**CAC Meeting Minutes and** [**Video**](https://www.youtube.com/watch?v=lOU_KeeWMyA)

Thursday, April 15, 2021

2:30-4:00 p.m.

Zoom

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

Absent: Grant Itomitsu, Sean Nathan, Juliet Owens, Devon Peterson, and Alex Sosa

[CAC Guest Attendance](https://docs.google.com/document/d/1GUjaDumWe0FPSutGyCiiBbT1z7WYiqdNHhK7l6U_YqU/edit?usp=sharing)

# **Call to Order**

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

The Chancellor introduced Juliet Owens, representing OCET.

**SSP Spotlight - New Media Arts - Adam Moura**

* New Media Arts (NMA) pivoted to a fully online curriculum last spring, a combination of synchronous and asynchronous classes.
* They established protocols for the campus computer labs. NMA opened socially distanced computer labs with limited hours and fewer seats, from 30 seats to 10 seats. They created an online booking system for the labs and for equipment that students wanted to borrow. During the shut down, they moved the labs to Lama library before moving back to Koa.
* At the end of the year, NMA hosts a portfolio show for industry guests. Last year, they did it live online with over 250 in attendance. UH Mānoa’s Academy for Creative Media posted their own promotional information every 20 minutes. In summer 2020, they established a stronger articulation agreement with us. NMA students have exclusive permission to articulate courses to a BA degree at UH Mānoa.
* They raised the maximum class size to 20 seats for all sections of Art 112, which is a 17% increase. The number of NMA majors dropped 8% last year because of COVID.
* Pivoting online, they created custom video content of over 90 minutes of video lessons per week, per course, or over 300 hours of custom video. These are lab presentations.
* NMA performs well at the Pele (Hawai‘i industry) awards. They won Best of Show for 4 of the past 5 years for web design and animation. These awards provided $10,000 in award money for our students over the years. Over the past 5 years, they have also placed in the national American Advertising Awards (ADDY). Students receive airfare and accommodations to participate at the host site.

Questions:

* Linh Hoang Poe - Who were the 250 guests? Adam: Students, family, industry professionals (DreamWorks, a game company in LA). Linh - Let’s connect and share the event with others.
* Laure Burke - Will you continue to do the portfolio show online? Adam: This year, we will be online. It was difficult last year to be completely live. It was stressful for our students. This year, they will do a pre-recorded presentation with a live Q&A. Our students really want to speak to people about their work. The date for the show is either May 19 or 20.
* View the [2021 NMA Student Demo Reel](https://www.youtube.com/watch?v=_J-cQ4uSnQc&t=116s) (opens in a new window).

**Approval of the Minutes from the CAC meeting on March 9, 2021**

***Action:*** The minutes were approved with one amendment.

**AGO Announcements**

**‘Aha Kalāualani**

No report

**Faculty Senate** - Candy Branson

* Some items are pending with the Chancellor - DE eligibility Google form, peer evaluation form for online and RSI (Regular and Substantive Interaction) definition for the campus.
* A faculty forum on the bylaws is on April 26 at 1:45-3:00pm, Faculty Senate Zoom room, which is on the Faculty Senate meeting agenda. It will be voted on in May. Bylaw review is every 5 years.

**Staff Council** - Jeri Ann Poti

* There is a call out to the membership asking for recommendations from staff on how to spend the HEERF funds. They prepared a Google sheet.
* A new Staff Council term is coming up. They are calling for self nominations. They ask the CAC to encourage their staff to serve on Staff Council. They want to include everyone and balance the membership.

**Student Congress**

No report.

**UH Foundation - Linh Hoang Poe and Brandon Marc Higa**

Brandon Marc Higa introduced Linh, Senior Development Director.

Linh:

* As of today, for the UH system, we have raised over $75 million. We are aiming to reach $80 million by June 30th. We are aspiring to be a $100 million per year organization. We are budgeted $3 million by UH. We depend on gift fees to pay for the operations of the Foundation.
* Endowment for the UH System totals $341 million. Kapi‘olani CC has 52 endowed funds. The market value, as of December 31, 2020, is $7,887,000. We increased our endowment from last year by $400,000.
* UHF Fundraising Divisions: Annual Giving, Scholarship Development, Corporate and Foundation Relations, Office of Estate and Gift planning and Major Gifts with campus-based directors.
* There are 14 Major Gift Directors. Major gifts are $25,000 or higher. Kapi‘olani CC in 2020 won the overall performance for Community Colleges award given by CASE, the Council for Advancement and Support of Education, a global non-profit association dedicated to educational advancement.
* At Kapi‘olani CC, 855 gifts totalled $2,027,929. This is a consistent number for us, we usually raise $1.5 to $2 million depending on our pipeline. As of February, scholarships, student aid and non-credit = $1,714,389, Enrichment Special Programs = $47,871, Property, Building and Equipment = $183,462, Faculty and Academic Support = $68,439
* Special gifts - Acknowledging the following:
	+ Shannon Sakaue, Carol Hoshiko, Rob Vasquez on an endowment for returning adults and non-credit.
	+ Sally Pestana and Amanda Alison for Continuing Ed and Health.
	+ Sean and Jamie Sugai gave back to the EMT program.
	+ Kaneta Foundation gave $1.2 million for Lunalilo Scholars. They will be honored as they are going into their 10th year. Clarence T.C. Ching Foundation supported Lunalilo as well.
	+ McInerny Foundation - Culinary Institute of the Pacific (CIP) proposal with a lot of help from Brian Furuto.
	+ Honda Foundation for CIP and HIC - John Richards and Louise Pagotto.
	+ In the pipeline for the 75th Anniversary Campaign - Service Learning (Bob Franco), Nursing, Hospitality, Accounting, EMS/Sonography and CIP.
	+ Large gifts are coming in for CIP.
* There is so much more to present. She and Brandon will do an info session or talk story.
* Chancellor - it takes a lot to develop relationships with donors. We need to keep nurturing the relationships.

**Commencement - Romyn Sabatchi, Shari Tamashiro and Joanne Whitaker**

4 main celebration activities.

1. Photo zone and mahalo message - April 16 at 12-4pm. Graduates can wear their cap and gown or other attire. Photos will be in the ‘Ōhi‘a cafeteria, the mahalo messages (Graduates can record a 15 second video) will be in 220 Grille.
2. Web pages for graduates from summer 2020-Spring 2021 - Graduates can upload 5 photos and 3 messages to their page.
3. Virtual Celebration for those who don’t want to come to campus or are not physically here. We invited graduates from summer 2020 to spring 2021. There is a program at the beginning. The graduates’ names will be displayed with their photos, if submitted. The pre-recorded video will be shown on Sunday, May 16 at 5-7pm so folks can arrange a watch party.
4. Walk-Through Commencement Celebration - in person. 200 graduates have RSVP’d. Each graduate can invite 2 guests. It will be on Friday, May 14th at 2-6pm. We will schedule appointment times according to their program, so they won’t be on campus at the same time. They will be able to get a scroll, walk across the stage, they have an option to do a tassel turn and then, walk off the campus.
* Shari - UH Hilo offered us their graduate pages, which is like an online yearbook. They are hosting it and designed it for us. All the campuses are working together and sharing resources. UH Hilo and UH Mānoa have been especially supportive.

Questions:

* Chancellor - Will faculty and staff get notified about the virtual celebration so they can watch? For the walk-in celebration, will graduates be arranged by program so faculty can come and support their students? Response: Yes, we are still working on the appointment times. Once it is finalized, we will let everyone know. We are scheduling by program so you can cheer on your students.
* Romyn - We need a lot of volunteers. For two shifts, we need 25-30 more volunteers.
* Shari - Medical Assisting reached out to let us know that their students are taking an exam from 8am-2pm on May 14th. We will schedule them later. Please let us know if there are any conflicts.
* Departments and programs, please reach out to your students to respond and choose between a Walk-through or Virtual Celebration.
* Laure Burke - The Walk-through Commencement is for Summer 2019 to Spring 2021 graduates? Yes.

**HEERF and PAIR Processes: Louise Pagotto and Brian Furuto**

Chancellor:

* HEERF - There are 3 waves of grants from the federal government due to COVID: CARES, CRRSAA, ARFA. All three are now called HEERF 1, 2, 3. The [HEERF Comparison Chart](https://drive.google.com/file/d/140SSlRGgpK_aQpN15nCOxbRh2IL40gQn/view) (opens in a new window) that shows the details for all 3 fed awards was emailed.
* Each of the 3 funds have 3 components. Tranche 1 is direct aid to students. Students can use the funds as they wish. Eligibility is directed by the UHCC system. The UHCC System is also responsible for reporting Tranch 1. Campuses need to track the expenditures and file quarterly reports for Tranches 2 and 3. Tranche 2 can be used for students but it is also funding for institutions. Tranche 3 can also be used for students and we received the funds because we are a minority-serving institution.
* HEERF 1 and 2 is definite. There is no official notification for HEERF 3. We’ve been told that HEERF 3 is 74% more than HEERF 2.
* There have been questions from the campus on what is getting funded? What doesn’t get funded and why?
* For CARES or HEERF 1, the original expenditure deadline was April 2021. We thought we had only 12 months to spend so we moved quickly from request to procurement. We received a no-cost extension for HEERF 1 and 2 until April 2022. There is no timeline for HEERF 3 yet. In the beginning, the purchases were for PPE and sanitizers. Now that we have more time, we can be more thoughtful on how we use the funding. We have asked AGOs for recommendations moving forward. This is one-time funding. We need to spend the funding on items that can build capacity without needing to spending additional money after the grant is over. A rubric was created based on principles.

Brian Furuto:

* CARES stands for Coronavirus Aid, Relief, and Economic Security, CRRSAA is Coronavirus Response and Relief Supplemental Appropriations Act, ARPA is American Rescue Plan Act.
* We talk about how the rules change. One recent change for HEERF 1 and HEERF 2 is we can draw down indirect costs on the expenditures other than direct student aid. It can translate to RTRF funds of close to $2 million. RTRF cannot be calculated for revenue loss for Tranche 3.
* You received an email on how to apply for the funding to build capacity for the future. He thanked Darsh Davé for creating the form. The new process helps with workflow. Read through the preamble portion. The ELT will review requests based on the pillars, principles and priorities.

Questions:

* Linh - Will the funds cover the Culinary Institute of the Pacific (CIP)? Brian - Only if CIP was impacted by the pandemic. It was already in process prior to the pandemic. It needs to have a stronger tie to the pandemic.
* Karl Naito - when something is submitted, what is the turnaround time? Brian - As a requester, you can see where the form is as it moves through the approval process: unit head, dean, vice chancellor and chancellor. So far, ELT has been testing it. The process usually takes a day. The justification needs to be written carefully. It needs to be tied closely to the pandemic.
* If the requester’s proposed expenditure gets approved, the requester needs to do the procurement paperwork.
* Nāwa‘a - What will the Business Office need to reference the approval? Brian - Include the approval with the purchase paperwork. If you use a p-card, include it in the receipts.
* Darsh - To view the progress status of your submitted HEERF Request form, log in to hawaii.kualibuild.com and click on "submission".
* Sheila Kitamura - Do you have a sense of when the classroom improvement requests will be submitted?— Furniture etc.
* Maria Bautista - We will be discussing this at the next Deans meeting. Next week, we will have ideas on how it can be done. Lisa Radak - We want to leverage our buying power and buy in bulk.
* Chancellor - We are accountable for the federal funds. There are quarterly reports. There is always the possibility for a federal audit. We need justifications for the purchases we make. If we are not in compliance, we will need to pay the funds back.

**PAIR process**

Brian:

* PAIR is our normal campus process for budget requests for allocation.
* The ARF form was emailed by Shirl Fujihara. The timeline was greatly abbreviated. There will not be a lot of approvals for the ARF requests this year. For accreditation purposes, we still need a process to record program needs based on your program review. Please submit through the Google form. The requests will go to a spreadsheet to show everyone the needs of each program. FY 22 ARF requests submittal due date by May 10, 2021, 4:30pm.
* Visit the [Kapiʻolani CC FY22 ARF Form](https://docs.google.com/forms/d/1UdtsjZ7uP7rIxyiM6SSTT4FIBIRml0-uKDdVUpHujpI/formrestricted?edit_requested=true) (opens in a new window).
* Karl - The ARF requests are not for HEERF related requests. It’s above and beyond what we are allocated in our budgets. Correct? Yes.
* Lisa Radak - Do you want a submission from each program? Yes, requests for each program.
* Amy Yamashiro - What about unfunded ARF requests from the past? Should we resubmit? Brian: Your requests stay on the list for two years. We refresh the list after 2 years.
* Karl - There are position requests on the form. Is it for a one-year request or permanent? Brian: It could be for one year or, if it is for a permanent position, it would be a commitment for the college going forward.
* The list of the requests will go to the AGOs and the campus.

**Budget - Brian Furuto**

* We don’t know what will happen. The State’s economy was deeply affected by the pandemic. Hawai‘i has the highest unemployment rate.
* Sheila - Brian, we used to use this to request for Equipment replacement, but do you think there will be any funds for this? Brian - As of right now, I don’t know.
* The Legislative process - In the State of Hawai‘i, the budget bill starts with the House, then the Senate, then back to the House. At the end of the Legislative session, the House Finance Committee and the Senate Ways and Means Committees go over each line item.
* The house budget was bad, it hurt the entire State. The Senate budget was good for us. The CCs got an increase. They cut our general funds and increased our federal fund ceiling. It’s not actual funding. Lots of funding coming from the federal government. They took a lot of general funds and gave it to us through fed funds. We won’t know the final budget until, at the earliest, the first or second week of June.

Comment:

* Candy - The union meeting was good. It was so clear. One of the comments at the union meeting is that they wished Kapi‘olani administration would meet with them more often. They had really good news. They told us that there was no reduction of our position count. Our General funds may have been lost but they were replaced with GIRF funds. Our vacant positions weren’t lost. Can we be on the same page? The messages can be confusing. Brian - We need the vacancies we have now. Our positions got cut hard last year. The legislative session is not finished yet so we don’t know.

Brian:

* Why is April 15th the purchasing deadline? 3 years ago, we were in a bad fiscal situation. We have made many incremental changes. We need to continue to make incremental changes. In Jan. 2020, we made massive changes. The pandemic helped us as we spent less on utilities. We are in year 3 of a fiscal recovery. The purpose of the April 15th purchasing deadline is to stop spending sooner. We hope we can get to normalcy soon. If there is an emergency purchase, speak to your administrator and we will get it done.

**Chancellor’s Updates - Louise Pagotto**

* We are in the middle of the CCSSE survey - It is critically important for the library, technology and student support as the survey data goes in their ARPD. Only 58 students filled out the survey. We are now offering incentives for completing the survey. There will be prizes: a laptop, airpods, gift certificates. Promotional materials are being prepared for faculty to send to their students. It will be sent through CAC.
* Faculty and staff will be able to do an external survey of the ELT. The ELT did an internal survey. As we did this, we realized we didn’t do an external survey. A link to a survey for the ELT of the campus will be sent soon.
* 75th Anniversary shirts - You have a second chance to order 75th Anniversary shirts.
* Next CAC meeting - we will review the CAC evaluation results and we will discuss areas where we can improve.
* There was a request to publicly share AGO resolutions.

Candy - AGO resolutions being public? Chancellor - In the CAC survey results, there is confusion between what the CAC does in comparison to the AGOs. Why do the AGOs have a direct line to the Chancellor? What are they discussing with the Chancellor? Should it be shared broadly?

We will strive to improve communication for more transparency. There will be an opportunity for more 2-way conversations at the CAC meeting in May.