

**Chancellor's Advisory Council
Meeting Notes**

Tuesday, June 13, 2017

2:30 p.m. – 4:30 p.m.

Naio 203

Facilitator: Interim Chancellor Louise Pagotto

Chancellor's Advisory Council Members: Karen Boyer, Kelli Brandvold, Candy Branson, Merrissa Brechtel, Sarah Bremser, Lee Ann Demello, Christopher Edmonds, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Brenda Ivelisse, Lisa Kanae, Justin Kashiwaeda, Susan Kazama, No'eau Keopuhiwa, Sheila Kitamura, Charles Matsuda, Karl Naito, Michaelyn Nakoa, Nawa`a Napoleon, Keolani Noa, Veronica Ogata, Patricia O'Hagan, Joe Overton, Louise Pagotto, Trude Pang, John Richards, Shannon Sakaue, Ismael Salameh, Ron Takahashi, Susan Weber, Joanne Whitaker, and Jeff Zuckernick.

*Members Absent: Carl Hefner, Brenda Ivelisse, Lisa Kanae, Joe Overton, Trude Pang, John Richards, Shannon Sakamoto, Ismael Salameh,
Guests: Brandon Marc Higa, Alissa Kashiwada, Sunny Pai, Keith Rivera and Patricia Taylor*

AGENDA ITEM	DISCUSSION	ACTION/RECOMMENDATION
Call to Order	Interim Chancellor Louise Pagotto called the meeting to order at 2:30 p.m.	
New Business BoardDoc Webinar Demo – Dawn Adams, BoardDocs Representative	BoardDocs is a meeting management system that electronically publishes and revises agendas and minutes with a searchable repository of all data. It also includes a policy development and publication service. <ul style="list-style-type: none">• If the campus decides to use BoardDocs, all committees would be asked to use it such as AGOs, VCAC, CAAC, etc.• If the contract with BoardDocs ends, the information can be exported in a database format for no additional charge.• There is no recording feature but audio files can be uploaded.• For program accreditation, goals can be tracked.• Information is encrypted at every level. There are two data centers. Information security details were sent to the Interim Chancellor.• Help is available 24 hours a day, 7 days a week, 365 days a year.• The cost is \$1,000 to set it up and \$20,000 a year. The price is locked in with free updates.• Questions: Who would be the primary users of the software and are they	<ul style="list-style-type: none">• Send feedback to Interim Chancellor Pagotto

AGENDA ITEM	DISCUSSION	ACTION/RECOMMENDATION
	comfortable it? Have you looked into other companies such as Board Advantage? Are there pricing differences? Can archived minutes be uploaded? Do other colleges in the UH System want to use it? Windward CC and Kauai CC participated in a demo. There would be problems with integrating system-wide meetings. The UH System is on a different system.	
Approval of May 2, 2017, CAC meeting notes		A motion was made by Karl Naito, Susan Kazama seconded. Minutes were unanimously approved.
ACCJC Evaluation Team Visit	The ACCJC Evaluation Team will be on campus during the week of October 15, 2018. The Interim Chancellor asked for all to be present during that week, if possible.	
Hökūle'a Returns – Nawa'a Napoleon	For the return of Hökūle'a, we will be hiking to the summit of Diamond Head to greet Hökūle'a with chants. There are several more practices to learn the chants. The pahu (drum) will be carried up. Kihei will be provided for \$10. The Dept. of Land and Natural Resources are supporting this effort. Bring a flashlight, wear comfortable clothes and sunscreen. Meet near the chapel at 4:45 a.m.	Let Joanne Whitaker know if you would like to participate.
ARF Process Overview – Brian Furuto	<p>The Academic Year 16-17 Budget Process flowchart was presented (Appendix A).</p> <ul style="list-style-type: none"> • An ARF could be generated if the request addressed the College's Strategic plan, ARPD, Comprehensive Program Review and Student Success Pathway (which aligns to the Strategic Plan) • ARFs were due 3/10, due to the Vice Chancellor for Admin Services on 3/31, the list of ARF requests was sent to AGOs on 4/21, Town hall by AGOs on 4/28 • CAC Budget Subcommittee made a recommendation to the full CAC on 6/13. The CAC will make a recommendation to the Interim Chancellor. The Interim Chancellor makes a decision by 6/30. • 31 ARF requests were received and all 31 were ranked by the AGOs. (Appendix B) • Question: How can the CAC members vote, as there will be no opportunities to vet the recommendation with the units? Do the CAC members vote as individuals or on behalf of their units? When do the units get informed of the full list of ARFs? The units didn't know how the ARFs were prioritized. • An option was suggested to make a motion to table the vote until the units could be more fully informed. 	
Budget Overview – Brian Furuto	<ul style="list-style-type: none"> • The main accounts at the College are the general funds and Tuition and Fees Special Fund (TFSF). Projected numbers for FY17 are as follows: 	<ul style="list-style-type: none"> • A request was made for a report on grants.

AGENDA ITEM	DISCUSSION	ACTION/RECOMMENDATION
	<ul style="list-style-type: none"> ○ Total revenue is \$42.4 million, expenditures from payroll are \$35.5 million, operational costs are \$9.2 million. Total expenditures are \$44.8 million. Transfers (System costs for the College's share for Banner, UH Foundation, etc.) are a positive balance of \$3.2 million due to carry over funds. Total balance is a deficit of \$2.8 million. The cash balance is \$1.8 million, however, \$1.4 million has already been earmarked for expenses from last year. ● The balance for FY18 will be about \$300,000-\$400,000. ● Revenue from tuition and fees is \$2 million less than last year. We expended \$3 million more in payroll and \$3-4 million more in operations this year. ● These balances exclude positions that are grant funded. 	
CAC Budget Subcommittee Recommendations – Karl Naito	<ul style="list-style-type: none"> ● The CAC Budget Subcommittee members are Justin Kashiwaeda, Veronica Ogata, Shirl Fujihara (non-voting), Kelli Brandvold, Lisa Kanae, Sheila Kitamura, Karl Naito, and Trude Pang. ● The CAC Budget Subcommittee meeting was on May 25, 2017. ● None of the ARF requests had a perfect score of 3.00. This year, there were four with a score of 2.75. ● (Appendix C) The budget subcommittee determined that if there were technology requests, those requests would be taken out and will go through the centralized technology funding source. Therefore, item 4 was pulled out as it was a request for computers. Not all computers will be funded immediately. There will be a 5-year cycle of replacement. ● The budget committee recommends the top three requests for funding: <ul style="list-style-type: none"> ○ HS-1 – Funds to inspect and calibrate all equipment in PTA lab for \$4,000 ○ HS-3 – Funds for 2 electrocardiograph machines with monitors and carts for \$12,000 ○ HS-4 – Funds for full size adult manikin and body bag for storage for \$3,000. ● The total cost is \$19,000. ● If additional funding becomes available, the budget subcommittee recommends that Tier 2 be funded: <ul style="list-style-type: none"> ○ EMS-2 – Funds to upgrade EKG training equipment to minimum standards for \$210,000. ○ LLR – 3 – Funds for peer mentor and embedded tutors and peer receptionists for \$88,500. ○ CELTT-1 – Funds for Instructional Development Tech Support position for \$80,000. ○ NURS-1 – Funds for SimBaby manikin with 3 year warranty for \$40,082. 	Bob Franco made a motion to vote on the recommendation by the CAC Budget Subcommittee. Veronica Ogata seconded. Through an anonymous paper balloting process, the vote was 17 yes, 1 no and 5 abstentions. The vote was passed.

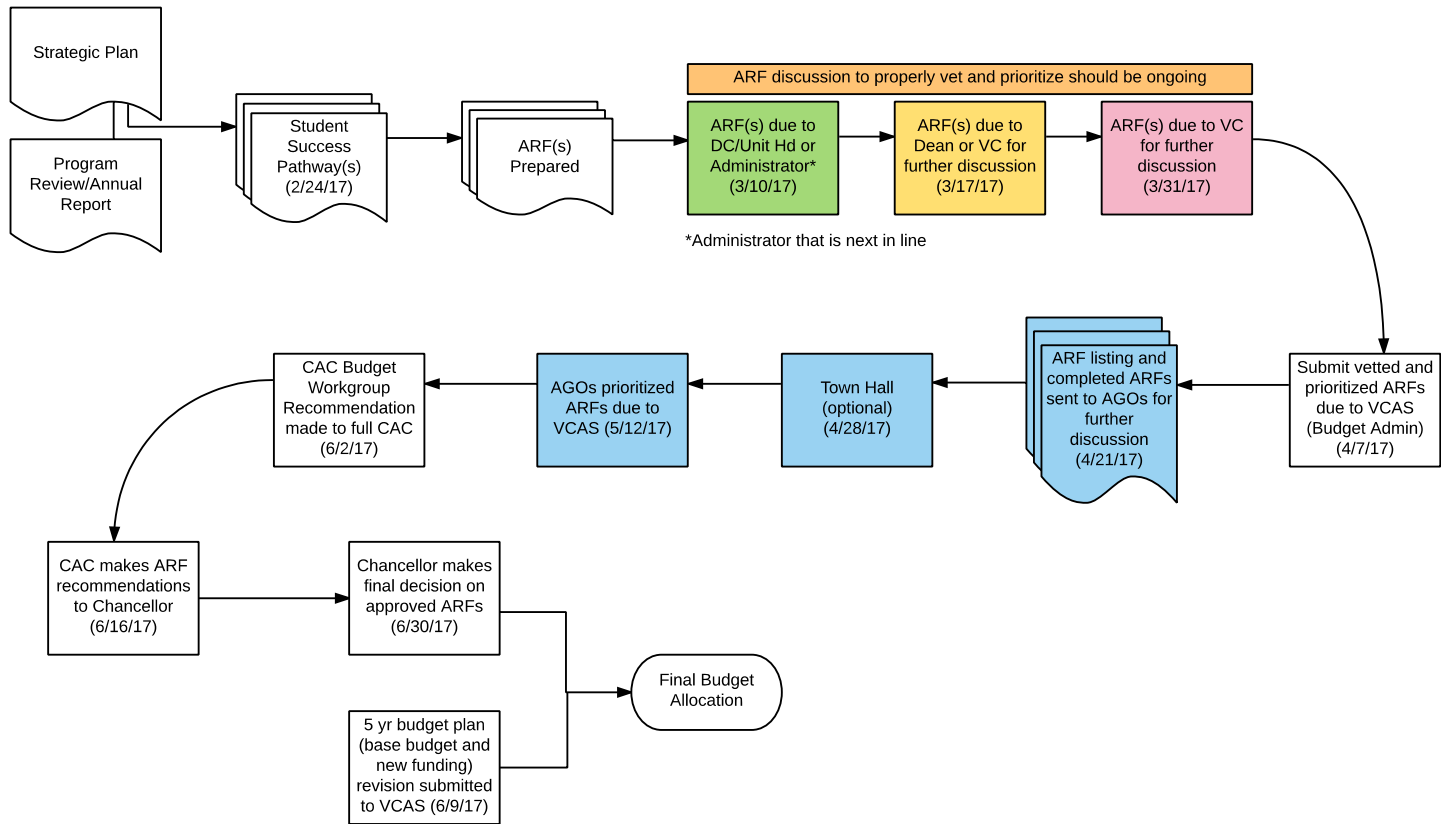
AGENDA ITEM	DISCUSSION	ACTION/RECOMMENDATION
	<ul style="list-style-type: none"> ○ HOST-1 – Funds for full-time faculty position for \$70,000. • Question: How much money is available to be allocated? Our budget is \$42 million. If you subtract payroll, the rest is negotiable. If the CAC deems that an item needs to be funded, there would need to also be a recommendation on what would need to be cut. If these are priorities that are vitally important, other initiatives can be cut. • Should the recommendations be taken back to the units? What is the process for each AGO? A suggestion was made that every member in each AGO should have the opportunity to look at the ARFs for transparency. How are the AGOs getting the message out to their constituents? • Comment: This process is a lot of work for a \$19,000 allocation. A recommendation was for a detailed change of the process. The only requirements are that the process be communicative, inclusive and transparent. This is an important process, not only for the \$19,000. If funding becomes available, there is a priority list as to what should be funded. • Question: How did one ARF get funded outside of the process? When the Deans met with the Vice Chancellor for Academic Affairs, unexpended funds in their accounts were available. It was decided to fund several items from these funds. • If an area has an urgent need, other sources of funding are available such as grants. • The ARF process needs to be completed by May 1st in order to include all constituents. • The Student Success Pathways were used for the ARF as the ARPD data was late again this year. • An additional process was added this year. Those who receive allocations must report to the Chancellor on how the allocation met their intended goals. 	
Institutional Learning Outcomes (ILOs) vote – Louise Pagotto	There was a request to table the vote on ILOs as there was an issue on process. The existing ILOs, which are the same as the general education outcomes, will continue to be in use.	
Assessment Plan – update	<ul style="list-style-type: none"> • The Assessment Plan will not be implemented in its current form. • We are creating time and space for faculty to do assessments and they will be compensated. We are hosting an “Assess-a-thon” during the week before duty week. • An assessment coordinator is being considered. • A staff member will be inputting faculty assessment work into Taskstream. • There will be assessment pilots for faculty groups starting in the fall. We will 	

AGENDA ITEM	DISCUSSION	ACTION/RECOMMENDATION
	ask for proposals from discipline faculty or trans-discipline faculty and the work will be funded.	
Announcements:	<ul style="list-style-type: none"> • Brandon Marc Higa was recognized in the 40 under 40 list by Pacific Business News. • The Director of OFIE stated that an institutional climate survey will be done in the spring. The request was made to avoid doing surveys in spring 2018. 	

Appendix A

Academic Year 16-17 Budget Process Flowchart

revised: March 1, 2017



Appendix B

For FY 18
AY 17-18

Summary of Requests
Spring 2017

Attachment 5

					Request Information								Request Cost						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
#	Overall	SC	KC	FS	ASK	Support Doc Code	Dept Priority	Dean's Priority	VC Priority	Intro FY	Health/Safety	Recurring (Y/N)	New Prog/Act	Short Description	Pos.	\$ for A	\$ for B&C	Total	Comments/Notes
1	2.75	M	H	H	H	HS-1	1/6	1/9	1/22	FY18	N	N	N	Funds to inspect and calibrate all equipment in PTA lab	0.00	\$ -	\$ 4,000	\$ 4,000	
2	2.75	M	H	H	H	HS-3	4/6	3/9	3/22	FY18	N	N	N	Funds for 2 electrocardiograph machines with monitors and carts	0.00	\$ -	\$ 12,000	\$ 12,000	
3	2.75	M	H	H	H	HS-4	5/6	4/9	4/22	FY18	N	N	N	Funds for full size adult manikin and body bag for storage	0.00	\$ -	\$ 3,000	\$ 3,000	
4	2.75	H	M	H	H	SSCI-1	1/1	2/6	6/22	FY18	N	N	N	Funds for new computers with statistical packages for research needs	0.00	\$ -	\$ 24,060	\$ 24,060	
5	2.50	H	H	H	L	EMS-2	2/2	7/9	7/22	FY18	N	N	N	Funds to upgrade EKG training equipment to minimum standards	0.00	\$ -	\$ 210,000	\$ 210,000	
6	2.50	H	M	M	H	LLR-3	3/4		8/22	FY18	N	Y	N	Funds for peer mentor and embedded tutors and peer receptionists	0.00	\$ 88,500	\$ -	\$ 88,500	Does not include fringe
7	2.50	H	M	M	H	SA-2	2/5		2/5	FY18	N	Y	N	Funds for First Year Experience Student Support Specialist position	1.00	\$ 58,682	\$ -	\$ 58,682	Includes fringe costs
8	2.50	H	H	H	L	SEM-1	1/1		1/1	FY18	N	Y	N	Funds for additional security positions at Culinary Institute of the Pacific	3.00	\$ 155,000	\$ -	\$ 155,000	Does not include fringe
9	2.25	M	M	H	M	AH-1	1/1	1/6	5/22	FY18	N	N	N	Funds to replace 9 computers in New Media Arts Labs	0.00	\$ -	\$ 30,515	\$ 30,515	
10	2.25	H	M	M	M	CELT-1	1/1		13/22	FY18	N	Y	Y	Funds for Instructional Development Tech Support position	1.00	\$ 80,000	\$ -	\$ 80,000	Includes fringe costs
11	2.25	L	H	H	M	EMS-1	1/2	6/9	12/22	FY18	N	N	N	Funds for equipment to train critical care and community paramedics	0.00	\$ -	\$ 55,000	\$ 55,000	
12	2.25	H	M	M	M	LLR-2	2/4		15/22	FY18	N	Y	N	Funds for part-time math instructor to support 2nd floor math lab	1.00	\$ 20,000	\$ -	\$ 20,000	Does not include fringe
13	2.25	H	H	M	L	MS-1	1/1	3/6	20/22	FY18	N	N	N	Funds for 5 micro spirometers for Zoology 142 labs	0.00	\$ -	\$ 3,770	\$ 3,770	
14	2.25	M	H	H	L	NURS-1	1/1	8/9	11/22	FY18	N	N	N	Funds for SimBaby manikin with 3 year warranty	0.00	\$ -	\$ 40,082	\$ 40,082	
15	2.25	H	M	L	H	SA-4	1/5		4/5	FY18	N	Y	N	Funds for Kapo'oloku peer mentors (Title III funds to 9/30/19)	0.00	\$ -	\$ 20,261	\$ 20,261	
16	2.00	M	H	L	M	HOST-1	1/1	2/2	14/22	FY18	N	Y	N	Funds for full-time faculty position	1.00	\$ 70,000	\$ -	\$ 70,000	Does not include fringe
17	2.00	L	L	H	H	SA-1	3/5		1/5	FY18	N	N	N	Funds for student help (\$1,712) and APT overload (\$5,000) for MVP	0.00	\$ 6,712	\$ -	\$ 6,712	Does not include fringe
18	1.75	M	L	L	H	HS-2	6/6	2/9	2/22	FY18	N	N	N	Funds for replacement treadmill for PTA program	0.00	\$ -	\$ 7,000	\$ 7,000	
19	1.75	L	M	M	M	LLL-2	2/3	4/6	16/22	FY18	N	Y	N	Funds to create learning cohort for Japanese language program	1.00	\$ -	\$ 13,396	\$ 13,396	
20	1.75	M	L	M	M	SA-3	4/5		3/5	FY18	N	Y	N	Funds to continue .5 casual APT A for student parents & Title IX support	1.00	\$ 21,603	\$ -	\$ 21,603	Silent on fringe costs
21	1.50	L	H	L	L	LLL-3	3/3	6/6	19/22	FY18	N	N	N	Funds for tuition waivers for 8 ASHFL student mentors	0.00	\$ -	\$ 8,832	\$ 8,832	Also workshops and training
22	1.50	L	L	M	M	LLR-1	1/4		9/22	FY18	N	N	N	Funds for computer hardware to support various service areas	0.00	\$ -	\$ 100,000	\$ 100,000	
23	1.25	L	L	M	L	BLT-1	1/1	1/2	10/22	FY18	N	N	N	Funds for computer table, chairs, and cart to repurpose lecture room	0.00	\$ -	\$ 17,500	\$ 17,500	
24	1.25	L	L	M	L	HS-5	3/6	6/9	22/22	FY18	N	Y	N	Funds for one-year subscription to aggregate student data	0.00	\$ -	\$ 1,125	\$ 1,125	For assessment purposes
25	1.25	M	L	L	L	HS-6	2/6	9/9	17/22	FY18	N	Y	N	Funds for Dental Assisting position	1.00	\$ 64,896	\$ -	\$ 64,896	Does not include fringe costs
26	1.25	L	M	L	L	LLL-1	1/3	5/6	21/22	FY18	N	N	N	Funds for stipends for LLL lecturer engagement	0.00	\$ -	\$ 4,000	\$ 4,000	
27	1.25	L	M	L	L	OCET-2	2/3	2/3		FY18	N	Y	N	Funds to market and promote Continuing Education programs	0.00	\$ -	\$ 60,000	\$ 60,000	
28	1.25	L	L	L	M	SA-5	5/5		5/5	FY18	N	Y	N	Funds for APT B Student Support Specialist for Lunaillo Scholars program	1.00	\$ 70,135	\$ -	\$ 70,135	Includes fringe costs
29	1.00	L	L	L	L	LLR-4	4/4		18/22	FY18	N	N	N	Funds for 6 additional cameras in the testing room	0.00	\$ -	\$ 3,500	\$ 3,500	
30	1.00	L	L	L	L	OCET-1	1/3	1/3		FY18	N	Y	N	Funds for Marketing Specialist/Coordinator position	1.00	\$ 54,600	\$ -	\$ 54,600	Does not include fringe
31	1.00	L	L	L	L	OCET-3	3/3	3/3		FY18	N	N	N	Funds for laptops for use in Continuing Education classrooms	0.00	\$ -	\$ 18,000	\$ 18,000	
															12.00	\$ 690,128	\$ 636,041	\$ 1,326,169	

Attachment 5

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Appendix C

June 13, 2017

MEMORANDUM

TO: Chancellor’s Advisory Council Committee Members

FR: Chancellor’s Advisory Council Budget Subcommittee
 Karl Naito, Convener Sheila Kitamura
 Lisa Kanae Veronica Ogata
 Kelli Brandvold Justin Kashiwaeda
 Brenda Ivelisse Trude Pang

RE: FY18 ARF Recommendation of the CAC Budget Subcommittee to the Full CAC

The CAC Budget Subcommittee (BudSubcomm) met on 5/25/17 to discuss the FY18 ARF submittals. The Budget Subcommittee used the final prioritized Authorized Governing Organization (AGO) rankings as a starting point (please see Attachment 1).

Prior to reviewing the prioritized requests, the VCAS and Budget Manager shared the college’s current financial plan. It was laid out for the BudSubcomm that expenses are rising, revenues are falling, and the campus’ previously large carryover balance has decreased significantly. In addition, it was shared that the campus is projected to end FY17 (which ends on 6/30/17) with a carryover of approximately \$1.8 million (in FY15 \$1.06M and in FY16 \$(1.3M)). This amount is projected to be carried over into FY18 because nearly \$1.5 million in operating expenditures, including small equipment and minor construction, that was expected to be booked in FY17 has not yet been encumbered or purchased due to construction timing issues.

From BudSubcomm 5/25 Meeting Minutes:

Vote: It was moved and seconded to recommend funding the top three ARF requests at \$19,000 (see chart below). **All approved unanimously. In addition, Shirl and Brian will ask questions regarding the EMS request and will send the proposal to the CAC Budget Work Group by email.**

	Support Doc Code	Dept Priority	Dean's Priority	VC Priority	Intro FY	Short Description	Pos.	\$ for A	\$ for B&C	Total
2.75	HS-1	1/6	1/9	1/22	FY18	Funds to inspect and calibrate all equipment in PTA lab	0.00	\$-	\$4,000	\$4,000
2.75	HS-3	4/6	3/9	3/22	FY18	Funds for 2 electrocardiograph machines with monitors and carts	0.00	\$-	\$12,000	\$12,000
2.75	HS-4	5/6	4/9	4/22	FY18	Funds for full size adult mannikin and body bag for storage	0.00	\$-	\$3,000	\$3,000
						TOTAL	0.00	0.00	\$19,000	\$19,000

With regard to EMS-2, the BudSubcomm also requested additional information on this ARF proposal. From meeting notes, *“There was an EMS request of \$210,000 to upgrade EKG training equipment to minimum standards. There is a possibility for the state (Dept. of Health) to support the program, however, there is no firm commitment. Also, the request was not in their Student Success Pathway. In the recommendation section, the Dean suggested that 3 monitors could be purchased first, which would decrease the request by 50% and the other 3 could be requested in the next ARF cycle.”* As a result, a set

of additional questions were sent to the EMS Program Department Chair and Dean. The information returned from the program and Dean was incomplete and other information was conflicting. Accordingly, it was determined that this request should not be funded via the ARF process.

Though not captured in the vote, the BudSubcomm also recommends that the campus require a report back to the CAC, through the BudSubcomm, prior to the end of fiscal year. The current ARF form attempts to capture this information, but this needs to be made an explicit requirement of the funding. Notes from the BudSubcomm meeting indicate that "A feedback loop is needed to see how the funds allocated improved the program. This was documented in the ARF form."

From BudSubcomm 5/25 Meeting Minutes:

Vote: A motion was made, seconded and approved to provide a second tier of requests in case additional funding becomes available:

Overall	Support Doc Code	Dept Priority	Dean's Priority	VC Priority	Intro FY	Short Description	Pos.	\$ for A	\$ for R&C	Total
2.50	EMS-2	2/2	1/9	1/22	FY18	Funds to upgrade EKG equipment to minimum standards	0.00	\$	\$210,000	\$210,000
2.50	ILR-3	3/4		8/22	FY18	Funds for peer mentor and embedded tutors and peer receptionists	0.00	\$88,500	\$-	\$88,500
2.50	CELT-1	1/1		13/22	FY18	Funds for Instructional Development Tech Support position	1.00	\$80,000	\$-	\$80,000
2.25	NURS-1	1/1	8/9	11/22	FY18	Funds for SimBaby manikin with 3 year warranty	0.00	\$-	\$40,082	\$40,082
2.00	HOST-1	1/1	2/2	14/22	FY18	Funds for full-time faculty position	1.00	\$70,000	\$-	\$70,000
						TOTAL	2.00	\$238,500	\$250,082	\$488,582

Though there is no expectation that additional campus based funding will become available, the BudSubcomm felt that it was important to include a second tier of ARF proposals in the likely event that system funding is allocated to the campus.

The BudSubcomm also discussed the cost savings that will be gained by funding SEM-1, "Additional Security Positions." Permanent positions would cost less and give the college much more flexibility with its resources. Due to health and safety concerns, the campus must conduct security patrols regularly and provide a security response and presence whenever necessary. However, because campus activity is still minimal and the new building has not been accepted yet, the VC for Administrative Services informed the subcommittee that for right now, this property can be covered using contract security on a part time basis. After the campus accepts the building, which is when we expect the need for security to increase dramatically, new security officer positions will be created and hired.

CC: Louise Pagotto, Chancellor
 Brian Furuto, VC Administrative Services
 Shirl Fujihara, Budget Manager