

<p><u>Action items:</u> Proposal will be taken to CLT for their review</p>	<p><u>Person responsible:</u> Jan/Ken J.</p>	<p><u>Deadline:</u></p>
<p>Accreditation Oversight Committee on Campus Governance</p>	<p>Jan Lubin</p>	
<p>Jan presented a revised flow chart for campus governance for the purpose of initial comments and feedback from PC members. Jan proposed releasing the draft chart to the campus for further comments and feedback after getting PC input.</p>		
	<p><u>Key Points of Discussion:</u></p> <ul style="list-style-type: none"> • Formatting changes were requested. • Stacy requested that the flow chart be released in a form that includes titles rather than acronyms. He further commented that it could be used as a teaching tool. • Chart can be found at: http://www.hcc.hawaii.edu/~san/governance.4pdf 	
<p><u>Conclusion:</u> Beng Poh made a motion to release the Governance Flow Chart to the campus for discussion and feedback; Diane seconded; vote unanimous in favor to release the Governance Flow Chart to the campus for discussion and feedback.</p>		
<p><u>Action items:</u> Governance Flow Chart will be released, as amended, campus wide with a set deadline for feedback.</p>	<p><u>Person responsible:</u> Jan Lubin</p>	<p><u>Deadline:</u></p>

Ramsey briefed the members on a system wide directive made through Howard Todo, UH System CFO, regarding development of the college's biennium budget. (Memorandum and worksheets attached)

Explanation & Key Points of Discussion:

- Ken K. discussed the steps that must be taken to complete the Stocktaking and Biennium Budget exercises:
 1. Identify each campus activity within the categories set by the President below.
 2. Cost out each activity as appropriate.
 3. Prioritize activities into the biennium budget years (07/01/07-06/30/08 or 07/01/08-06/30/09).
- Per the President's directive, requests must meet one of the following guidelines:
 - Increase Educational Capital of the State
 - Expand Workforce Development
 - Assist in Economic Diversification
 - Address Underserved Regions/Populations
 - Other Urgent Priorities
- Ken K. explained that we will have to complete this exercise through our existing work and completion on the Strategic Plan. He asked about the status on the Strategic Plan as this is very important to this process.
 - Cynthia stated that people are still getting in their items and filling in all elements of the plan in particular the justification portions.
- Ramsey stated that even after we are done with our biennium budget there are still community college policies, directives, priorities, etc. that we must fall under. Our priority 1 may be low on the list due to system wide issues.
- Why going through the Stocktaking? Reason for stocktaking is because in years past there was not control. Campuses would come in with goals such as, "We are going to double our general fund budget over the next two years." The President is looking for a thought process and feasible path to getting where you want to go.
- Ken K. outlined the steps that must be taken for the Stocktaking piece:
 1. We will develop our strategic plan,
 2. List and cost the activities; and
 3. Present the plan.
- Per Ken K., after completing the Stocktaking piece we will do the biennium request portion. However, he stressed that we should put in the effort now because the biennium request will be due when faculty and staff will be busy or off campus.

<u>Conclusion:</u> Due to deadline, Ken K. will schedule a meeting through email with the PC to further go through this effort.		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
Campus Wide Wireless Access Proposal	Bill Becker	
<p>Bill presented information for a campus wide wireless network access and proposed the college look for appropriate source of funds to purchase a central management module that integrates with the existing network and can also be built upon existing hardware. (proposal attached)</p> <p>Purchasing a system would satisfy the requests and needs for wireless network access around campus and would enhance the integrity of the network.</p> <p>Cisco Systems has central management system unit that would cover most of the main campus, firehouse as well as automotive and diesel areas with wireless access. The cost for the system is approximately \$40,000.</p>		
<u>Key Points of Discussion:</u>		
<ul style="list-style-type: none"> • Suggestions from members of possible funding and partnership opportunities were expressed. • Vern agreed with Bill's comments and stressed the importance of security. Those on campus who have their own "home" wireless set-up should be informed that this is not secure and could lead to problems. He further stated that we should spread the word regarding the security issues. Members should emphasize that "home" units are not secure and are not commercial grade. This type of equipment can cause major problems by compromising the integrity of the network. • Ken K. suggested that Bill take this issue to the CLT for funding. • Bill stated he is not suggesting that we use campus money; we could look for a corporate partner or other resources, if necessary. But, if money becomes available through technology grants or if a department requires a wireless network, we could group funding together. 		
<u>Conclusions:</u>		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
IT Replacement Policy Update	Vern Takebayashi	
Vern presented the latest draft of the IT Replacement Policy		
<u>Key Points of Discussion:</u>		
<ul style="list-style-type: none"> ○ Vern was thanked for his contribution and work on this effort. ○ Members asked for clarification on language and other amendments. 		
<u>Conclusions:</u>		
Vern to amend per discussion and send out policy to members. Brian to call for email vote from members after final feedback.		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
PC Member feedback on policy, as amended.	Vern/Brian	

Operational Announcements	Brian Furuto	
	<ul style="list-style-type: none"> • February 24th meeting is cancelled due to HS2HCC. • March 10th meeting is moved from 9:00 am to 1:00 pm, Room TBA. Please let Brian know if you have a conflict. • Please send out supporting documents for agenda items at least 72 hours prior to meeting in order for members to be able to print it out and review. 	
Pressing Issues	Administration	
	<ul style="list-style-type: none"> • Ken reiterated that a special meeting may be called to finalize the strategic plan depending upon what can be accomplished before the deadline. In the next couple weeks Ken will be focusing on categorizing each activity and determining the cost for each activity as stipulated by the President. Meeting TBA via email. • Ramsey announced the university is looking at ways to transform its IT programs and curriculum to make them more relevant to the workplace, careers, and industries. One example is the federal government’s investment in IT projects in Hawaii. Because of the number of projects and dollar amounts of the projects, the State needs to come up with a reasonable IT approach in turning out hundreds of qualified people. If the state is unable to meet the workforce demand, the bids and work will go elsewhere and in the long run will amount to a multi-million dollar loss. <ul style="list-style-type: none"> ○ To assist in this effort, Ramsey has had discussions with Global Skills Exchange (GSX), who is a national skills standards development company. GSX has already completed an IT skills based standards matrix for educational use as it relates to the workplace. They have already completed one for the State of Virginia’s 22 community colleges. What GSX will do is bring in skills standards team to moderate the discussion between education and industry and monitor everything that has to be done to bring our training more in line with industry. With the information gathered they will identify the gaps in program sequences and offerings and make program recommendations that will address industry demands. What this means is that there will be a single ICS/IT curriculum for the University. 	
<u>Conclusion:</u>		
<u>Action items</u>	<u>Person responsible:</u>	<u>Deadline:</u>
Others in Attendance: Gaynel Buxton, Ross Egloria		
Resource persons:		