EXECUTIVE COMMITTEE

Meeting of Tuesday, June 13, 2017

MINUTES

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Executive Committee at 9:32 a.m. in Ka‘a‘ike 210. Present were: Nani Azman (by Polycom); Sunny Cabello; David Grooms; Kaleikoa Ka‘eo; Diane Meyer; Brian Moto; Lorraine Osako; Vice Chancellor David Tamanaha; and Nicolette van der Lee.

2. Reorganizaion. Chancellor Hokoana discussed the proposed UHMC reorganization proposals. The proposed changes include: renaming the Office of Continuing Education and Training to the Office of Extended Learning and Workforce Development; converting the position of Director of University Center to establish a new position of Vice Chancellor of Extended Learning and Workforce Development; converting the position of Vice Chancellor of Information Technology to Director of Information Technology; retitling the Sustainable Construction Technology program to Construction Technology; establishing an Office of Institutional Research reporting to the Chancellor; converting the position of Assistant Dean of Instruction to establish a new position of Dean of Career and Technical Education; converting the position of Director of Continuing Education and Training to establish a new position of Dean of Arts and Sciences; establishing the Maui Food Innovation Center under the Office of Extended Learning and Workforce Development; having CareerLink report to the Vice Chancellor of Extended Learning and Workforce Development; reassigning faculty position number 82778 to the Office of Institutional Research reporting to the Chancellor; and rearranging or regrouping existing organization segments and reassigning positions or redistributing functions (as further detailed in the reorganization proposal).

In brief, the reorganization is described as a “housekeeping” action that enables long-standing or existing supervisory/working relationships to be reflected on College organizational charts. The changes are intended to improve effectiveness and efficiency by delineating clear lines of supervision, reassigning positions or organizational segments to meet projected institutional needs, and creating new organizational segments needed to meet evolving institutional requirements.

The reorganization proposals have been discussed with the Academic Senate and Student Government. Administrators have also met with employees in positions that are subject to the changes.

3. Graduation Evaluation and Final Exam Schedule. Evaluations have been done by the groups who helped coordinate the Spring 2017 ceremony.

The Executive Committee discussed matters such as the barriers that helped direct and control crowds. Lighting improvements are needed in the post-ceremony assembly area to the rear. Regalia may need to be obtained for faculty who did not participate.

The Chancellor’s Office has already begun work on reserving the War Memorial Gymnasium and War Memorial Stadium Parking Lot as a rain alternative for the May 2018 ceremony.

4. Moving Forward. Chancellor Hokoana recapped steps taken during his time in office. The Chancellor observed that UHMC is developing an excellent structure. He would now like to move forward by deploying sufficient resources to achieve Student Learning Outcomes and Program Learning Outcomes. He is considering an assessment coordinator. The WASC special visit team recommended that UHMC pay attention to program reviews and understand the cost of programs.

5. Haleakala Advisory Committee. Chancellor Hokoana reported that he spoke with President Lassner, who has agreed to assemble an advisory committee that will include people and organizations who make use of the summit of Haleakalā. Kaleikoa Ka‘eo reported that he has taken UH Field School students to the summit.

6. Program Reports.

Kaleikoa Ka‘eo reported that Hawaiian Studies completed two field schools with over 40 students in attendance. These programs were Title III funded and included participants from Mānoa and Hilo. Kaleikoa said the schools went well. Maui may be the venue for future collaborative programs.

Kaleikoa Ka‘eo said that summer bridge programs are now underway. The programs include science, engineering, Hawaiian studies, and agriculture. Total attendance is about 48, divided among the courses. The program is three credits.

David Grooms reported that Established Status for the ABIT, SSM, and AAHS programs was approved by the Board of Regents. The regents discussed the change extensively, particularly financial considerations. One regent proposed that program status changes should be addressed at the President’s level.

Nicolette van der Lee reported that OCET is working on its fall catalog. OCET is trying to develop more rigor in its classes and provide opportunities for people to engage in career development. OCET is trying to respond to community needs.

Sunny Cabello reported that UH Center had 132 graduates from different campuses in May 2017. Through UH West O‘ahu, an online bachelor of business administration degree with a concentration in hospitality and tourism has been approved and is now available. A UH Mānoa psychology degree program is available through UH Mānoa Outreach College. A UH Hilo bachelor of science in nursing degree program is also available online.

Nani Azman reported that work has been done to ensure that students enrolled in UH Mānoa Outreach College are not paying Mānoa fees.

It was noted that Honolulu Community College is offering a 300-level ICS course but at lower division tuition rates.

Lorraine Osako reported that UHMC Student Government hosted a student caucus in early June. Students from other campuses were impressed with UHMC operations and governance.

Vice Chancellor David Tamanaha noted that the fiscal year is ending. Reports indicate that UHMC will breakeven.

Vice Chancellor Tamanaha said that equipment replacement moneys from UHCC are being used; however, it is unclear if all equipment will be procured by the end of the year by the UH Procurement Office. On Thursday, David will meet with Mike Unebasami to discuss repair and maintenance project priorities, including resurfacing of campus internal roadways and repairs to Pā‘ina building.

Vice Chancellor Tamanaha said that the State Legislature decided to fund certain projects through line items, including the removal of Library asbestos floor tiles and air conditioning improvements in Ka‘a‘ike and Pā‘ina. Moneys for Laulima and Ho‘okipa design improvements were appropriated.

Vice Chancellor Tamanaha said that work on the old ceramics building will probably be completed in July and the renovated building will be reoccupied shortly thereafter. Design work for Health Center renovation is proceeding; construction will probably occur next year. During renovations, the Health Center will be temporarily relocated to another site on campus.

Vice Chancellor Tamanaha also reported that UHMC will begin work on an update of its Long Range Development Plan, which will reflect a long term vision for the campus. The current Development Plan was developed using ambitious projections of future growth, including 5,000 FTE students. The next iteration of the Plan will have to consider more realistic projections and assumptions.

Vice Chancellor Tamanaha reported that the State Legislature appropriated moneys for twelve new positions in the Title IX area, but allocated only four new position counts. Of the twelve positions, seven will be Title IX coordinators assigned to each campus. The remaining five positions will be confidential advocate positions, three of which will be assigned to the neighbor island campuses and two of which will be based on O‘ahu. Each community college campus must provide at least one position. Final details will be presented to the Budget Committee.

Vice Chancellor Tamanaha reported that Chuck Tsang, the Campus Security Department, Campus Crisis Management Team, Maui Fire Department, and campus volunteers conducted an annual emergency exercise on May 31, 2017. This year's scenario involved a fire-related incident in Pā‘ina building. The exercise was followed by an After Action Review to discuss strengths and weaknesses.

The Executive Committee discussed an incident resulting from the absence of keys to access campus restrooms during off hours. Vice Chancellor Tamanaha noted that the practice has been to limit the distribution of restrooms keys out of concern that people were treating the restrooms as if they were private facilities and locking the restrooms rather than keeping them open for others to use.

7. Strategic Plan. Chancellor Hokoana noted that, this year, UHMC’s focus was on student success. He said that next year the emphasis will be on sustainability.

8. Retirements. Faculty Robyn Klein, Marvin Tengan, and Dennis Tanga have announced their intention to retire.

9. WASC. Chancellor Hokoana will be traveling to California next week to meet with WASC representatives regarding the recent Special Visit.

David Grooms reported that WASC is reviewing the subchange proposal submitted by UHMC for online AA programs.

10. Enrollment. Chancellor Hokoana reported that enrollment for Fall 2017 is projected to be down 10%. To boost enrollment, UHMC counselors are calling students. EOC is contacting students as well. UHMC will be launching a campaign to encourage high school graduates to attend college. Administrators are reviewing academic, health, and financial holds to see if students can be helped and encouraged to enroll.

11. Hospitality Academy of Maui. Vice Chancellor Tamanaha reported that Hospitality Academy of Maui plans have changed. Hale Haumana (the proposed site) is being reviewed by the County of Maui, the site’s landowner/lessor, for possible reuse as housing for the homeless. Consequently, UHMC is looking at alternative sites, such as the old multi-purpose building where Kahikina O Ka Lā currently operates. This will allow the College to use renovation moneys to house the Academy on campus.

12. Campus Smoking Policy. Chancellor Hokoana said that he has been meeting with both smoking and anti-smoking constituents.