Meeting Minutes

1. Meeting called to order at 9:05 am, started with introductions of all members present in the room and from off-island via the polycom system.

2. Report from CCCFSC (Dave Krupp):

   Dave reported back from the UHCC Strategic Planning Council meeting of September 12. The VP for the CCs (John Morton) made a presentation about the status of the UHCC Strategic Directions for 2015-21. The UHCC Strategic Directions are pretty much aligned with those of the UH System (as presented by President Lassner at the ACCFSC Retreat). John identified specific outcomes and metrics for these directions.

   Ron also reported back on the Manoa Faculty senate’s recent censure of David Lassner, and request to meet with the BoR.

3. ACCFSC Committee vacancies

   There are two standing committees formed annually by the ACCFSC. The System Budget committee tracks and UH system budget, and the Academic Affairs committee is mainly concerned with issues related to inter-campus articulation. Both are advisory in nature. They are named in our bylaws but their specific areas of kuleana are not defined therein; this year’s committees are tasked with defining their own responsibilities as well. It was also mentioned that a member of the ACCFSC Academic Affairs committee should be provided as a non-voting member to the University Council for Articulation. Proposed membership for the two ACCFSC committees are as follows.

   Academic Affairs: Bob Cooney (UHM), Dave Krupp (CC), Jean Ippolito (UH Hilo), and Stan Orr (UHWO)
The possibility of forming an ACCFSC Budget committee was discussed, given the different tasks inherent in keeping track of our budget, receipts and expenses. These tasks will be undertaken for 2014-2015 by the ACFSC System Budget committee, and the possibility of forming a separate ACCFSC Budget committee for next year is tabled for now.

A rough budget for the ACCFSC for 2014-2015 will include:

$3000 for travel of our Executive Committee (or an equivalent three ACCFSC members) to the three off-island Board of regents meetings, to include 10/16 (Maui), 2/19 (Kauai), and 4/16 Hilo, including roundtrip airfares and a rental car for the day

$6000 for the annual ACCFSC Retreat: $2400 for food and related meeting expenses, and $3600 for the 12 FSCs from neighbor islands to travel to Oahu (at an estimated $300 per person for airfare and rental car)

for website support (Christine will get last year’s actual website support expenses from the previous webmaster, John Delay) [zero expenses incurred last year, so nothing requested for this year]

A budget for our group should be finalized soon and presented to David Lassner for approval.

Christine also agreed to email Kelly Withy and David Ericson to inquire about previous budgets and funding sources, procedures, etc. Group budgeting and other financial responsibilities have traditionally fallen on our Secretary, but the formation of a new Treasurer position was proposed. Doing so would require amending the ACCFSC charter but it is something the group may pursue this year.

4. UH Administration-FSC-UHPA task force composition

Discussion of this item included a history of the prohibited practices complaint against the Manoa administration against the Manoa Faculty Senate, the task force’s charge as related by Lassner, and the emailed exchange with him regarding the task force’s size and composition. The Manoa Faculty Senate requested two representatives on this task force, to which JN Musto responded that that would require five people from UHPA and five administrators. Both options—arguing again for five faculty members vs. the requested four—were compared. A consensus was reached to put forth five names along with an argument that equal numbers of faculty, UHPA members, and administrators was not called for. A motion proposing this strategy was approved 17-1, with the one dissenting vote advocating for more even distribution of representation across community college campuses. The five proposed task force members tentatively include Stan Orr (UHWO), Janet Ray (UH Hilo), Erica Balberg-Gerard (Honolulu CC for the CCs), Bob Cooney and Ron Bontekoe (UH Manoa)
Once all five have agreed to serve on this task force, the names will be forwarded to Lassner, and Ron will provide the members with relevant documentation.

5. **Faculty representatives on two Executive VP search committees**

We were asked by Lassner to provide the names of three nominees for two Executive search committees as soon as possible. He will choose one of the three for each committee. Our nominees for each of the two search committees include the following individuals.

Executive VP for Technology: Paul McKimmy (Manoa Education, Distance Education specialist), Karl Naito (Kapiolani CC), and a third not yet identified person

Executive VP for Budget and Finance: Ann Emmsley (Maui), Tara O’Neill (Manoa Education), and a third not yet identified person

6. **Evaluation of administrators, 360 review process**

The procedures by which administrators are periodically evaluated, and which sometimes result in termination, were discussed. They include giving opportunities to complete an evaluation to everyone who works “under” that administrator (which is sometimes quite vague), plus people not working directly under that office. Examples presented came from Library Services, Winward CC, and UH Manoa. ACCFSC members had questions about who develops evaluation questionnaires, selects who is given the opportunity to complete them, and related issues with the process, particularly concerning faculty participation. For example, if an administrator such as Tom Apple’s fired, what level of negative reviews is enough to take action, how does the evaluation process articulate with administrators’ contracts, and so forth. FSCs discussed inviting people deeply involved with this process at various campuses to come speak with the group. The ACCFSC Executives will follow up on identifying, with other group members assistance, who to invite to one of our meetings.

7. **Retreat results, discussion of priorities for the year**

The major areas of concern that came out of the discussion of the Faculty Worklife survey results at our retreat were discussed. Two specific action items were identified in the process. The first is to invite Board of Regents members to attend our meetings. A resolution to do so was unanimously approved by all attending. A suggestion will be made specifically to invite one or more of the BoR’s Vice-Chairs (e.g., Jan Sullivan) who may be less familiar with faculty perspectives and concerns. A second item identified for action included ways to encourage faculty participation in governance. Possible avenues include devising a broader policy for release time or overload to compensate for participation in faculty governance bodies such as our respective faculty senates.

8. **Adjourn**

The meeting was adjourned at 10:56 am.