In attendance: John Carroll (HawCC), Bernadette Howard (HonCC), Mona Lee (KapCC), Earl Nishiguchi (KauCC), Mike Tagawa (LeeCC), Suzette Robinson (MauCC), Sandy Okazaki (WinCC)

Guests: Karla Jones and Barbara White, Cheryl Chappell-Long

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion Notes</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of October 10, 2005 minutes</td>
<td>Several corrections, changes, and comments were added to the minutes. An addition was also made on the UHCC Perkins Administration calendar.</td>
<td>Carol will make the edits to both documents. (Done, 11/12/05)</td>
</tr>
<tr>
<td>2. Upcoming Perkins Audit and the Status if Perkins – Karla Jones and Barbara White</td>
<td>a) The last audit was conducted in March, 2001. A team of 5 came to Hawai‘i for a week. They spent time in the (then) CC Chancellor’s Office (Dole Street), the DOE Offices, and the Office of the State Director; they did not visit the campuses. (Therefore, it is not likely they will visit the campuses in this upcoming 2-day visit.) See audit report. b) The team found two major financial problems: (1) They couldn’t find financial records at the system level, i.e., they couldn’t track how campuses spent $ at the end of the 12-and 27 month periods. (2) They couldn’t figure out how we were disbursing carryover money. There was no central accounting system. They were looking for policies and procedures and couldn’t find any. c) As a result of the 2001 audit, Hawai‘i developed an action plan (see handout). State departments promised to address issues by March 2002. d) Karla stated the need for Leadership funds to address all eight required areas. In the past the UHCCs have spent 80-90% on IR. e) re: Program Improvement Funding, Karla reminded the Deans</td>
<td>Carol will develop a draft Standard Operating Procedure (SOP). The SOP will include Assumptions, a description of the CTE Deans Committee, a description of the Committee’s approach to overseeing and managing UHCC’s Perkins funds. (Done. Solicited comments. Second draft to be discussed at December meeting) Carol will create a folder of sample documentation from the 04-05 and 05-06 funding years. Budget documentation will include references to FMIS’ 018 screen (Carol started to collect sample documents in a folder)</td>
</tr>
</tbody>
</table>
that they should be trying to “drive change” with these funds; asking the question “how to improve CTE program (with these funds)”

f) Karla has been informed that the likely focal points for the upcoming January audit will be fiscal responsibility and accountability. We will likely have to respond to such questions as: how are we improving data collection? how timely is our data collection process? are we following the required data definitions? She alluded to the CAR evaluation form. (anyone interested may ask Carol for a copy)

g) It was suggested that we develop a folder with samples of the memos from the system office regarding the guidelines for proposals, samples of proposals submitted, samples of spreadsheets used for CTE Deans’ reviews of proposals, samples of award letters, samples of completion reports and PHI reports.

h) Karla informed the Deans of the 2006 CTE Conference, tentatively planned for November 14 and 15 at the Sheraton Waikiki. She announced that Dr. Willard Daggett has been contracted to speak at the conference.

3. Workforce Development

There was an assortment of concepts and ideas shared. Some of them are:

a) The UHCCs need to better respond to the workforce needs of our communities. To do so we must revisit the use of non-credit training options in the context of enabling students to apply the non-credit training to credit certificate and degree programs.

b) The UHCCs will need written articulation agreements to ensure students who have gained skills (training) via non-credit (and other routes) can have their training applied toward more advanced certifications.

c) If the State and the University is committed to workforce development, the Workforce Development Officer position

Carol and Suzette will meet with Mike to introduce the idea of the Workforce Development Officer position attending the CTE Deans meetings and the committee’s review of the IR budget. (Suzette met with Mike twice. She shared the results of the meetings in emails to the CTE Deans.)

CTE Deans will talk to their Chancellors about the Chancellors’ perceptions of the role of the CTE Deans Committee regarding the administration of the Perkins grant.
should be G-funded. Are there any funds in the system office to fund this position?
d) Resurrect something like the Millennium project to promote the UHCC’s capacity.
e) We may need a “plan” for the Workforce Development Office … a clear direction with specified priorities to ensure that the Office can be accountable (something all the campuses are also being asked to be mindful of) and be better able to respond to year-end completion reports.
f) Ask the Workforce Development Officer to begin discussions and possible planning of a statewide Health Services workforce development program that will include addressing nurses training needs for all communities in the State. Consider rodeo/circuit rider faculty, addressing Certified Nurses Assistant and Medical Assistant needs, training needs in the rural areas, accommodating the cyclical nature of workforce needs and its impact on faculty and those in the field, developing “facilities” to handle changing workforce needs, etc.
g) Through Mike Rota, the Workforce Development Officer should be invited to attend the CTE Deans meetings.

4. Perkins Funding (of Long-Term Needs)  
There was much discussion of Perkins funding, from the perspectives of long-term funding, previously off-the-top funding, and other related issues. Some of the points made include:
a) Sandy shared her recollection of a meeting with a federal official regarding supplanting… and the federal official’s warning that federal funds for a position or a project should not exceed 5 years; after the first year, if a program is successful, the State should begin to look for more permanent funding over the next three years.
b) John noted that Disability Services (Counselors) should be State-funded; Perkins should not be expected to continue to

No action required.
provide funding for these services.
c) Mike added that the UHCCs should look for other sources of funds to develop an overall CTE plan for each campus
d) Mona observed that the CTE Deans group is starting to view Perkins funds as “issue” based – and that will be rolled (implemented) at the campus vs. the former (current) perception of it being campus-based – addressing individual campus issues.
e) All projects, including those initiated at the “system” level should be held to the same accountability standard as the campus projects.
f) Given the State Director’s concern about the large proportion of leadership money spent on Institutional Research (IR) and move to have Maui’s and Kaua‘i’s Institutional Researcher positions funded by their respective campuses beginning 2006-07, the CTE Deans have suggested that beginning 2006-07, the System IR budget be reviewed as one among all Leadership proposals under consideration for funding.
g) There may be a need to provide campuses with a mechanism to request system support and/or coordination of IR reports or projects.

<table>
<thead>
<tr>
<th>5. Role of the CTE Deans</th>
<th>Are the CTE Deans an advisory or a decision-making body? Each campus Chancellor is consulted, before and after the campus proposals are submitted and reviewed. All of the Chancellors allow the CTE Deans to make decisions for their campus.</th>
<th>In the future, Carol needs to share the decisions with Mike, for transmittal to the Chancellors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Next Meeting</td>
<td>Thursday, December 15, 2005 9 a.m. – 1 p.m. Dole Street Conference Room</td>
<td></td>
</tr>
</tbody>
</table>