

Chancellor's Advisory Council Meeting Minutes

Tuesday, June 23, 2020

2:30 p.m. - 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, Kevin Andreshak for Raphael Lowe, Karl Naito, Melissa Nakamura, Nāwa'a Napoleon, Veronica Ogata, Joseph Overton, Louise Pagotto, Lisa Radak, John Richards, Shannon Sakaue, Lani Suzuki-Severa, Annie Thomas, Don Westover, Joanne Whitaker, Amy Patz Yamashiro, Jeff Zuckernick

Absent: Sean Nathan, Devon Peterson, John Ridgeway

Guests: Darsh Dave, Brandon Marc Higa, Linh Hoang Poe, Joanne Nakano, Sally Pestana, Kara Plamann Wagoner, Roger Reed, Jamie Sickel, Anthony Silva, Sheldon Tawata, Lisa Yamamoto, Louise Yamamoto

Call to Order

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

Approval of CAC minutes from the May 12, 2020 meeting

Angela Coloretti McGough moved to approve, Candy Branson seconded.

Action: Minutes were approved with amendments.

AGO Announcements

Faculty Senate, Candy Branson, Chair

- By June 30th, send feedback on textbook authors assigning their textbook to students.
- Met with VPCC Lacro - she is recommending submitting dossiers electronically, as much as possible. Also recommending TPRC meetings on Zoom instead of flying to the neighbor islands.
- Guidelines about COVID-19 from the UHCC will be distributed this month. Each campus needs to create their own guidelines to reflect the uniqueness of each campus.
- Question - Is there a faculty-only listserv? Grant Itomitsu responded that he asked HR for a list. Bob Franco said there is a list at the system level.

COVID-19 Comeback Committee (CCC) Report

Four subgroups are preparing for the fall: Employee Safety, Instruction, Student Services, and Facilities. Other guidelines are being discussed at the UH and UHCC system levels. Those guidelines will be broader. Each of the groups is using the same sources for guidance such as the CDC.

Employee Safety - Joanne Whitaker

A COVID-19 Comeback Plan was disseminated on June 8th, with guidelines for office spaces and common gathering areas for students, including a Google Form that collected information about each area's plans for coming back to campus such as possibly staggering the return of employees, signage, requesting the moving of furniture, and modifications to high traffic areas such as adding plexiglass.

The responses to the pandemic are at both extremes. Some folks are not worried at all and others are very fearful. It will be important to work together and to extend kindness and flexibility during the transition back to campus.

Enforcing these guidelines will become increasingly difficult as more employees and students are back on campus. We can remind or encourage others to follow the guidelines for everyone's health and safety.

Communication:

- All our reports from the CCC subgroups will be posted on the Ohana site.
- The College's homepage will also be updated to post information about the fall. There is a general description of the CCC on the College's website but the details will be found on the Ohana site.

Facilities - Brian Furuto

The members of the Facilities Subgroup were acknowledged: David Apostol, Kapulani Landgraf, Raphael Lowe, Lisa Miller, Wanda Mita, Sean Nathan, John Ridgeway, Shannon Sakamoto-Sakaue

The goal of the subgroup is to create as safe a campus environment as possible.

Five main guidelines:

- Wear face covering
- Social distancing of 6 feet
- Personal hygiene
- Facilities modifications
- Personal monitoring for illness

81 plans were submitted. The subgroup reviewed the requests.

4 priorities were considered (highest to lowest) to approve the requests

- Employee-to-employee protection, especially if social distancing is not possible
- High traffic areas or customer service areas such as Kekaulike and the library
- Student support services over employee support services
- Individual offices were the lowest priority especially if work from home is still possible and there is little interaction with others.

Results:

- 38 requested assistance with moving furniture, which was approved. Matson containers will be rented for storage.
- 20 requested facilities modification such as barriers. 10 were approved, 8 required follow up, and 2 were denied as social distancing was possible. Of the 8 that required follow up, 5 were addressed and 3 remain as they are more complicated.
- Ordered plexiglass at \$13,000, another plexiglass order at \$500, in addition to an earlier order.

There were many requests for sanitizers and wipes. These will be provided to all programs but revenue generating programs will be charged for them. Contact Jean Ah Yuen at Auxiliary Services at X9157. Wipes are scarce, but spray and paper towels are available.

Questions:

- When will the areas be notified if their requests are approved? The requests are approved if you haven't heard from Administrative Services.
- What is the decision on signage? Are the costs for signs going to be absorbed at the system level? Standard signage from CDC will be used for general posting. There will be some unique signage for some areas. For the circles on the floor showing where to stand, each campus has a logoed one that each campus will have to purchase.
- Are we providing hand sanitizer for public spaces? Yes. It can be requested now. Contact Jean Ah Yuen at Auxiliary Services at x9157.
- Can we buy locally produced hand sanitizer? We are trying to but it is just as scarce.
- 400 face shields have been purchased. Maria will distribute them.

Construction Projects - Brian Furuto

- Naio is done - faculty and staff can move in
- Manono will be done by end of August
- Dental lab will be done in August
- PV project delayed by planning and permitting. Will not be operational until Feb. 2021.
- Lot C resurfacing will be completed mid-July
- Renovation of the 3 portables (Maile, Mokihana, Mamane) begins in July.

Additional information

- Parking fines (\$40) start on July 1st.
- Groundbreaking date for CIP phase 2 will be in November or December

Student Services - No'eau Keopuhiwa

- Creating an FAQ for students as a guide for coming back to campus. Waiting for the final decisions on how classes will be delivered. As guidelines are discussed, more questions arise.

- If a student feels sick, we are asking them to stay home. How does it affect a faculty's syllabus? Require a doctor's note? If the students are home sick, can they make up the work or test? Discussing with the academic side.
- How do students enter and exit a classroom? Where do they wait before a class starts? A possibility is to give them the classroom schedule so they know what time to show up. How do we avoid clusters of students in congested areas such as Kalia and Olapa? Should we extend the time between classes? 15 minutes is not a lot of time for the transition.
- The FAQs will address expectations for students. Will there be hand sanitizer for students? Can they bring their own? Is there one designated entry and exit? What areas are available to students on campus? Will areas with computer labs be open? Are face masks to be used all the time? Can they sit at a table on the great lawn without a mask? This is new territory for us. Guidelines are being developed to address many of these situational questions.
- We are reminding students that a lot of the services can be accessed remotely. Reduce F2F contact as much as possible.
- A video showing the campus modifications will be produced by CELTT/Marketing for the campus and another video for students by Romyn Sabatchi.
- Thank you to the subgroup members - Kevin Andreshak, Jennifer Bradley, Brandon Chun, Joe Overton, Danielle Chung, Jan Fried, Romyn Sabatchi, Joy Oehlers

Questions:

- If the library reaches maximum capacity, what do we tell students? Do we institute time limits?
- If students have back-to-back classes on zoom and they use the library for access to wi-fi, can we limit their access? There needs to be multiple resources for students.

Instructional group - Maria Bautista

- Working on documents
 - Guidelines for faculty doing F2F or hybrid classes were shared with the Department Chairs and faculty for feedback. They will address feedback and finalize the document.
 - Guidelines for the students in the classroom will be shared with the Student Services subgroup.
 - The FAQs are questions that are asked at the Chancellor's Zoom meetings. The information is being reviewed for accuracy. Please send your feedback.
- These documents need to be ready before the faculty distribute their syllabi.
- Thanks to the subgroup - Nāwa'a Napoleon, Lisa Radak, John Richards, Lisa Kanae, Susan Jaworowski, Jamie Sickel, Raphael Lowe, Leaugeay Barnes, Melissa Nakamura.

Additional discussion

- The transitioning of classes from F2F to online or hybrid is ongoing. Nāwa'a Napoleon and Jerilynn Enokawa are working hard. The goal is to finish by June 30, if possible.

- After the changes to modality in Banner are completed, Department chairs need to inform the students and add comments in Banner.
- Considering a video for students to explain synchronous and asynchronous. It's confusing for them.
- Each faculty member is going to deliver hybrid classes differently.
- If there is a requirement to do some synchronous instruction, the students need to hold that date/time in their schedules.
- If there is a surge of COVID-19, we would all have to go online like we did in the spring. We are asking the faculty to add this possibility to the syllabus.
- For classes that were put on pause in the spring, is there compensation for the faculty who are teaching the classes this summer? Need to discuss the specifics with your program administrators.
- Question to No'eau: Will all student areas be tracking who is entering the building? Sign in with the UH ID? Many don't have an ID. Does every space on campus have the resources to check the ID or check Banner to verify that they are students? Kōpiko lab has many entrance points. How do they check in?
- Contact tracing needs to be accurate.
- Continuing Ed students have no IDs.
- Computer labs - student numbers are required to use the computer.

Budget - Louise Pagotto

- Continuing to meet with areas that manage a budget to get clarification on the budget requests they have made. Reviewing staffing plan for vacancies.
- The State Legislature resumed their session yesterday. They will be finalizing the budget by July 10th. We will be getting our appropriation soon thereafter and will be able to make budgetary decisions. The appropriation will be less than last year. Program administrators will meet to review the appropriation and adjust the budgets as needed. After we adjust the budget, there will be another conversation with those who manage accounts.
- June 30th is the end of fiscal year 2020 (FY20). Once final numbers for FY20 are completed, the Chancellor will report.
- Brian - CARES 1 is for direct aid to students. In spring 2020, we received approximately \$1.1 million but only expended \$70,400 (correction). CARES 2 is tied to CARES 1. CARES 2 is another \$1.1 million but we can only spend CARES 2 what was expended for CARES 1.
- CARES funding ends in April 2021. It cannot be used for recurring costs. Need to reach out to students and families to fill out FAFSA as this determines if they are eligible for CARES 1. We are working on a strategy for awarding CARES 1.
- No'eau - The first round of CARES 1 was offered during finals week. Students eligible for CARES 1 funding were identified by the system. 1,600 were Title IV eligible. They were asked to fill out a survey. 300 completed the survey and were awarded \$200.

- The System is receiving ideas on how to award the funds. This money has to be given directly to students. We can't use it as a scholarship. It's for students affected by COVID-19. It can be given to students who are attending in summer and fall.
- Once the system makes a decision on how to award the funds, we will inform the campus. CARES 1 applications are closed now.
- We need to reach out to Next Step participants. Next Steps faculty will be discussing financial aid with them.

Grants - Brandon Marc Higa (See Appendix A)

- At the end of FY20, the grants totaled \$8.4 million, which is a new record. Federal grants total is \$5.6 million. Contract and awards total is \$2.8 million, up 40% from last year.
- Contact tracing program is a new state contract. There are DOE contracts for early college and retraining teachers, as well as Pharm Tech and Community Health Worker.
- New Proposals - The College now subscribes to Grant Station, a searchable database to help identify potential grant opportunities.
- 20 proposals were submitted during the "work from home" period. Shared Services is available to assist you.

Planning for the Future - Louise Pagotto

- There are multiple conversations on campus. When we're back in the fall, the plan is to convene the groups in strategic plan conversations. In 2021, our strategic plan expires.
- Some discussions are already taking place.
 - Continuous Improvement Work Group (originally the Accreditation Work Group)
 - Kūkulu Kapi'olani - looking into how we relate to each other.
 - Free Radicals who want to create a whole new kind of campus.
 - Reimagine group
- If you are part of any of these groups, think about a process for these discussions.

Announcements

- Linh Hoang Poe - our College received the CASE educational fundraising award. It is a national recognition for overall fundraising performance. Honolulu CC won for most improved.
- Lisa Radak - Respiratory Care will receive the Distinguished RRT Credentialing Success Award. They have received this award for 8 consecutive years.
- Congratulations to those who received tenure and promotion.
- Carol Hoshiko - Offering a series of webinars: cyber hygiene, careers in cybersecurity, domestic violence and mental health, sexual violence and mental health.
- Bob Franco - Roger Reed is leaving the campus on June 30th. Thank you to Roger for his thoughtfulness and reflection, especially around Pacific Island students.
- Chancellor: I appreciate all of you. You are making decisions under a new context.

Appendix A

Grants Development Update

Report for: Chancellor's Advisory Council
Prepared by: Brandon Marc Higa, Director for Resource Development
Date of report: June 23, 2020

Executive Summary:

The Shared Services Center is a part of the Chancellor's Office which provides comprehensive support services for grants and contracts. The Center provides proposal development support to faculty and administrators seeking extramural funding for innovative projects. This extramural revenue report details the funds raised in state fiscal year 2020 (July 1, 2019 to June 30, 2020).

Extramural funding increased campus revenue by nearly \$8.4 million. This year's performance exceeds our campus extramural fundraising goal of \$5 million annually by roughly \$3.4 million (68%). In comparison with FY2019, the campus increased extramural revenue by nearly \$2.45 million (increase of 41%). The number of extramural awards increased to 37 from 29 in the previous year.

Notably, Kapi'olani raised over \$5.6 million in federal grants, reflecting an increase due to the \$3.7 million in CARES funding. External revenue continues to expand through new contractual agreements with local state agencies and non-governmental organizations, raising \$2,788,895.24 (increase of 20.73%) through contracts and awards (+\$478,902.24 from \$2,309,993 in 2019).

Federal proposals

CARES Act Higher Education Emergency Relief Fund

Kapi'olani Community College successfully applied for over \$3.8 million in emergency federal assistance through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Three waves of funding were provided through the Higher Education Emergency Relief Fund: CARES I (emergency financial assistance to students, CARES II (Institutional Portion), and CARES III (Minority Serving Institutions).

Kapi'olani set a new record for its Title III programs with four new ANNH (Alaska Native, Native Hawaiian Serving Institutions) awards, fostering new collaboratives with partner campuses and supporting infrastructure building for Native Hawaiian programs across the campus. Kapi'olani a new partnership with Chaminade University – the first ever with a private four-year institution – to form new academic pathways and provide scholarships to increase the transfer and degree completion rate for our students. Kapi'olani is partnering with Hawai'inuiākea at the University of Hawai'i at Mānoa to improve the persistence and graduation rates for Native Hawaiian transfer students in all majors. Finally, Kapi'olani is partnering with Honolulu Community College to expand upon its place-based learning professional development program.

Kapi'olani continues to lead two consortia of STEM programs throughout the University of Hawai'i campuses to provide scholarships from the National Science Foundation for students pursuing the Associates of Science in Natural Sciences program. Additionally, Kapi'olani's STEM program secured additional funding from the UHMC College of Engineering to expand upon its scholarship offerings and is collaborating with Native Hawaiian Serving Programs to reach a wider audience.

Contractual agreements with state agencies

- Primary point of contact: Linda Duong, Fiscal Specialist, lchduong@hawaii.edu, ext. 9781
- Request support for contract review, project budgeting, and submission to kccgo@hawaii.edu

Kapi'olani continues to expand through new contractual agreements with local state agencies and non-governmental organizations, raising nearly \$2.8 million through contracts and awards. As the College continues to expand its programs through contractual agreements, the need for contract review services has grown. The Shared Services Center conducts a preliminary review of extramurally funded contracts to determine whether the agreement will be classified as a sheltered class agreement or extramural award.

State agencies (in alphabetical order by agency)

Department of Education (HIDOE)

- 1) Teachers of English to Speakers of other Languages (TESOL) Coursework
- 2) Provide a Pharmacy Technician Program at Castle High School
- 3) Pharmacy Technician Program for Farrington High School
- 4) Provide a Health Education Non-Credit (HENC) Program in Community Health Worker (CHW)

Department of Health

- 1) COVID-19 Contact Tracing Program
- 2) Emergency Medical Services Education and Training through Training Centers
- 3) Emergency Medical Technician Training Stipend
- 4) Trauma System Development
- 5) Community Health Worker Curriculum for Diabetes, High Blood Pressure and Cholesterol

Department of Human Services (HIDHS): Provide Vocational Skills Training for First-to-Work Participants Attending Kapiolani Community College

Department of Labor and Industrial Relations

- 1) Training Services for the Employment Training Fund Program
- 2) Hybrid Curriculum Development for the Medical Assisting Program

Hawai'i Tourism Authority (HTA): Hawai'i Tourism Authority FY2021 - UHKCC Customer Service and Tour Guide Certification

Foundation & private awards

The Shared Services Center, in collaboration with the University of Hawai'i Foundation, provides proposal development support to increase external revenue through national and local foundations. These funds increase scholarships available for students in STEM fields and the Community Health Worker program. Private awards continue to support the community feeding program through the Culinary Arts Program and service-learning experiential learning.

Local non-profit organizations

- 1) Kulia ma Kapiolani Project, Alu Like, Inc.
- 2) Lanakila Pacific's Recipe Revamp Project (RRP)
- 3) Kapiolani Community College Community Health Worker Scholarship, Queen's Health Systems
- 4) KCC-Ulu Polo Grant for Personnel Support of COVID-19 Community Feeding Program
- 5) Professional Cook Program

National non-profit organizations

- 1) Continuum of Service 2021 Conference Planning
- 2) WICHE Prior Learning Assessments

Funding from the University of Hawai'i

The Shared Services Center provided additional support to faculty and staff applying for competitive funding from the University of Hawai'i.

- 1) Food Security Interventions (Lunalilo Scholars Pohukaina Food Pantry)
- 2) UH IDEAS Award
- 3) NSF-Geosciences
- 4) Ho'omanalowai
- 5) Ōlelo

Search for funding opportunities through GrantStation

- Primary point of contact: Brandon Marc Higa, director for resource development, higabran@hawaii.edu, ext. 9776
- Funding searches and diversity grants: Sara Ohashi, sjohashi@hawaii.edu, ext. 9762

The Shared Services Center expanded its capacity to search for new funding opportunities through a two-year membership to GrantStation. This new service is funded by the Title III Part F *Kauhale ke Kuleana: Responsibility of the Entire Village* project.

RCUH staffing & project management

The Center's service-oriented approach to providing fiscal administration and human resources (RCUH) support prioritizes the time spent on campus initiatives by reducing transactional processing time. The Center is available for consultations with clients interested in staffing their extramural projects through RCUH. Contact Brandon Marc Higa (higabran@hawaii.edu) with inquiries.

Project assessment & evaluation

The Office for Institutional Effectiveness consults with principal investigators to develop project evaluation and assessment plans. Additional information on services offered is available at <https://www.kapiolani.hawaii.edu/ofie/ofie-institutional-research/>

Federal grant applications under development in Summer and Fall 2020:

The Shared Services Center is working with new principal investigators to apply for federal funding and submitted successful federal grant applications this fiscal year. The number of federal grant applications under development significantly increased in response to the demand for extramural funding.

The following federal grant applications are currently under development:

1. NEH CARES, National Endowment for the Humanities*
 2. IMLS CARES Act Grants for Museums and Libraries, Institute of Museum and Library Sciences*
 3. Robert Noyce Teacher Scholarship (Capacity Building), National Science Foundation
 4. Established Program to Stimulate Competitive Research (EPSCoR) Workshop, National Science Foundation
 5. Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (INCLUDES), National Science Foundation
 6. Agricultural Workforce Training Grants, U.S. Department of Agriculture
 7. Distance Learning and Telemedicine Grant Program, U.S. Department of Agriculture
 8. Targeted STEM Infusions Program (TSIP), National Science Foundation
 9. Advanced Technological Education (ATE), National Science Foundation
- * submitted proposal