

Title: Chancellor's Advisory Council Meeting Minutes
Place: Tamarind Room, `Ōhelo Building
Date: July 7, 2015
Time: 2:30 p.m. – 4:30 p.m.

CAC Members: William Arenivas, Maria Bautista, Kelli Brandvold, Merrissa Brechtel, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Kelli Goya, Helen Hamada, Carl Hefner, Colette Higgins, Regina Ewing for Krista Hiser, Carol Hoshiko, Shirley Tsukano for Ann Ishida-Ho, Brenda Ivelisse, Susan Kazama, Sheila Kitamura, Salvatore Lanzilotti, Gordon Man, Teri Mitchell, Karl Naito, Michaelyn Nakoa, Nawa`a Napoleon, Conrad Nonaka, Veronica Ogata, Patricia O'Hagan, Joe Overton, Louise Pagotto, Steve Singer for Trude Pang, John Richards, Leon Richards, Shannon Sakamoto, Charles Sasaki, LaVache Scanlan, Ron Takahashi, Sheldon Tawata, Joanne Whitaker, Paulette Williams, Louise Yamamoto, Dawn Zoni and Jeff Zuckernick.

Not Present: Brian Furuto, Ann Ishida-Ho, Brenda Ivelisse, Susan Kazama, Michaelyn Nakoa, Louise Pagotto, LaVache Scanlan

Guests: Harry Davis and Shirley Tsukano

Call to Order: Leon Richards, Chancellor

Chancellor Richards recognized outgoing Dean Charles Sasaki and Department Chair Colette Higgins. He announced that Shirl Furihara will be serving as Interim Director, Business Operations, Maria Bautista as Acting Dean of Arts and Sciences, Charles Matsuda as Interim Department Chair for Math & Sciences and Sharon Rowe as new Department Chair for Arts and Humanities Department.

Strategic Plan Update: Bob Franco

(Appendix A – KapCC Strategic Plan Outcomes, draft dated April 15, 2015)

The following are drafts of KCC's Mission Statement, Vision Statement and Values.

Mission Statement drafted Feb 11, 12 and March 11, 12

Kapi'olani CC provides Hawai'i's diverse communities open access to higher education opportunities in pursuit of academic, career, and lifelong learning goals. The College, guided by shared vision and values, and a commitment to engagement, learning, and achievement, offers high quality certificate, associate degree, and transfer programs that prepare students for productive futures.

Vision Statement drafted Feb 11, March 11, and 12, 2015

Kapi'olani Community College, a leading indigenous serving institution, prepares leaders in careers that strengthen the social, economic and sustainable advancement of Hawai'i's diverse communities in an evolving global community.

Values – Contributed by Kalaulani Council

Kūpono: Honesty, integrity, clarity in all relationships.

Kuleana: Faculty, staff, administration share a common responsibility to support the future of our students, college, community, and land.

Kūloa'a: Ensuring that the needs of our students are met with support and service.

Kūlia: creating meaningful curriculum that serves as a base for all to stand and move forward.

Our mission statement describes the college's educational purposes, identifies the student population and identifies degree offerings, making a commitment to student engagement, learning and achievement. There is a proposal to translate all three statements into Hawaiian.

Data will be collected to see how effective we are in fulfilling our mission statement. The revised mission statement will be approved by the Board of Regents and ACCJC (our accrediting agency) in the Fall.

Our institutional effectiveness measures are being aligned with our ARPDs and UH Strategic Directions. Comprehensive Program Reviews (CPRs) will begin a new cycle from 2016 to 2019. The CPR performance measures will need to be aligned to a specific strategic plan measure.

A few measures will need to be adapted to UH Community College's (UHCC) revised way of defining measures particularly around STEM and Pell. The goal of KCC's strategic plan is to align each measure with UHCC strategic directions and UH Institution Research numbers as well. All our strategic goals will need accurately defined data that is clearly aligned with UHCC strategic measures. Most of the strategic goals will be assigned to the appropriate area.

The next step is to align our strategic goals with UHCC's measures and collect data consistent with the data collection procedures for UHCC.

OCET Strategic Plan: Harry Davis Chair and Shirley Tsukano, OCET Program Manager

Since June 2012, OCET (Office of Continuing Education and Training) has been in receivership. In November 2013, Destiny One, a software for continuing education courses across the system, was initiated.

In April 2015, OCET presented a summary of their strategic plan to the CAC Budget and Planning Work Group. Problems were identified, such as a lack of personnel and support. Subsequently, OCET presented the plan at the CAC meeting on May 8, 2015. However, no vote was taken.

Shirley Tsukano reported that with all the changes, 3,800 students were enrolled in FY 2015, which totaled \$608,000 in revenues. To break even in FY 2016, \$2 million in gross revenue would need to be generated, if OCET included the salaries for special funded and general funded positions. In January 2015, the continuing education Health Science and Culinary courses were placed back in the departments. Expenses, including all salaries and program expenses, total \$920,000. They would need double revenue to be profitable. Revenue can be generated through contract training. Their main focus for the future is preparing students for the global economy. They will be adding a marketing position.

OCET is asking for support for their strategic plan. By legislative mandate, OCET should be self-supporting. Therefore, all OCET personnel should be special funded positions. OCET should be making a profit and contributing to paying for utilities, etc. The UH Community College System is defining what that means. Will OCET be required to pay for Destiny?

Each campus needs to determine how they will move forward. The plan presented is a strategic plan for 2021. There was a request to work with the Office for Institutional Effectiveness (OFIE) to align the OCET plan to the college's Strategic Plan.

A vote was taken to approve the OCET Strategic Plan. Of all the votes taken, most were in favor, with 4 abstentions and no nays.

CAC Budget and Planning Work Group Update: Harry Davis, Chair and Paulette Williams, Nursing Dept. (Appendix B – ARF Summary with amendment)

At the CAC meeting on May 8, 2015, the CAC voted to recommend to the chancellor the following: to fund

- Emergency call box repair and service contract for \$92,000
- Safety maintenance inspection of Health science program equipment for \$4,000
- Campus safety mobile app for \$14,000

The request for \$126,000 for equipment warranties for the Nursing Department was brought forward for a vote after the Nursing Department further reviewed the warranties.

To clarify the total cost of the SIM warranties, another quote from Laerdal was requested. The three Nurse Kelly manikins that were included in the ARF are not included in the current request. The rationale for removing the Nurse Kellys is that the cost to repair for Nurse Kelly would be cheaper than purchasing warranties.

In order to purchase the warranties for SIM high fidelity manikins a preventive maintenance service must be performed on each manikin since the original warranties have expired. The total cost is substantially lower with the Nurse Kellys excluded. By purchasing 3-yr warranty the cost saving is \$9,442. The ARF request is being amended to purchase the preventive maintenance for each manikin and the 3-yr warranties for \$68,542 plus an additional \$15,000 to cover the cost of any repairs required to get the manikins eligible for warranty. The total request is \$83,542.

The CAC unanimously voted to approve the request for \$83,542

Chancellor's Budget Recommendation: Leon Richards

The original recommendation from the CAC was as follows:

- \$92,000 for emergency call box update & maintenance (\$42,000 for current year plus recurring \$25,000 each for the next two years)
- \$4,000 for safety maintenance & inspection of program equipment for Health Science
- \$14,000 for campus security & safety mobile app
- And after the vote, \$83,542 for equipment warranties for the Nursing Department

In the discussion around the Emergency Call Boxes, it was noted that the current technology is antiquated. Primary purposes for the boxes are: 1) visual deterrent against criminal behavior, and 2) helps create a feeling of safety on campus.

A recommendation was made to fund \$12,000 to maintain the current equipment. Then, work with Administrative Services to research other options to deter criminal behavior and increase campus security.

The \$14,000 for the campus safety mobile app was affirmed. The \$4,000 for Health Science equipment is primarily for the physical therapy and occupational therapy assistant programs. The equipment used requires regular inspection for accreditation standards. Are there other equipment needs in the Health Sciences area? Radiological Technician and Respiratory Care received equipment from a grant. The plan is to replace aging equipment gradually.

The Chancellor will respond in writing his final decision regarding new funding allocations.

Announcements:

- Louise Pagotto, Brenda Ivelisse and Veronica Ogata are members of the System-wide Student Success Council. They had a 4-day meeting to discuss major changes in developmental education for all seven community college campuses. Here is what is being proposed: 1) All students to be registered in English 100. The Compass test will not be used in fall 2016. 2) If students enter below English 100 such as English 22 or 24, they will be registered in English 100 with a lab. If they are lower than English 22, two labs will be required. New ways to assess students will be explored.

For math, an option is combining math 24 and 25 into one course. If students place below math 24, they may need to attend an adult education school. VP for Community Colleges John Morton will finalize the plan. Once the plan is finalized, it must be implemented on all campuses for fall 2016. The results from other states that implemented this model were persistence and graduation rates increased 40-50%.

- The UH system signed an Early College agreement with Kamehameha School. Campuses can offer college level classes on the Kamehameha school campus. However, the tuition is set. KCC will work with Kamehameha School as well as other area public, charter and adult education schools.
- KCC hosted the Global Taste of Korea Competition. The winner, KCC chef Grant Sato, will represent the U.S. in Korea. The grand prize is \$10,000.

* For accompanying documents and/or access to all Chancellor's Advisory Council minutes and documents, please go to the Ohana website, [https://ohana.kapiolani.hawaii.edu/groups/chancellors-advisory-council-cac/under Groups, Chancellor's Advisory Council \(CAC\)](https://ohana.kapiolani.hawaii.edu/groups/chancellors-advisory-council-cac/under%20Groups%20Chancellor's%20Advisory%20Council%20(CAC)).

Submitted by: Joanne Whitaker
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