

Chancellor's Advisory Council Meeting Minutes

Tuesday, May 12, 2020

2:30-4:00 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, Joseph Overton, Louise Pagotto, Devon Peterson, Lisa Radak, John Richards, John Ridgeway, Shannon Sakaue, Lani Suzuki-Severa, Annie Thomas, Don Westover, Joanne Whitaker, Amy Patz Yamashiro, Jeff Zuckernick

Absent: No absences

Guests: Kevin Andreshak, Darsh Dave, Linh Hoang Poe, Brandon Marc Higa, Sally Pestana, Kara Plamann Wagoner, Jamie Sickel, Anthony Silva, James Taylor, Lisa Yamamoto, Louise Yamamoto

Call to Order

Chancellor Pagotto called the meeting to order at 2:31 p.m.

Approval of CAC minutes from the April 14, 2020 meeting

Karl Naito moved to approve and Bob Franco seconded.

Action: The minutes were approved unanimously.

AGO Updates

Faculty Senate, Candy Branson, Chair

- A memo was sent to the Department Chairs regarding DE. For the time being, we can't mandate that a faculty member completes TOPP before the course goes online, but we will still advocate for it.
- Election
 - Candy Branson, Chair
 - Richard Halverson, Vice-Chair
 - Secretary, Carl Polley
 - At-Large Members - Kelli Nakamura, Stephen Harris

The following are Faculty Senate's accomplishments and goals from the Powerpoint presentation.

- Convened a TE Task Force with stakeholders from each department and administration
- Internal and external survey evaluations
- Updating Constitution and Bylaws
- Quality DE
- Efficient curriculum process
- WICHE Interstate Passport

- Participation verification - Spring 2021
- Credit/No Credit Feedback (COVID 19)
- System Policies
- Lecturer Evaluation process
- Contract Renewal process
- Reaffirming the role of faculty in matters of concern to ensure quality education is provided, preserved, and improved
- Advocating for consultative processes
- Faculty advocacy

Staff Council, Raphael Lowe, Chair

- Activities included birthday celebrations, appreciation station, and other events in the cafeteria. Shared appreciation for those who supported staff events.
- How to do events this year? They will reach out to faculty and administration.
- Improve health and wellness of Staff. At their last meeting they held a wellness session. They talked about anything but work. They may do this once a month as they received good feedback.
- Pohukaina food pantry - for students, staff and faculty. If you need assistance or would like to donate: www.uhfoundation.org/KCCFoodpantry

Shannon Sakaue, Student Congress Advisor

- No report from Student Congress
- Elections for officers will be in the fall. Please nominate students and send their names/contact information to Shannon.

Aha Kalaulani - no report

Fall 2020 Planning - Louise Pagotto

- Created COVID-19 Comeback Committee (CCC) to address fall 2020 preparations.
 - 4 different areas: Instruction, Student Support, Facilities Management and Employee Safety.
 - Lead administrators are convening subgroups.
- Across the nation, most institutions are doing the same thing. We don't know the context yet. We are receiving guidance from the UH System and President Lassner. We will be back on the campus but it will not be the same as last fall. We need to adjust to keep people safe. If there is a surge, we may need to pivot back to remote/online.
- We had to move quickly online on March 23rd. There are different expectations for the fall as we prepare.
- There is a timeline as students want to know what they can expect. UH System is meeting in groups to discuss as well. We are waiting for guidance but we also need to make our own decisions. We will need to align with UH system guidance once received.
- Dave Evans - Meeting with HOST dept. Every course is different. Is it a priority to be online or in the classroom? Possible scenario - If a classroom can hold only 14 people

with social distancing, do we limit our enrollment of the course to 14? What is it going to take to deliver the class safely? Maybe deliver the class half F2F and the other online?

Response: There are some classes that require F2F. 93 classes across the UHCCs had to pause in March as they couldn't be delivered online. If we limit the classes to 12, the majors will be bottlenecked. There is also an equity issue for faculty. Those courses that can be delivered online, should continue for the safety of faculty and students. Deans are researching hybrid courses.

- We need to prioritize the scheduling of courses that are required to be F2F.
- For workload issues, VPCC Lacro and UHPA are in discussion.
- Maria Bautista - Deans are working with the department chairs to determine what courses need to be F2F, hybrid or online. From there, we can make decisions on how to do social distancing and sanitization for F2F.
- In the student surveys, the students are expressing a lot of uncertainty. Some students want F2F and other students don't want to come to campus. We need to offer multiple options.
- Laure Burke - When you split classes, there are different due dates. You end up having multiple classes with different outcomes.
- What about international students? They need F2F classes for their student visa.
Response: Joe Overton - the Embassies are not open in Japan, Korea, and somewhat in China. Students can't get visas. Also, the parents don't want their children to come to US with COVID-19. International students prefer F2F, otherwise, why come to Hawaii? The number of international students is uncertain. 259 international students registered for fall. Will they come or not?
- Joe Overton - We also need approval from SEVIS for students to take online courses. SEVIS has approved the summer but not sure about the fall.
- Chancellor - there are constraints in doing online instruction in foreign countries.
- Lisa Kanae - how are we going to enforce social distancing? We need contingency plans for disruptions such as what if a student doesn't have a mask? We received a spreadsheet with classroom square footage and table sizes/inventory. Could the spreadsheet also include a recommended number of students allowed in a classroom based on those measurements to adequately practice social distancing? May we have a contingency plan for how faculty will "enforce" social distancing in a classroom or if there is a protest situation in the classroom/on campus. Will there be masks, hand sanitizer, frequent cleaning of the classrooms?
- Sheila Kitamura – Their department created a grid of all the courses and how they are going to keep the students safe in each course, which include temperature checks, thorough hand washing and asking about travel history. They are following CDC guidelines for dental offices.
Response - Brian Furuto - As of right now, none of the CC Campuses are planning on temperature checks of individuals as there are legal issues.
- Providing masks for all employees? The only employees getting masks are security and custodians. We are asking that you use your own cloth masks as it has been mandated by the City/State. The COVID-19 Comeback Committee (CCC) will need time to discuss. We also will align with UH System's guidance.

- Jeff Zuckernick - it is vital to take temperatures. It is proper and not invasive. It is much more negligent as an institution if we don't take temps.
- The Chancellor will discuss with VPCC Lacro and the other Chancellors. What if you prevent a student from coming to class if he/she has an elevated temperature? Is that legal?
- Are we staying home after June 1st? If the Governor says we are clear to come back, first, we need to ensure the offices are able to keep safe. We will need an implementation plan. How do we stagger people coming back?
- Amy Patz Yamamoto - Just a comment. Faculty rallied to make this semester a success, putting in long hours with very little rest. They are really exhausted from the effort. Some feel it is going to be hard in the fall to sustain that type of effort for the entire semester. I don't know what type of solution there is, given the budget.
- Chancellor: Faculty need to decompress. It has been exceedingly difficult. Lots of pressure to get their work done in a different context.
- Comments from the student survey - Wanted to learn but their wi-fi was not good. There was no place to study. Too many distractions at home. Thank you to the library for being open for the students.
- For courses that must be taught F2F, will the College or System adjust the maximum and/or minimum enrollment of those classes to adequately practice social distancing?
Response: We are a system of 7 campuses so we need to have the same policies.

Budget - Louise Pagotto

There are two processes happening simultaneously. We need to close the books on FY20 and plan for FY 21.

FY 21 plans:

- Account managers, budget managers, deans, administrators worked together to submit a budget. Each account has 3 sheets: 1) FY 21 annual and 5-yr projections, 2) Staffing plan, and 3) answers to questions about changes from the previous year.
- Happening now - Shirl is compiling the FY 21 sheets to identify requests from the entire campus.
- Brian, Shirl and the Chancellor will meet with deans and department chairs and unit heads to better understand how the decisions were made on the spreadsheets. No adjustments are being made during the meetings.
- After these meetings, the notes will be brought back to the ELT to prioritize and suggest areas for adjustment.
- The program administrators will take the budgets back to the department chairs to go through the adjustments.
- The budgets will be finalized for FY21.
- Right now, we don't have solid information on legislative restrictions or reductions from the UH System. We don't know our enrollment numbers. We may need to make additional adjustments once we get an appropriation and further restrictions later.
- We are looking for other resources as well. CARES 1 - direct aid to students for spring and fall. We have not decided how to use the funds for Fall. CARES 2 - for the institution

and students. CARES 3 - for the institution and students. CARES 2 and 3 - we are waiting for President Lassner's direction.

- Brandon Marc Higa - Grant funding from federal agencies. Shared Services will assist those looking for funding. New applicants are applying for federal funds.
 - If you apply for a grant to a federal agency, there also may be CARES funding attached.
 - Right now, there are quicker timelines. Arts and Humanities received funding from CARES. Congratulations to Sarah Bremser, Helen Torigoe and Kelli Nakamura.
 - Good opportunities for additional funds.

Chancellor's Updates

- Department Chairs had the toughest semester ever. Thank you to all of you who continue to work in these circumstances.
- Annie Thomas thanked ELT who staffed the library during the open hours. The Chancellor thanked the library for staying open.
- Linh Hoang Poe - UH Foundation are teleworking. Please let Linh know of innovative and new ideas.
- Maria Bautista - Please recommend that the faculty participate in TOPP to go! in case we go back to online/remote. Working with the Instructional Designers for recommendations on professional development. Department chair evaluations were sent out by Shaun Kiyabu. Department Chairs can opt out. Deadline is June 2nd.
- Carol Hoshiko - Community and Continuing Ed (CE) are offering free webinars to attract the community to our site. CE online newsletter added 1,000 new people. Linh suggested connecting with community leaders.