

## **Implementation Council meeting notes for November 26, 2007.**

Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Dan Kruse, Alvin Tagomori, David Tamanaha, Lori Govaars, Katie McMillan, Sean Calder, Patricia Duckworth, and Pat Adams.

Representatives from Strategic Plan Action Strategy Teams E, H, and B gave reports on their activities.

### **Action Strategy Team E Report**

**Sean Calder and Patricia Duckworth, team leaders,** reported on the accomplishments of Strategic Plan Action Strategy Team E: *Improve physical infrastructure by incorporating new facilities into revision of the Master Plan, including a new science building; additional nursing, dental, and health classrooms and labs; and additional faculty offices*

**Team members:** Nancy Johnson, Rose Perreira, Michele Katsutani, Sally Irwin, Lois Kimmel, Donna Haytko-Paoa, June Vierra, Bob Wehrman; **responsible person:** David Tamanaha

### **Report on issues**

#### **New science building**

The science building design is greater than 50% complete. The \$37 million supplemental budget for this project has been approved by the Board of Regents. The funding is now in the hands of the state legislature and the governor. After the new building is completed, the old science building laboratory facilities will be designed to support programs that support Allied Health as a whole.

The design for the Allied Health Nursing Program portable buildings has been approved. The \$1.4 million for purchase and installation is now available. This will help to relieve the need for classroom and lab space.

Pilina is being prepared for inspection. The building should be ready for move-in January 2008. Its opening should help relieve the need for office space. The plan at this point is that the first floor of the wing nearest Pa`ina will house Culinary Arts faculty and Student Services. The second floor will house the offices of the Vice Chancellor of Academic Affairs, the Interim Assistant Dean of Instruction, the Faculty Coordinator, and their support staffs as well as Student Services.

Plans for purchase of land on Molokai are in the rudimentary stages. The first step in the process is to obtain an appraisal; staff from the office of John Morton is working on this at this time.

**Team recommendation:** Wait for completed appraisal to determine the feasibility to proceed with purchase.

**Improved college grounds** landscaping and signage are ongoing.

Monies have been approved for **improved surveillance equipment** for campus safety.

### **Accomplishments during the past year:**

- The Biotech lab was completed in 2007.
- The college's interior lights were retrofitted in 2007 (older buildings).
- The emergency telephone system was installed in 2007.
- The Ag greenhouse was rebuilt in 2007.
- Auto Body Painting Center improvement was completed.
- The MCC Lahaina Education Center was opened.

### **Projects in Process:**

- The existing Science Building and the Library will be retrofitted with air conditioning during Summer 2008.
- The automotive shop and the building trades shop will be re-roofed in 2008.
- The college's exterior lights will be replaced in 2008.
- Electric repair for the entire campus, Phase 1 and Phase 2, has a budget of \$5 million. Phase 1 has started; Phase 2 is in the design stage.
- The Library will be painted and re-carpeted in 2008.
- TLC and portions of Ka Lama will be re-floored in 2008.

### **Team Goals for 2007-2008:**

In order to determine the shortfall and enhance appropriate future planning, develop a database to determine the exact number of existing offices, their occupants, and projected needs for office space. This project will require input from department chairs as well as facilities personnel.

Review the Long Range Development Plan approved by the Board of Regents for future major CIP priorities.

Monitor and assist with Hawaiian Studies Building to be built with HUD funds.

The team recognizes that its function is largely tied to legislative appropriations and system approvals. The team may make recommendations, but acceptance and finalization of these are not controlled by the team. We continue, however, to be an active part of planning and development that is in synchrony with the overall Master Plan and the needs of all Maui CC campuses and faculty.

### **Action Strategy Team H Report**

**Diane Meyer** reported on the accomplishments of Strategic Plan Action Strategy Team H: *Encourage risk taking, reward innovation, and invest in change to reduce costs and paperwork and generate resources.*

**Team leader:** Angela Gannon; **members:** Pat Adams, Diane Meyer, Denise Cohen, Mona Stevenson, Rick Miller; **responsible person:** Clyde Sakamoto

### **Goals:**

- Establish criteria and process to use in recognizing and rewarding employees who do things beyond the scope of their work.
- Design recognition certificate and presentation process.

- Establish criteria and process to use in recognizing and rewarding employees who have innovative or sustainable projects.
- Support employees who have good ideas for innovative or sustainable projects.
- Improve morale of employees; this will lead to better service to our students.
- Encourage campus community to nominate people for various awards.

The team has met monthly this summer and fall. Our first action item is to reward people on our campuses who do things beyond their scope of work. We established criteria for selection, a process for nominations, and designed the award certificate.

Beginning in March 2007, recognition and awards were presented to nominees:

March	Sharane Gomes, Patricia Adams, Carol Nagano, Thomas Hussey, and Donna Haytko-Paoa.
April	David Grooms, and Michele Katsutani
June	Mike Slattery, Deanna Reece, Bradley Duran, Beverly Lashley, Melody Bohn, Betty Lou Rodrigues, Kahele Dukelow, Kaleikoa Kaeo
August	Kim Gray, Mike Albert, Betsy Knight, Jocelyn Watari, Ann Arakawa, Penny Lutz, June Iwamoto
September	Laura Lees, Ginger Reinke, Judy Miller
October	Richard Hill, Marlene Curtis
November	Teresita Binonwangan

The awardees from March through August were recognized at the fall semester opening convocation in August 2007.

We are also taking nominations for college faculty or staff who have a good idea for an innovative or sustainable project or already have one going. In November 2007, one nomination for the sustainable award was received; it has not yet been confirmed with the committee.

### **Action Strategy Team B Report**

**Lori Govaars** reported on the accomplishments of Strategic Plan Action Strategy Team B: *Expand training and workforce development programs in coordination with county, state, and industry economic initiatives.*

**Team leader:** Lois Greenwood; **team members:** Cyrilla Pascual, Nancy Johnson, Maggie Bruck, Sharane Gomes, Dawn Freels, & Lori Govaars; **responsible person:** Lori Govaars.

### **Major Accomplishments**

**HealthCare Training Initiatives:** (As indicated in the Final Report of the Assessment of Employer and Workforce Needs for Maui County – Health delivery skills at all levels will be needed during the next ten years, page 7-10)

- Year Long Training Initiative on Nurse Leadership and Executive Coaching for Hale Makua

- Nurse Leadership and Team Building for the KCC Nursing Department.
- Spanish for Medical Professionals at Kaiser Permanente
- Managing Performance at Hilo Medical Center
- Professional Nurse Leadership Preceptor Program and Train The Trainer (Robert Wood Johnson/HPIN Initiative)
- Maui Cares Program – Train the Trainer Compassionate Caring for Community Health Care Agencies Working with the Elderly and Disabled

**Customer Service Skills:** (Given the dependence on tourism related businesses here on Maui.)

- Managing Emotions for Security Purposes – Kea Lani Hotel
- Managing Emotions for Front of the House Management – Kea Lani Hotel (pending)
- TIPS Train the Trainer – Sheraton Maui (2 days)
- How to Deliver Exceptional Customer Service, winning Telephone Techniques, Handling Difficult Customers with Ease, Handling Emotions Under Pressure, The Leader In Each Of Us – Blue Hawaiian Helicopter (Pending)
- Classic Resorts – A Higher Level of Customer Service

**Information Technology:** (Given the increase use of technology in all types of occupations and the concerns with technology expressed by employees and employers, technology skills should be invested in as a priority.)

- MS Access – Maui Marriot Ocean Club
- Series of 20 Technology Classes – Maui Land and Pine
- MS Word – Diamond Hawaii (Pending)

**Trades Skills:** (Demand in construction, skills trades, and crafts signify a need for vocational education. Mechanics, waste water management and construction will be in demand for the next 5 years.)

- Forklift Certification, Appliance Repair, Basic Electric and Multimeter Use, Air Conditioning and Refrigeration, Basic Plumbing, Welding, Carpentry, and Wood Finishing and Furniture Repair – Kaanapali Beach Resort. (Pending)
- Forklift Certification – Pro Service Hawaii

**County Training Initiatives:**

- High Impact Business Writing
- Grammar Review
- Essentials of Supervision
- Tractor Mower Operator Training (Pending)
- Bus Driver Training (Pending)
- Pesticide Application & Safety Training
- Restroom Maintenance Program (Pending)
- Leadership Training Initiatives for the County’s Park and Aquatic Division (Year-long program in progress)
- Behavior Based Interviewing for Fire Fighters and New Fire Chief

### **Soft Skills Training Initiatives:**

- LEAD for First Time Supervisors serving multiple employers in Maui County (9 month program)
- Team Building with DISC – KCC EMS Department (Pending)
- Multicultural Workforce Training – Norwegian Cruise Lines (Working with Kapiolani on RDP Funds)
- Fundamentals of Management (3 days) – State of Hawaii
- Soft Skills Training – Minit Stop (Pending)
- Conflict Resolution, Team Building, & Communication – Department of Human Services (Pending)
- Understanding Filipino Work Styles – Appreciating Maui’s Multicultural Diversity
- Maui Land and Pine – 7 Habit for Managers
- Pacific Radio Group – A series of Strategic Planning Retreats for all employees on Maui and the Big Island
- Two sessions of 7 Habits for Managers to be facilitated on the island of Lanai in January
- DISC Session for MEO

### **Other initiatives:**

We have also been working with the Maui Chamber of Commerce to provide Chamber members a special discount to business programs that we offer. We are also represented on the Workforce Investment Board.

### **Recommendation for the coming year:**

OCET’s overall strategy is to always focus on Relevance, Quality, and Return on Investments, and we need to listen to our customers. Therefore, we would like to: Develop an OCET Advisory Group made up of community representatives to acquire input specific to OCET/VITEC offerings. Objectives of the group:

- Provide input, ideas, and leads on instructors for various classes.
- Determine specific curriculum content ideas for their businesses – this way, once the courses are developed, there is a greater likelihood of “closing the deal” for employee participation.
- Take back, share, and market our upcoming courses to their businesses and others.
- Meet quarterly.

### **Next steps:**

Determine potential advisors and formally ask for their involvement.

First meeting January 2008 – New brochures will be available for their review.

### **Next meeting**

**The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, January 14 in Ka Lama 102. Team reports will continue.**