

Title: Chancellor's Policy, Planning, and Assessment Council Agenda

Place: Tamarind

Time: 2:30 p.m. to 4:30 p.m.

Date: February 5, 2013

Members and Guests: *Accompanying Signature Document

1. Call to Order: the meeting was called to order at 2:45 .p.m.

a. Attendance

PPAC members were reminded to sign the attendance sheet

b. Review/Approval of the minutes of the previous meeting

Copies of the December 2012 minutes were reviewed and approved.

c. Review/Approval of the Proposed Agenda

A request was made to move Agenda Item #3b under Information/Reports

2. Information/Reports (for Transmission):

a. Technology Update and Proposal Outline - Mary H., Kevin A., Jayson A.

A technology update was presented and then followed by a Windows XP

Expiration Update and Proposal presentation.

- *Technology Update*

During the winter break CELTT staff members were busy making ITS' required IP changes. Power management software was also installed in support of the UHCC energy savings performance contract. Work is also being done to improve KCC's wireless connectivity.

By 2014, the new platform for KCC's main website will be Word press. In addition, KCC's domain will be modified from .kcc.hawaii.edu to .kapiolani.hawaii.edu

Five independent sites have migrated from Joomla to Wordpress and 15 are under review. Website navigation is also planned.

- *Windows XP Expiration Update*

Microsoft ends support on April 8, 2014. Based upon CELTT's review, they estimate there are 600+ PC computers on campus. Of those, 75% (400+) are on Windows XP and 50% (200+) of those require hardware upgrades.

Purchasing computers with windows 7 needs to be done by the end of 2013

- *Proposal*

KCC can address the Windows XP expiration and related hardware/software upgrades by following the current standard operating procedure or adopting a new procedure. Both procedures were explained:

- 1) **Current SOP** – departments purchase upgrades to software and hardware on their own using department funds. The effectiveness of this procedure varies because of funding disparities, compliance and security problems, and software training complexities. If compliance and security problems are not rectified, phishing attempts and malware threats will increase.

The current procedure has hidden costs to campus including:

- Volumes of purchase orders
- No volume discounts
- Technology gaps
- Technology consultation needs
- Decreased productivity
- Complicated support and training

Proposal for new procedure – centralized procurement of hardware and software. CELTT will inventory, ascertain needs, estimate costs, prioritize purchases, and purchase hardware and software.

The departments and campus will benefit from:

- Increased tech standards
- Reduced workload
- Increased overall productivity
- Scheduled upgrades
- Planned training based on upgrade schedule
- Reduced costs using bulk purchasing
- Better asset management
- PPAC Support
- Better inventory
- Scope of costs
- Planned and phased training

Consensus Recommendation

Bob F. moved, Dave E. seconded a motion that CELTT develop a centralized technology system for addressing the impending 2013 deadline. Motion passed unanimously.

Future consideration - another larger issue is to centralize technology management, which should not only include computers but also projectors and AV equipment. The pitfalls Of centralization should also be considered.

- b. Centralization of Scholarship Services - Mona L.
Scholarships can be promoted centrally. Students apply once and their information is aligned with scholarship criteria. In addition to the general application questions, KCC added 50 unique questions.

If you want more information about centralized scholarship services, send your questions to Mona Lee and she will confer with Hettie.

- c. Communications/Report from BOR/KCC Authorized Governance Orgs (AGOs)
1. ASKCC - Mona L. for ASKCC
ASKCC elected a new Chairperson. They met last Thursday, 1/31/13 and Will be proposing three options for campus eateries – Olapa, Iliahi, & Lama. Proposals will be solicited.
The vending machine contract ended. No request for proposals has been issued. Vending machines now have a device installed on them to conserve energy.
 2. Faculty Senate - Susan Dik
Faculty senate met on February 4, 2013 at 12:15 p.m. They took action on a proposal with research intensive. Senate has a survey out to assess SLOs. Focus group, faculty forum for Feb. 20th
 3. Kalaulani - Kauka DeSilva
No report
 4. Staff Council - Helen Hamada
No report

- d. Accreditation Report Update (expected date 2/1/13)
Accreditation – waiting for the action letter from the commission. KCC was asked to serve on the Lumina panel, which is a positive sign because institutions are not asked to serve on Lumina unless they are at proficiency level with SLOs.

- e. Budget and Hearings
The FY2013 budget supplement was \$3.3 mill, with KCC receiving approximately 30% or \$1mil.
The UH Board of Regents budget request to the governor was for year 1=\$10 mill, year 2=\$20 mill.

The legislative hearings were somewhat uncomfortable for the University. On Feb. 5, 2013 there was a specific hearing about the financing of the University. It does not appear that the UH will get a lot of G fund support for new programs or initiatives.

3. Action Items:

a. PPAC and Membership Review -

A copy of the current PPAC membership list and purpose statement was handed out to the PPAC members. They were asked to review and be prepared to for a discussion at the next PPAC meeting our comments/ input.

4. Other Announcements

- Campus Key Project – will be done soon. Need input from departments.
- Signalization at Diamond Head and Makapu`u will be done within the next year. KCC will meet with Dept. of Transportation Services to minimize impact on access to campus.
- Science Fair – Saturday, Feb. 9, 8:30 a.m. Five legislators will be attending as well as Hawai`i Five-O Actor, Daniel D. Kim
- Feb. 16, Physics Olympics
- What’s Cooking in Hawai`i has been well received. Culinary will negotiate some marketing time for the campus in 2013 agreement.

5. PPAC Meeting Schedule

- **Time: 2:30 – 4:30 p.m.**
- **Location: Ohelo Building, Tamarind Dining Room**
- **Dates:**
 - March 5, April 2, May 7, 2013

*PPAC Accompanying Documents can be found by going on Quill (<http://quill.kcc.hawaii.edu/page/home>), through the “Governance: Shared and Participatory” site (<http://quill.kcc.hawaii.edu/page/committees>), and logging-in to the “Policy, Planning, & Assessment Council (PPAC)” site (<http://quill.kcc.hawaii.edu/page/ppac.html>).

Submitted by: Carol Hoshiko