

LEEWARD COMMUNITY COLLEGE

2004-2005 Faculty Senate

APPROVED Minutes of the March 2, 2005 Special Meeting

James Goodman, Chair
Nancy Buchanan, Vice Chair
Susan Lum, Secretary

SENATORS PRESENT: N. Buchanan, J. Chernisky, L. Currivan, R. Flegal, K. Fujishima-Lee, C. Ganne, J. Goodman, K. Hill, B. Hotta, S. Laycock, R. Liongson, P. Lococo, S. Lum, C. Martin, S. May, K. Mohanan, A. Ross, D. Sakai

SENATORS EXCUSED: D. Matsumoto, S. Wood

GUESTS: William Akama, Lisa Hayashi, Jason Lai Hipp, Pat Neils, Peter Quigley, Bill Souza, Teancum K.D. Satot, Cliff Togo, James West

CALL TO ORDER: The meeting was called to order at 3:15 p.m. with a quorum.

NEW BUSINESS:

Chair Goodman opened today's special meeting with a welcome to Senators and guests in attendance. The subject of the meeting is for Senators to receive and discuss campus input concerning the Reorganization Committee's final proposal for reorganization. The final proposal involves three documents: the Reorganization Committee's Resolution and two supporting documents. The supporting documents are the Committee's re-organizational chart and a draft of the functional statements portion, describing the responsibilities of each office, of the reorganization proposal that will be submitted by administration to the UH System and the BOR for final approval.

Motion 05-12 (Lum/Hill): To approve the Leeward Community College Reorganization Committee Resolution.

PASSED – Y - 18; N – 1; Ab - 0

Discussion began with Chair Goodman reading the Resolution. Senator Sakai shared feedback from a member of the campus who brought up the following concerns

- ❖ Not being able to vote on the proposal
- ❖ The Reorganization Committee's looking only at the top level of administration for reorganization consideration
- ❖ The timing of reorganization efforts in the midst of serious concerns and changes in the System

Chair Goodman addressed the above concerns with the following comments

The Reorganization Committee is made up of members from all the major constituencies on campus, furthermore, the Faculty Senate, as an elected body, and as the only BOR appointed governance body that represents faculty, has the obligation and the authority to make campus-wide decisions on behalf of the faculty as a whole. Faculty has been provided with updates on the Reorganization Committee's discussions and decisions. In addition, the campus as a whole has had ample opportunity to provide input based on two hearings, during Spring Convocation, and two votes, first by Campus Council on February 28th, and second, by Faculty Senate at today's meeting.

The determination of the Reorganization Committee was to focus our attention on the Dean to Chancellor level in order for a timely process to fill the much needed positions of the Deans of Arts & Sciences, Career & Technical Education, and the Director of Planning, Policy & Assessment. The Committee's goal was to complete our work as soon as possible so as to help relieve the burden on the few remaining administrators and assist the College in moving forward. The option of reviewing the whole structure was discussed but rejected in favor of this course. Once the administrative reorganization is in place, if deemed necessary, a committee will be formed to address the structural levels below the Deans' level. Although there are rumors of change within the current University/Community College System, we still need all of the administrative positions.

One Senator questioned the appropriateness of having the office of the Director of Planning, Policy and Assessment (DPPA) under the purview of the Vice Chancellor/CAO of Academic Affairs, as the proposed re-organizational structure shows that the DPPA would be responsible for both academic and administrative areas and concerns. Vice Chancellor Quigley argued that it is appropriate according to the College's program review process where academics (course and program assessments and their action plans) drive the budget and all campus-wide goals and planning.

Other questions that arose from guests and Senators include questions about the type and number of unfilled positions (approx. 12 faculty and 10 staff) we have "on the books" and how they came to be unfilled. Vice Chancellor Quigley explained that positions are unfilled for a variety of reasons including shrinking budgets, the College no longer receiving funds to fill the positions of those who have retired, and funds being used to pay for overloads and lecturers.

Director of Administrative Services, Cliff Togo, answered a question concerning whether there will be support staff to fill the new offices. His response was that the goal is to eventually phase in a full staff of clerical and student help.

Vice Chancellor Quigley distributed a chart which shows the funding source for all positions in the proposed reorganization chart. He also praised the plan with its focus on a forward thinking, as opposed to reactionary, campus. Vice Chancellor Quigley stated that the plan will allow faculty and administrators to serve students better by freeing up administrators and faculty to better address student needs and concerns. The plan will also help to prevent lawsuits and nurture creativity in administration and faculty.

Senator Flegal called for the question. Senator Ganne seconded and a secret ballot was taken.

ADJOURNMENT: The meeting was adjourned at 4:10 pm.

RESPECTFULLY SUBMITTED: Susan Lum, Secretary

RESOLUTION

Whereas, the LCC Reorganization Committee was charged to recommend an administrative level (only) reorganization using as the starting point the proposed LCC administrative reorganization chart previously approved in March 2003 by the Faculty Senate and the Campus Council. The LCC Reorganization Committee voted on and approved the following recommendations:

1. to reaffirm our support of the reorganization chart previously approved in March 2003 by the Faculty Senate and the Campus Council.
2. to re-title Director of Administrative Services to Vice Chancellor for Administrative Services.
3. to re-title Assistant Dean of Academic Support to Dean of Academic Services reporting to the Vice Chancellor of Academic Affairs/Chief Academic Officer (CAO).
4. to re-title Dean of Continuing Education and Workforce Development to Director of Continuing Education and Workforce Development reporting to the Vice Chancellor for Academic Affairs/CAO.
5. that the Dean of Student Services report to the Vice Chancellor for Academic Affairs/CAO.
6. that the position of Assistant Dean of Instruction be re-described to a Dean of Arts & Sciences, reporting to the Vice Chancellor of Academic Affairs/CAO.
7. to create a permanent E/M position, to serve as Dean of Career & Technical Education, reporting to the Vice Chancellor for Academic Affairs/CAO.
8. to create a permanent E/M position, to serve as Director of Planning, Policy, and Assessment, reporting to the Vice Chancellor for Academic Affairs/CAO.
9. that Administration pursue system reallocation to fill the permanent positions of first, the Dean of Career & Technical Education and then, the Director of Planning, Policy, and Assessment.
10. that, if necessary, no more than one faculty conversion will be used to fill the permanent positions of first, the Dean of Career & Technical Education and then, the Director of Planning, Policy, and Assessment.
11. that faculty, or other qualified individual, be assigned to fill the positions of Dean of Career & Technical Education and the Director of Planning, Policy, and Assessment on a temporary basis until they are permanently filled.