Minutes of the FSEC Meeting, September 2, 2011

Members present:
UC Representatives: Jerry Saviano, Steve Mandraccia, Jeff Stearns
Tech Representatives: Evelyn Greene, Diane Caulfield, Elliott Higa (for Vern Takebayashi), Sally Dunan
Academic Support: Ross Egloria
Student Services: Silvan Chung
Lecturer: Judy Sokei
Student Representative: Ryan Adverderada
Chancellor/Vice Chancellor: Mike Rota, Erika Lacro
Guests: Rose Sumajit, Kay Grimaldi, Jim Poole

Minutes prepared by Jeff Stearns

Election of Officers
The following were elected on unanimous votes:
Jerry Saviano – FSEC Chair (nominated by Diane Caulfield, seconded by Jeff Stearns)
Evelyn Greene – FSEC System Chair (nominated by Jerry Saviano, seconded by Diane Caulfield)
Jeff Stearns – FSEC Recorder (nominated by Jerry Saviano, seconded by Steve Mandraccia)

Revised FSEC Constitution and Charter
Jerry Saviano said all the proposed revisions to the constitution and charter have been color coded to show changes, and he said he would make it available to all faculty for comment. (The document was distributed to FSEC members prior to the meeting.)

Diane Caulfield requested that any comments be shared with all FSEC members and Jerry said he would provide postings. One key modification of the constitution is the definition of who can be a member of the FSEC. Although the FSEC determines the composition and content of its own constitution and charter, the final document for the constitution is signed off by the Chancellor, Mike Rota.

Kauli Financial System
Evelyn Greene reported that the new Kauli financial system to manage accounting and financial transactions for the college is expected to be in operation on July 1, 2012. Training will be offered before going live to those who will be using the system.

Professional Development
Evelyn Greene also told the FSEC that travel reimbursement procedures have been streamlined. As part of the simplification, for example, airline issued boarding passes no longer need to be submitted. The changes help address problems that faculty members have had in being reimbursed promptly for professional development expenses.

On the issue of professional development, Jerry Saviano asked for better clarification of who can attend the activities. Although faculty members are encouraged to take advantage of professional development opportunities, the policy for other campus staff is not so clear.
Diane Caulfield mentioned that specific funds are not designated for APT staff but come out of other budgets.

Mike Rota said that professional development of both faculty and staff is important because it improves the campus. He said he had asked last year for groups to identify professional development opportunities.

Judy Sokei noted that lecturers are sometimes restricted from professional development conferences, such as the Great Teacher Seminar, even though some have been teaching at HCC for many semesters. Mike said that the process is different for non-HCC personnel to obtain funds to attend such activities, because they must get separate authorization from the deans.

Jerry proposed the motion: “The FSEC will support the administration to provide a robust plan for professional development and travel for all staff.” Evelyn Greene seconded the motion and it was unanimously approved.

Diane volunteered to work with Ken Kato on a funding plan for professional development for staff, and Jim Poole suggested that Jerry Cerny be asked to more actively pass on information to the staff development council.

**Tuition Increases**

Evelyn Greene informed the committee about the upcoming briefing by Linda Johnsrud on tuition increases and said she would advise faculty. (She emailed the web link for the time, place, and PDF information immediately after the meeting.) Mike Rota noted that part of the increases in tuition would be used for financial aid, from Fall 2012. He also noted that the proposed increase of $60 was calculated based on a $4 per credit x 15 credit basis.

**Executive Policy on Non-Discrimination, Anti-Harassment, and Affirmative Action**

Evelyn Greene requested comments on the draft policy for Non-Discrimination, Anti-Harassment, and Affirmative Action. The comments are to be sent to eeo@hawaii.edu. (A copy of the draft document was sent to faculty after the meeting.)

**Construction Noise**

Jim Poole brought up the issue of construction noise in buildings that were being renovated. He said the noise transmits too loud to other floors, making it unbearable to work. He noted in one class in Building 2, he had to cease talking because of the sounds from grinders and drills. He said the issue also relates to Building 7, whether classes can be held amid disturbing sounds when construction begins.

Steven Mandraccia noted that if construction begins on floors five and six at the same time as planned, Building 7 would lose two of three floors of classrooms for teaching.

Jerry Saviano commented that the work would have to be done but suggested more conversation with Ken Kato.

Mike Rota said that alternative classroom space, including off-campus sites and portable buildings, has been discussed but options are limited, being too far or eliminating available parking. But one viable option would be to carry out the construction at night as much as possible. Elevator construction, though, is difficult at night, so some noise would be inevitable, he said.

Elliott reported on the issue of dust, saying it was incredibly bad. Upon returning to his office after construction, he said he needed to wear a surgical mask.
Jerry said the FSEC would invite Ken Kato to discuss the dust and noise issues.

Program Review
Mike Rota introduced for discussion the document “Review of Established Programs.” The document is essential so we have a policy of program review for accreditation, and the changes would get the deans and faculty more in the process, he said.

Diane Caulfield said it is a welcome change because in the past deans would work on it without joint consultation or more recently faculty would be solely responsible. The changes would put more pressure on the division chairs to work with the deans, Jim Poole commented.

Sally Dunan asked how the review process obtains input from those involved in academics not directly leading to a degree but providing credits for other degree programs. Several individuals shared that LBRT courses are reviewed under the AA degree.

Sally additionally asked whether programs that offer more than one degree or certificate should discuss each degree or certificate specifically within the program review. Mike replied that the process would require a comprehensive review including all curricular issues of a program, and that it was not necessary to address each program separately.

Erica Lacro said the review process should encourage more conversation with faculty, such as between Language Arts and the technical programs.

The document is to be discussed in the next FSEC meeting. Representatives are expected to get input from their respective divisions prior to the next meeting.

Reorganization
Erika Lacro said updates to organization charts were in the final stages that includes working with Human Resources, and asked that the FSEC discuss the chart in the next meeting.

Jerry Saviano requested that the chart be available for the entire campus, and Erika said it would be issued and would include a summary of the changes.

IT Governance
Rose Sumajit reported that IT would be centralized with the addition of newly hired Mike Meyer, tasked particularly to work on plans to better provide technical services to faculty and students.

Diane Caulfield volunteered to participate in the TUAG, the committee that discusses campus technical issues.

Kay Grimaldi briefed the committee on the improvement of the computer lab, making it more conducive to student needs. In addition, her group is trying to provide quicker responses to technical questions.

Jerry Saviano said faculty were not clear on whom to call for technical help and requested that contact information be distributed.

Jim Poole commented that Vern Takebayashi, who is working on the implementation plan for improved technical services, would address that issue. Because Vern is busy with the plan, Elliott Higa is taking his place on the FSEC committee.

9/2/2011