SYNOPSIS

1. Have a Central Travel Office
   • Have a Central Procurement Service Center
   • Utilize e-signatures to speed up paperwork
   • More clerical support
   • Better/more efficient use of p-cards

2. Increase support for individuals pursuing grant funding and provide continued support when one has a grant.
   • Improved efficiency in the use of current funding
   • Provide services to the public for a fee to generate revenue (soil/water quality testing for example)
   • Increase transparency so we know how the college uses its funding

3. Increase staff development funds/allotment
   • Utilize other professional development opportunities that are less costly like webinars
   • Allocate specific funds at the department level outside of operational funds for faculty/staff development
   • Create a campus pool of funds for professional development
   • Have departments send one designee to major conferences and have them come back and train interested individuals in the department

4. Use existing facilities more effectively (nights/weekends)
   • A voc tech center and one stop centers where students can get everything done in one place. For example library/learning center
   • Address bandwidth issues and how it affects our use of technology in the future
   • Security concerns, especially at outreach sites
   • More energy efficient buildings and more shade trees
   • Outdoor area to manage large events such as graduation
NOTES

1. HOW CAN WE IMPROVE OUR BUSINESS PROCESSES IN THE FOLLOWING AREAS?

I. PAYROLL

- Clear process and procedures “dot the i’s and cross the t’s”
- P-card’s used more
- How do we do things faster within the university system?
- UH policies need to be changed and updated
- Electronic pay stubs
- More clerical support
- Designated person for lecture hire
- Digital documents
- Issues with late retro-payroll
- Employees unaware of payroll lag, better communication needed
- Difference between student help and personnel
- RCUH system “on-line systems”

II. TRAVEL

- Specific department to do travel
- Specify who is in charge, what is each person’s role? Clarify...
- TPRC car reimbursement from other campus, currently a six month wait
- Electronic signatures like SECE
- One week notice to travel causes a “rush” situation and then you have to drop everything to handle it
- Need specific travel department to offset costs, handle all travel
- Assigned personnel to always handle travel
- Electronically file
- Justifications need a clear example of what is needed such as proper format, consistency, and standards
- Digital documentation
- Risk management frame of mind “switch” to service
- Hours spent preparing
- Special training received helpful

III. PURCHASING

- P-card limits keep us from being able to process needed purchases
- Kuali System a challenge
- Procurement specialist needed
Guidelines where it gets done, steps checklist, purchasing a computer – to IT – to Business Office, Dept./Business Office/purchaser - what are everyone’s roles – define clear roles

Zen desk – question generation work order/email system for business office

Time sensitive documents

Sole source etc.

Creating justifications

Compare to other campus systems that work

Grant/RTRF 25% for clerical procurement

Training video

P-card training

Centralized personal clerical to handle

Digital documents

Eliminate P-card log requirements at UH system

Look at UH system policies

Unfreeze P-cards

Comparisons to other systems

Grant payment disbursement process needing better awareness clarification – who

Log-in access

Last minute rush always the same group…. What is the consequence?

RTRF funding for positions to support grant funding in Business Office

Workload increase – is it worthwhile – need support

Who does what?

Process transparency

Grants need to have strict/fiscal support – mandatory clerical support... need fiscal and Institutional Research support

Clerical process for evaluations via e-cafe “push”

2. PLEASE SHARE YOUR IDEAS FOR SUSTAINING AND INCREASING PROGRAM AND COLLEGE FUNDING.

Improve business office process – better efficiency will equal an increase profit

Create convert some services to provide services to community for a fee

Bond assess campus use of revenue bonds

Grant transparency = increase profit

Grant seeking time/energy needs encouragement and support from management and administrators

In order to get Legislative support of the community college system, we should track student success as a marketing tool

Create developmental education for drug court students

Running start through high school improvements

Communication needs improvement
• JCI status of efficiency? Doors open classrooms assess its effectiveness. Problems with shared offices and no control of a/c temperatures
• Continue communication for grants that are available is good
• Need help with writing facilitating grant process
• Institutional Research support with grants needs to increase
• More trees to shade and reduce temp
• Sustainability, back to the basics
• Programs need to be more involved looking for funds
• Support for these programs, with funding needs
• Evaluation process to support these programs who attain grants
• Don’t take on more if we can’t sustain them
• Know your budgets for your programs operating expenses and look for ways to increase that
• Efficiency assessment – there are many product production restrictions that we aren’t aware of… better process, guidelines needed
• Selling restrictions for revenue generation – need awareness and educating staff
• Can’t compete with private sector. Need education on boundaries
• F-funds inflexible many restrictions
• How can we make more thoughtful choices with income? Be more mindful with grants aligning with our mission
• Pushes for private sector funding/foundation. Hard to access
• Transparencies – truth where money is going. Oral Health Center
• Foundation – no access/internet/website
• Marketing for more donations access to donation
• Giving tab on UHMC website – tab
• Use money more efficient effectively
• Streamline use funding better
• Program funding percent of tuition for programs to come back to that program
• Improve assistance for folks who want to develop grants
• Dedicated Institutional Researcher’s assigned to project
• Transparent payment process
• Overwhelming process need help
• Outcome based funding
• Extramural funding to benefit students
• Be more selective on our grants – focus on mission/students
• Student engagement survey need better ways and less costs
• Outside areas for students – trees, shade, seating
• Use funds effective that we have already
3. HOW CAN WE IMPROVE FACULTY AND STAFF DEVELOPMENT? HOW DO WE INCREASE PARTICIPATION IN FACULTY AND STAFF DEVELOPMENT?

- How much is driven by program review
- Committee needed to focus on faculty and staff development
- Change staff development fund increase from $500 to $1000
- Spending on staff development vs. filling vacant position challenges
- Bring team to campus for training
- Polycom
- Encouragement from department chair
- Tie to assessment program review
- How is money structured? Fund allocation by department
- Other resources used for staff development such as UH foundation, personal funds not measured
- Quality vs. quantity measurement
- UHCC system combined training such as WO and Excellence in Ed
- Position filling vs. resources to staff development money
- Publicity awareness of what training is available and worthy
- Change $500 limit not enough needs to be increased
- Providing internal workshops need money support – creating curriculum
- Distance learning committee need development for quality formalized training
- UH systems offers courses need to take advantage and scheduling so that Maui can attend or bring the trainer to Maui
- How do we access funding
- Department should decide and receive budget
- Moodle training manuals such as those used for DHS
- Alternative methods are there fees?
- Staff development $500 not enough
- Campus budget allocation set aside a “pool”
- Team trainer come back and facilitate group training
- Business Office training videos
- Department funding shared equally? What is the allocation?
- Central pot
- Staff $500 UHF takes long and cumbersome process personal funding
- Twitter, has tag, share on line forum alternative ways of training for free costs
- Train the trainer
- Communication problem leads to other problems
- Outside subsidy funded faculty staff development not accounted for
- Told “no” can’t go
- Money up front a burden
Strategic Planning Forum – Group Three
April 26, 2013 Summary

- How many faculty/staff have received staff development?
- Staff development committee status
- Food funding
- Awareness of what is available info needs need to be shared and sent out
- Advanced degree employer subsidy
- Free webinars “is it a sales ploy”
- Credit for training

4. WHAT TYPES OF FACILITIES WILL BE NEEDED IN THE NEXT 10 TO 15 YEARS? HOW SHOULD WE MAINTAIN AND IMPROVE EXISTING FACILITIES?

- Student counseling services flow
- Classroom setup revisit designs
- One stop centers for each area
- Age demographics for 5-10 years... Elderly?
- Bandwidth considerations communication technology will influence design
- Language learning
- Vocational track facility
- Student activities center near gym
- Visual performing arts to include dance
- Team working facilitation 2-6 persons “bull pen”
- Virtual facility science “web of science” based
- Vested to students
- Short classrooms office space larger capacity
- Library that’s a learning center multipurpose study research community showcase combine activities reduce costs
- Policy needs to be in place when building facility
- Graduation facility space outdoors needs to be utilized
- Breakout areas which can accommodate large groups
- Common area used for profit charge phones also
- Before we build more building look at using what we have more efficiently
- Be more efficiently during down times
- Charge for parking
- Outside spaces tables open space
- Need more office spaces and classrooms
- Extended summer or compressed semester sessions, efficient student tuition use what we have effectively
- More labs for math computer
- Need more staffing to match number of buildings for cleaning and maintaining
- Better egress and ingress to campus
- More access
• Parking structures stacked
• Hands on classes need labs buildings
• Outdoor play environment for students
• Smoking issue – make attractive areas
• Stick to mission
• Security issues – outreach
• Vapor cigs policy
• Outdoor shaped spaces for students
• Better landscaping
• Training for laborers require training background in position descriptions
• Access operation of library
• Learning center combined with library
• Maintenance of current future facilities
• How and what we use facilities for such as library
• Cost of facilities access needs carpet vs. Cement
• Design buildings more energy efficient position for airflow accessibility
• Sanitation concerns
• Hot water areas
• Picnic tables for outside, social areas are needed
• Trees and landscape
• Plants not maintained
• Campus beautification
• Student services offices need to be together
• Consider growth staff together
• Security and safety concerns
• Faculty and staff lounge
• Intelligent use of existing spaces
• Repurpose existing spaces
• Reallocate existing spaces
• Look at existing models
• Classroom layouts need to be revisited
• Learning communities with classroom space
• Large functions space needed
• Short maintenance staff
• Want to take pride
• Safety of outreach sites
• Minimum needs are panic buttons for Molokai outreach
• New a/c system monitoring of building mold and air quality
• Multipurpose acoustics for ceiling sound problems
• Carpet problems – carpet tiles/other solutions need to be looked at?
• Stage area needed in multi-purpose Pilina
• Blue tarp beautification in Pilina multi-purpose
• Janitor support
• Take on more and cannot keep up
• Air circulation