

Panel discussion.

Milton - disclaimers

Caution with how questions are phrased -
consider the context

keep the intent of the standards in mind
will provide documents after panel

Eileen:

Questions not under HR purview
Hiring process documented in # of
admin policies - abt 10.

Where are the policies?

Recommended faculty hiring schedule.

[www.hawaii.edu/svpa/afpm/
sypap.php](http://www.hawaii.edu/svpa/afpm/sypap.php)

"Admin Policies & Procedures"

Campus has a flowchart of hiring.

There are internal checklists for civil
service. Eileen has samples.

APIS have screening procedures.

Personnel:

BOR exists - Pres, Chancellor

Civil service - entire state system

Stopped for almost 3 yrs except for
exemptions. Standard for

exemptions.

VH could meet instructional & APT needs: we have the \$.

DAGs pays all state employees except casual hires.

DAGs has 30% vacancies

How many positions in which areas are frozen

civil: 25/77 → 25 frozen / ^{not} freeze

Petitions can be made based on health + safety.

2010 retirements.

RIFs, 1 or 2 losses/year.

Backup is state-wide

BOA > APT + faculty

APT - requires mission critical justification

How long is the faculty hiring process:

for Aug 1 hire, decision needed Oct previous. Jan + Feb ads.

7 months from ad to hire date

Procedure just approved. Focus on

lectureship right now.

"Bogging down" once the process goes to admin. Hopefully hiring calendar will help. Trying to collapse admin interview process so that there aren't so many interviews. Delays occur with readvertisements - Moeng: can we

get copies of guidelines as they become available.

Issues with advertising positions.

Working on templates, a tracking system. A lot depends on the dean & the dean.

HR does own program review. KCC HR abt avg.

Follow up for negative perf review?

Forms are on Quill.

Lecturers: appointed on semester by semester basis

No written procedure - up to dean & dean

Separate disciplinary procedure under UHRA contract

Tenure - promotion's guidelines on Quill

360° survey (Apr/May) for mngs.

Eileen looks at 360 listserv but does manages

not see feedback. Feedback goes to Chancellor.

Peers, constituents, subordinates are asked to assess executive managerial staff. Compiled @ system HR level.

VP Morton & Chancellor decide on lists of evaluators. Sometimes suggestions taken from mngs but final list up to

Chancellor. Sometimes people ask to be on the list.

360 is an element of eval. There is also the goals & objectives. There is effort to have a sample of evaluations & preserve privacy.

If there is a negative review how is it addressed. A negative review means no increase in pay.

Sal: Last year all admin got a pay cut.

Performers got a smaller cut. Deans are on year to year contract. ^{Chancellor} ~~Dean~~ Chancellor on 3 year contract. ^{VP Morton} Vice Chancellor controlled by BOR.

Chancellor must assess goals & objectives of the admin person.

Kelli: maybe this question should be addressed at the Dean, Vice Chancellor, & Chancellor levels.

Sal: 360, review of goals & objectives, discussion of improvements.
→ "360 Assessment".

Milton:

How do you evaluate the facilities?

Lina: The Maile Bldg.

terminals

plumbing

How: was the bldg planned properly?
Need to contract out.

Shah: maintenance \$

Multon: no \$, no inhouse expertise.

Systemwide prioritization.

Could we use health & safety to bring in personnel?

This does work - example grease trap in KCC. DOT made determination.

Campus lighting project

No standard exists. Then a study conducted by KCC. Generated by complaints.

Don - does the system have a regular risk mgmt audit? Or procedure to highlight the problem?

→ Use work order system for repairs we could set up a systematic audit.

Moeng → work mgmt & cost structure example.

VH wide - software system that schedules repairs on buildings. But the backlog supersedes all preventive work.

\$200 million in backlog.

Multon: list of projects completed.

Lina: How short are we in aux svcs.

Security: we have our own security force.

5 positions, 1 is vacant. 2 temp positions

Total 7 positions: = coverage M-F 6a-10p

We increased security in last 3-4 yrs

Campus use is not linked to security level.

Current fire alarm system is in place w/ exception of Kalia.

Security cameras not completed yet.

It is a passive system.

Financial: 3 III b -

Access to reports

In 2006 study: faculty & chairs not understanding the budget.

Some of the recommendations may have dissipated.

Financial transactions still an issue.

Exacerbated w/ furloughs.

We have been able to serve more students w/ fewer resources.

The payroll cut helped meet reduction in General Funds.

Milton has \$5 in cuts and increased tuition from \$11.5 of enrollments.

Performance based funding must be approved by legis.

Components of perf based budget

2 parts

- enrollments formula based on increase in student enrollment.
(5m yr 1, 10m next 5 yr)
- Hawaiian diversification table.

We will be submitting both. PCC funding: we have 3 proposals.

① Infusing technology into career & technical programs.

② Hawaii accelerated graduation initiative (STEM) → redesign STEM program

③ Increase syst for DE.
Eni will follow up w/ email.

2:05 end