



OFFICE OF THE VICE PRESIDENT  
COMMUNITY COLLEGES

UNIVERSITY OF HAWAII  
UH Community Colleges System Standard IVB Work Group Meeting  
Dole Street Offices (Polycom) September 15, 2011 2:00 – 4:00 p.m.  
Record of Proceedings

**PRESENT:**

Gwen Kimura, HAW  
Harry Davis, KAP  
Frances Dinnan, KAU  
Roy Kamida, LEE  
Cheryl Chappell-Long, OVPCC

Erika Lacro, HON  
Guy Kellog, KAP  
Cherie Mooy, KAU  
Lance Yamamoto, OVPCC  
Sam Prather, OVPCC

**Continuing Business**

- Reviewed the draft IVB Descriptive Summary distributed April 2011 and discussed the timelines for completion. Discussion to include more recent history in the description. Cherie Mooy noted a recent change to the BOR By-laws which she will forward to the group. The group may wish to speak with the BOR regarding their involvement in accreditation and the subcommittee on community colleges.
- Lance Yamamoto discussed the DRAFT IVB Financial Descriptive Summary updates (distributed) and stated they need to be reviewed and approved by the VP Admin before incorporating.
- First draft Self-Evaluations – group agreed to provide first draft by the next meeting, September 29.
- Initial Discussion Actionable Improvement Plans – reviewed the rationale for comparable plans across the system.

**Other Matters**

- Function Map – The OVPCC will work with the UHCC Chancellors to review and revise, as necessary, the UHCC Function Map. [Current Function Map](#)
- Next Steps – meeting on September 29<sup>th</sup> to discuss college evaluations of the descriptions and actionable improvement plans.