

Title: Chancellor's Advisory Council Meeting Agenda
Place: Tamarind Room, `Ōhelo Building
Date: Tuesday, December 2, 2014
Time: 2:30 p.m. – 4:30 p.m.

CAC Members: William Arenivas, Maria Bautista, Kelli Brandvold, Dave Evans, Bob Franco, Kalani Fujiwara, Brian Furuto, Kelli Goya, Helen Hamada, Mary Hattori, Carl Hefner, Colette Higgins, Krista Hiser, Carol Hoshiko, Ann Ishida-Ho, Brenda Ivelisse, Sheila Kitamura, Salvatore Lanzilotti, Gordon Man, Carol Masutani, Teri Mitchell, Linka Mullikin, Susan Kazama, Christine Nadamoto, Karl Naito, Nawa`a Napoleon, Conrad Nonaka, Veronica Ogata, Patricia O'Hagan, Joe Overton, Louise Pagotto, Sunyeen Pai, Trude Pang, Leon Richards, Charles Sasaki, Ron Takahashi, Joanne Whitaker, Dawn Zoni and Jeff Zuckernick.

Guests: Harry Davis, Jerilynn Lorenzo and Michaelyn Nākoa

Members Absent: Bob Franco, Helen Hamada, Mary Hattori, Sheila Kitamura, Carol Masutani, Conrad Nonaka and Joe Overton

Call to Order: Leon Richards, Chancellor

Introduction and welcome: Brenda Ivelisse, Vice Chancellor for Student Affairs

BOR/KCC Authorized Governance Organizations (AGOs) Reports:

Student Congress: William Arenivas

Mr. Arenivas reported that he used this semester to get to know the campus and to understand his role. He attended Student Success Council meetings and met with leadership across the College. The Student Congress passed a resolution to supply water fountains with water bottle fillers in the Lama Library and at the Iliahi building. More water fountains may be replaced across the campus. In the outside octagonal areas, the Student Congress is looking into purchasing tables to create gathering places for students. Student Congress provided the bus for the Men's March Against Violence walk. Student Congress convened an anti-violence forum in November 2014.

Mr. Arenivas would like Student Congress to have more of a presence at the College. They are reaching out to students through Facebook and the KCC website as well as meeting personally with students. There are plans to publish their minutes and resolutions to have greater transparency for the purpose of generating more interest. The goal of having a steady presence is to give students a voice if they are having problems. Another idea is to provide a stipend for Student Congress officers. KCC is the only college in the system that doesn't provide a stipend. He felt it would hold people accountable for their work on Student Congress.

The Chancellor commended Student Congress for their involvement.

Staff Council: Helen Hamada and Carol Masutani

Absent. No report was presented.

Kalaualani: Nawa`a Napoleon

On Saturday, October 25, 2014, 23 participants from across the College met for an all day retreat to discuss action strategies for Hawai'i Papa O Ke Ao. The action strategies are to address implementation of the system-wide initiatives on our campus. The next step is to receive input from the entire College. Focus groups will be convened next

semester. A survey will be taken to see how much the campus knows about Hawai'i Papa O Ke Ao. How can we engage the whole campus? They are working with Student Congress to have a student representative on Kalaualani. Michaelyn Nakoa is providing enrollment updates on Native Hawaiians on campus. Ms. Nakoa is tracking where the Native Hawaiian students are and how can we support their success and all students; success.

Faculty Senate: Veronica Ogata

Faculty Senate's last meeting for the semester was on December 1, 2014. Faculty Senate will be revising their constitution and the goal is to ratify it by the end of this academic year. Dr. Ogata asked that the members review the current constitution on the KCC website and to send commends to Elizabeth (Liz) Nakoa. They will convene a campus forum on the constitution and will ask for a vote in April or May. In addition, the Senators and the Curriculum Committee have reviewed over 200 course proposals.

Chancellor Richards noted that President Lassner had sent a memo to the Chancellors reminding them and the College's leadership to meet regularly with the AGOs. The Chancellor schedules several meetings per semester with the AGOs. The AGOs participate in CAC meetings, forums and other work groups and committees. The Chancellor asked for suggestions on how to engage more effectively with Staff Council.

Chancellor's Report: Leon Richards

The ACCJC Accreditation Evaluation Team submitted their report to the ACCJC. The report cannot be distributed until the Commission has acted upon it and the College has been notified by letter of the action taken. The meeting of the Commissioners is on January 7-9. The report was positive and the Chancellor commended the ALO and the participants in the process for their contributions to the report and the evaluation team visit.

Budget and Planning Work Group Report: Harry Davis and Brian Furuto

Strategic Plan Update: Harry Davis

Dr. Davis presented an update on the Strategic Plan 2015-2021. (See appendixes A, B, C and D for the report.)

There was a question on the definition of the STEM program. The UH system is considering excluding the Health Programs in considering data for STEM. The Health Programs are unable to grow in enrollment due to a fixed cohort, which affects the overall numbers.

Chancellor Richards responded to the projected high benchmarks. The Board of Regents set the goals high when they saw how several campuses exceeded their targets by a substantial number. They felt the baseline numbers were underestimated. They did not consider the work each campus did to achieve those numbers. The Chancellor, a member from Faculty Senate and Student Congress are on the UH System committees to discuss appropriate benchmarks. Please send feedback to Bob Franco, Faculty Senate, Student Congress or the Chancellor's Office. Some targets are high but are they too high. What should they be?

Budget Update: Brian Furuto

At the end of FY 2014, there was a deficit of \$1.6 million. Without changing our spending habits, the deficit for FY 2015 is projected to be \$1.1 million. Enrollment decreased in the Fall 2014, adding \$446,538 to the deficit, totaling \$1.6 million.

The recommendation to the Chancellor was to reduce expenditures by approximately 20% in the areas of casual hires, lecturers, overtime, overload, student help and electricity. If we meet our reduction goals, there is a projected balance of \$426,896. However, the Governor's Office may impose a 5% to 10% restriction of the UHCC discretionary general fund budget, which would create a \$2.3 million deficit.

In the area of electricity, the number of kilowatts consumed by the College has decreased but the cost of electricity has increased. The College will continue to find ways to reduce the use of electricity.

There was a report on the percentage of funds remaining for FY 2015 after the first quarter, ending September 30, 2014. Initial allocations included 100% of non-discretionary funds (personnel in Tuition and Fees Special Fund budget) and 50% of discretionary costs. Mr. Furuto asked departments and units to watch their budgets carefully.

Accreditation & Assessment Work Group Report: Sunny Pai, Chair

The 2014 Follow-up Report, Evaluation Team visit and Evaluation Team Report have been completed. The ACCJC Commission will convene on January 7-9, 2015 to determine whether the College meets the accreditation standards. The next goals are the annual report due in March 2015 and the Midterm Report due in October 2015. It is important for the College to align the College's processes to the new Standards and Eligibility Requirements in preparation for the 2018 Self Evaluation Report.

Sally Pestana, Susan Inouye, Sunny Pai and Mary Hattori have participated on an evaluation team this past year and Charles Sasaki will be on an Evaluation Team next spring. KCC was encouraged to suggest others to participate in future evaluation teams. More representation from Hawaii's faculty and staff is needed on the teams.

The Assessment Coordinator Position has been approved internally and is in the process of being approved by the system. Amy Patz Yamashiro will be the interim assessment coordinator as of January 1, 2015. An implementation team is meeting twice a week to set up the assessment management system (AMS), Taskstream.

Enrollment Management & Marketing Work Group Report: Jerilynn Lorenzo, Chair

The current enrollment is 5,187, which is down 9.6% from spring 2014. The application deadline has been extended to December 15, 2014. The marketing focus is not only on recruiting new students but also continuing students. There are conversion plans, which is contacting students who have applied and were accepted but did not attend. Another focus is marketing to targeted populations.

For Native Hawaiian student registration, see appendix E. The document shows the percentage of Native Hawaiian students registered for spring 2014 and strategies for increasing persistence.

Technology Work Group Report: Karl Naito, Chair

The Technology Work Group met to review the technology plan. There will be a meeting in January or February to move the technology plan forward in light of budgetary issues. The Dell KACE management system was acquired as a result of last year's ARF (Allocation Request Form) process and funded with Title III funds. The software was delivered in October and has been going through a testing period. They are working with Dell for training. The goal is to have it operational in late January 2015.

Cyber security has been a focus in fall 2014. Announcements to the campus have been sent from CELTT on problems with Internet security. UH ITS is aware of the issues. Phishing attempts have increased from 10 per month in the summer to 60 per month in October. The firewalls were targeted 5-10 million hits per month in the summer, which increased to 80 million hits in October. Distributed Denial of Service (DDoS), which manifests as a slowness in the network affected the UH system-wide. In the summer, there were 10-20 million attacks. In October, there were 160 million attacks. ITS is scrambling to address and mitigate the increased number of attacks. They are investigating whether this is the new norm or if it is a probe. This is a problem with IT nationally.

Announcements:

- December 12, 2014: Hawaii Culinary Competition Expo in the cafeteria at 10am-2pm. Six world judges will be participating.
- December 8, 2014: Student Research Poster Session in the cafeteria at 9am-4pm.

CAC Documents can be found on Quill.

Go to (<http://quill.kcc.hawaii.edu/page/home>), select "Governance: Shared and Participatory" (<http://quill.kcc.hawaii.edu/page/governance>), click on the "Chancellor's Advisory Council (CAC) formerly known as Policy, Planning and Assessment Council (PPAC)" link, log in to get to (<http://quill.kcc.hawaii.edu/page/ppac.html>).

Submitted by Joanne Whitaker
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