, John	OCET Representative	√	
Napoleon, Nāwa'a	Dean, Arts and Sciences		√
Nathan, Sean	Manager, Auxiliary & Facilities Services		
Ogata, Veronica	Coordinator, Student Success	√	
Overton, Joe	Unit Head, Honda International Center	√	
Radak, Lisa	Dean, Health Academic Programs	√	
Richards, John	Dean, Hospitality, Business & Legal Academic Prog		
Suzuki-Severa, Lani	Chair, Counseling & Academic Advising Council	√	
Thomas, Annie	Acting Head Librarian	√	
Westover, Donald	Coordinator, Assessment	√	
Yamashiro, Amy Patz	Chair, Math and Sciences Dept	√	
Zuckernick, Jeff	Chair, EMS Dept		√
	President, Student Congress		
TOTALS		27	4

Appendix B

Below are a number of operational updates that were initially announced at the Tuesday, April 14, CAC meeting. Please disseminate to your respective departments/units.

Be healthy and be well,
Your Administrative Services Team

Administrative Services is STILL Open:

Administrative Services is STILL open. Security and Auxiliary Services remain present and on campus each day. Business Office, Human Resources, Budget, and Resource Coordination are available at any time on an appointment basis. Please contact these offices directly if you need help. Most of the assistance that these offices and individuals provide can be done remotely via email, video conference, or phone call.

- Auxiliary Services Unit: Sean Nathan, 734-9124, smnathan@hawaii.edu
- Budget Unit: Shirl Fujihara, 734-9885, sfujihar@hawaii.edu
- Business Office (and Cashiering): Justin Kashiwaeda, 734-9922, jkkashiw@hawaii.edu
- Human Resources: Linda Katsuda, 734-9575, katsudal@hawaii.edu
- Resource Coordination and Scheduling: Wanda Mita, 734-9549, wandar@hawaii.edu
- Security and Emergency Management: Jacob Choe, 734-9334, jchoe4@hawaii.edu
- Vice Chancellor's Office: Shellie Numazu, 734-9531, snumazu@hawaii.edu or Brian Furuto, 734-9572, bfuruto@hawaii.edu

Purchasing:

The campus purchasing deadline recently passed on Friday, 4/10. Please note that this was a deadline for all transactions, including P-Cards; however, please do not stop sending invoices to the Business Office at any point as the office will try to process and pay as much as possible this year.

Please submit all fiscal documents using the required OPRPM digital ID signature. VP for Budget and Finance Kalbert Young and VP for Administration Jan Gouveia issued a [memo on digital signatures](#). The memorandum, in summary, states that effective immediately and until further notice, University Officers and Fiscal Administrators will be allowed to sign certain purchasing related documents electronically using Adobe Acrobat DC Self-Signed Digital ID.

There are still outstanding PCDO's out there. Please submit your transaction log along with your receipts to the Business Office. The Business Office will be following up with cardholders who are currently late in turning this in; it is critical that as a P-Card holder you maintain this responsibility.

PAIR Process Status and Results:

We are currently in the final stages of the ARF request for new funding process, which is one part of the Planning and Assessment Integrated with Resource allocation (PAIR) process (the 5 year budget planning

update and review and the Equipment and Safety allocation process being the other primary pieces of our campus budget process).

5 Year Budget Planning:

The 5 year budget planning process is underway. Due to the COVID-19 upheaval, we were approximately 2 weeks behind. Initial training for the FY21 general fund and tuition and fees (TFSF) base budget request was held on Tuesday, 3/31. To date, there have been six (6) Zoom sessions with approximately 40 in attendance (Department Chairs, Administrators and program leads who are involved in the budget development process for their respective units). All training should conclude by week's end, 4/17/20 with requests due by Friday, May 1, 2020. Please note that your in-line administrator may have an internal due date that differs from the May 1 submittal date to the Chancellor.

Open Enrollment Period:

Open enrollment is happening now and will run until May 15th at 4:30pm. Human Resources is accepting digital EC-1 forms; please use the one found on the Office of Human Resources website: <https://www.hawaii.edu/ohr/documents/1868>. This form is digital signature ready. Please use the University of Hawaii FileDrop system: www.hawaii.edu/filedrop to submit to HR via email at kapcchr@hawaii.edu due to the sensitive information on this form. Human Resources will not accept any EC-1 for open enrollment after 4:30pm on May 15, 2020.

Please note that if you have a qualifying life event, please reach out to the Human Resources office directly at kapcchr@hawaii.edu.

Construction Project Updates:

- Manono Building: We do not have a confirmed completion date right now. Interior work is expected to be completed within the next 2-3 months.
- Kauila Building Dental Assisting Lab: Project is going according to schedule; estimated completion date is early May 2020.
- Naio Building: We do not have a confirmed completion date right now; however, the contractor is in the final stages and working on clearing the final items on the punchlist. The building is ready for occupation; but, we will not do so until there is a clear completion date.
- Photovoltaic Panels: Construction is projected to be completed by early June 2020. The system is projected to be operational by December 2020.
- Olapa Building Re-roof: This project was completed successfully.

Other construction related announcements:

- There will be a fire alarm test in the bookstore on Wednesday, 4/15.

Campus Security Authority:

The Safety and Emergency Management unit recently requested information on Clery reportable crimes through certain department chairs and/or faculty advisors that have been identified on the

Annual Security Report as a Campus Security Authority (CSA). This email is titled "Campus Security Authority Stats Request (2019)" and includes a memo with additional instructions. If you need assistance in determining if your crime is a Clery reportable crime and/or if the crime falls within the Clery geography, please contact Jacob Choe at jchoe4@hawaii.edu. Since this is a federal requirement, stats requests need to be promptly returned by April 30, 2020 so that the unit may start to work on this year's report.

General Campus Safety:

Please be aware that an empty campus is a harder campus for us to keep safe and secure. Use common sense when you are on campus: 1) be aware of your surroundings; 2) don't leave your door open or unlocked if you are going to be away, even if it's only a few minutes; 3) check your offices and spaces before you leave to make sure that doors and windows are closed and locked; and, 4) keep your guard up as you walk to and from your vehicle.

To comply with Mayor Caldwell's call for wearing masks in public, as well as the CDC's guidance, beginning Monday, April 20th, we are asking all individuals to wear masks when they are in shared spaces on the campus.