

**Title: Chancellor's Policy, Planning, and Assessment Council Draft Minutes**

**Place: Iliahi 123, ABC**

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

**Date: April 30, 2013**

Members and Guests: \*Accompanying Signature Document

**1. Call to Order:**

- a. Attendance – See signature document
- b. March 5<sup>th</sup> PPAC plus notes & handouts are posted in Quill
- c. Review/Approval of the Proposed Agenda  
Item 2.b.1 - Kauka DeSilva should still be listed as Kalualani Dept. Chair until Kawika Napoleon's election is officially approved.

**2. Information/Reports (for Transmission):**

- a. Technology Update - Kevin A.

Over the past two months, a physical campus inventory was conducted; other data was collected from the departments; network configurations were reviewed; and additional allocation consulting was done and purchases are in process.

There are a total of 1975 computers on campus, 1675 are PCs and 300 are Macs. 1428 PCs will be without warranty by the end of 2013, and 920 of those need windows 7 license upgrade. To purchase Windows 7, the Estimated cost is \$51,520. Windows XP will no longer be supported by November 2013. Apple will end support in April 2014. KCC will revoke Access to the network if not running windows. Priority for windows license upgrade will be administration, faculty, staff, and open lab computers.

CELTT is working on a campus technology plan, which will include a three to four year replacement cycle. The draft plan will be presented to Admin and PPAC in the future.

(A copy of the technology update will be posted with the PPAC minutes in Quill)

- b. Communications/Report from BOR/KCC Authorized Governance Orgs (AGOs)

1. **ASKCC** - Chi Kuen Wong & Kalani Fujiwara  
Student Congress – Jessica Lum worked with Leon on the student forum. The Peer Mentors' had a banquet. Student Congress members are taking part in strategic planning for distance learning and also working on campus eateries.

The UHCC system will develop a strategic plan update and the campus will also develop a strategic plan update. Send an email the Chancellor if you want to be on one of the task forces. Carol will send a copy of VP Morton's presentation to PPAC members. The

presentation will also be posted on the UHCC website as well as in KCC's Quill.

## **2. Faculty Senate**

**- Susan D.**

Faculty Senate - has been busy with Foundations Courses and Course Learning Reports. They are also working with the Part-time Students Committee, which received five applications for funding. Three of the applications were from KCC. Faculty Senate is also involved with strategic planning, and the Statway project. May 6<sup>th</sup> is the final Faculty Senate meeting for this semester. At that time, elections will be held.

## **3. Kalaulani**

Kalaulani – held an election for Department Chair. There was a good voter Turnout (50%).

## **4. Staff Council**

**- Helen H.**

Staff Council – no representative present to give report.

## **3. Action Items:**

- a. PPAC members broke into small cross-functional groups. They were asked to respond to three questions related to the mission and purpose of the PPAC, what is or is not working in PPAC, and what changes they recommend. A recorder took notes in each group and submitted the responses. The Results will be compiled and discussed at the next PPAC meeting as part of the responses to the accreditation recommendations.

## **4. Other Announcements:**

- a. May 7, PPAC Meeting
- b. Major announcement  
Milton found out last Thursday that Eileen T. is retiring today, April 30. She also informed him that all of the HR staff found other jobs. Amy Y. is stopping her casual; Janice H. is moving to the Executive Branch in DBEDT; Nick accepted another position. The UHCC system office will provide support temporarily. They will identify what needs to be done, determine what resources and skill sets are needed. They may be able to get assistance from other campuses. Meanwhile, immediate action will be taken to fill vacancies.

Mary P. will provide EEO/AA assistance. We could possibly outsource some of the work. Work will continue on recruitments in process. Processes will be Reviewed for hiring and paying instructors and staff.

\*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