University of Hawai’i Community Colleges

**Council of Community College Chancellors**

October 18, 2017

9:00 am – 11:00 am

Dole Street Conference Room

**MINUTES**

Present: Jeri Burke, Manuel Cabral, Helen Cox, Douglas Dykstra, Erika Lacro, Jon McKee (Mau), John Morton, Joni Onishi (Haw), Louise Pagotto

Guests: UH Associate General Counsel: Lani Kimura, Trisha Kimura and Bruce Matsui

No,t Present: Lui Hokoana, Deborah Nakagawa, Rachel Solemsaas,

Meeting called to order at 9:01 a.m.

1. E/M Pay Increase – John Morton

Morton said proposal for E/M pay adjustment is pending administrative approval. Currently proposed is a flat rate across the board plus a bonus amount based on the E/M evaluation. After administration approves, will need BOR approval, hopefully at November 2017 BOR meeting. Pay increase target date is January 1, 2018.

1. New UH Contracts Forms – UH Associate General Consel

Kimura shared the new Executive Policy EP 8.200 Contracts and Signing Authority for UH Contract forms, which will be effective 11/1/17. This policy will uniform the University’s standard contractual provisions, the approvals and signing authority and the priority contracts requiring additional scrutiny and review. Matsui highlighted the specific provisions in contracts.

1. Castle Foundation RFP for Business School Partnership – Peter Quigley

Quigley shared Castle Foundation RFP to prepare high school students for post‑secondary success. Proposals can request up to $100K per year for no more than three years of support. Proposals will be evaluated with Castle Foundation, Hawaii DOE and UH.

**ACTION: Morton requested for UHCC to work together to maintain a consistency within the system to stay on the same path. He suggested sharing any contact with DOE schools, in response to this RFP on the CC chancellor listserv.**

1. What is on Your Mind?

OHR Position Re-Description: Cox requested if more support can be provided to OHR to approve re-description of position descriptions. There are only two people working on re-descriptions due to retirement.

**ACTION: Morton will work with Unebasami to get temporary (casual appointment) assistance with re-descriptions of position descriptions and programming in PeopleSoft.**

Senior Citizen Program: Cabral asked if other campuses were having issues with the Senior Citizen Program. Senior citizen students are not registered, so there is no info about these students. Concerns about not knowing where they can be reached and they are not required to sign Student Conduct Contract.

**ACTION: Morton will discuss these issues with Hae Okimoto.**

Early College: Onishi asked about high school teachers teaching college courses using Early College funding.

Morton stated that DOE teachers must meet CC MQs to be approved and will be managed by that college. If a qualified DOE teacher is being paid by DOE, MOU could be modified to reflect the in-kind contribution.

1. Meeting adjourned at 11:00 am
2. Next meeting - November 17, 2017

Submitted by Deborah Nakagawa, Jeri Burke