

LEEWARD COMMUNITY COLLEGE

2003 – 2004 Faculty Senate

APPROVED Minutes of the September 24, 2003 Meeting

James Goodman, Chair
Nancy Buchanan, Vice Chair
Candace Hochstein, Secretary

SENATORS PRESENT: N. Buchanan, J. Chernisky, L. Currivan, R. Flegal, C. Ganne, J. Goodman, K. Hill, C. Hochstein, W. Imada, P. Kennedy, G. Levy, P. Lococo, M. Nakano, S. Palombo, R. Pfeiffer, D. Sakai, F. Sherry, S. Wood

SENATORS EXCUSED: K. Khan, C. Martin, C. Yokotake

GUESTS: B. Kupper-Herr, A. Silva, M. Silliman

CALL TO ORDER: The meeting was called to order at 3:10 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes of the September 3, 2003 meeting were read and approved with minor corrections to the Old Business section regarding the Midterm Report. The minutes of the September 12, 2003 meeting were read and approved with a minor clarification to Motion 03-30's wording.

SPECIAL REPORT:

Chancellor Mark Silliman came to the Senate to address questions the Senate posed to him in two memos. The first memo he responded to was on Administrative Salaries. Chancellor Silliman stated that:

- there are no changes in salary compensation for four administrators from 2002-2003. They are Mark Silliman, Bernadette Howard, Mike Pecsok, Clifford Togo. A previous increase to the Chancellor's salary is due to the fact that the Chancellor will get a raise each time the faculty receives a raise.
- Two individuals on the new reorganization chart received a salary increase because they changed from a nine-month to an eleven-month contract. They are Jack Pond as the Acting Dean of Arts & Sciences, and Jean Hara as the Acting Director of Planning, Policy and Assessment.
- there are two administrators who have received a salary increase due to the System reorganization, the Chief Academic Officer/Vice Chancellor, Doug Dykstra and Director for OCET, Randy Francisco. This change is due to a change in classification. The classification used to be labeled E (Executive) or M (Managerial). The Board of Regents (BOR) changed the E and M designations to follow the College & University Professional Association for Human Resources (CUPA). This is an index of salaries from comparable positions at like

institutions. The new designation made the following increases on the given effective dates:

-7/1/2002 salaries would be increased by 20%

-7/1/2003 salaries would be increased by 40%

-7/1/2004 salaries would be increased by 50%

The July 1st effective date is due to the beginning of the fiscal year.

-Depending on the hiring date for non-temporary administrative positions, LCC will have to pay the salary with the appropriate percentage increase to the individual filling the position.

-LCC's reorganization plan still needs to be reviewed and approved by the following bodies: University System Office, Unions, and Board of Regents. Upon approval by these bodies, LCC can advertise for the positions of Director of Planning, Policy and Assessment, Dean of Career and Technical Education, and Dean of Arts and Sciences.

Lengthy discussion was generated from the information. Some of the discussion and Chancellor Silliman's responses included:

Question: Was it not stated in an Executive Committee meeting that the new Chancellor position would be equivalent in pay to that of a Deputy Director?

Response: No, this was not what was stated. However, the Chancellors have been told that they must have private secretaries, even if they do not wish to.

Question: Isn't it true that the community college faculties are closer to the 80 percentile than UHM?

Response: The community colleges are closer to the national median. Chancellor Silliman feels that there is a need to increase administrative salaries so that LCC can grow the next generation of leaders.

Comment: A comment was made that it is interesting that the BOR is interested in raising administrative salaries to be comparable to national norms. It is hoped that they would do the same for the faculty.

The Senate questioned the line item stating that Stella Ho-McGinnes (Dean of Student Services on loan to the UH system Banner team) is still paid by LCC even though she is fully released to the System Banner team. Chancellor Silliman informed the Senate that while the UH System budgeted for the software and installation of the new Banner computer system, there was no budget for any personnel. As the UH System is now finding a need to have a system team to operate with Banner, each UH campus is being asked to contribute towards the cost of having and maintaining this team. Chancellor Silliman mentioned that LCC is considering giving Stella's position and salary as LCC's contribution. He did say that Stella has full return rights to her position as the Dean of Student Services if she wishes to return to it and not stay with the newly formed UH Banner team. If Stella does select this option, LCC will still have to make a contribution to this system team.

The second memo Chancellor Silliman responded to had seven questions regarding the Clarification on budgetary issues. For this memo, Chancellor Silliman began with item 7, and then went to 1 through 6.

7. What does the \$126,000 in the LCC budget under LCC campus reorganization costs and \$30,000 UH system reorganization assessment specifically slated for?

Response: The \$126,000 is for the New Dean of Career and Technical Education and Dean of Policy and Planning. Also, a private secretary at a higher salary than what the Provost's secretary was paid will be hired. The salary increase for the Chief Academic Officer must also be included.

Question: Is there going to be any additional salary for support?

Response: There may be a need for another secretary for the Dean of Arts and Sciences. Chancellor Silliman then stated that faculty should keep in mind that LCC was given a position from former Chancellor Tsunoda's office. The individual filling this position is not returning from leave to fill this position. LCC will retain 50% the funding from that position. This money may be used towards the salary of the new secretary. LCC will have to hire this support individual at the new BOR level.

Question: What is the projected amount for the costs going to be?

Response: Chancellor Silliman did not know this. He said that this is a Human Resources question. He guessed that it would be approximately \$5 to \$10 thousand dollars.

1. Why is LCC paying for a full time Marketing Director and graphic artist when we are also paying a Marketing Assessment for the UH System?

2. Please provide detailed information for what LCC receives for contributing to the UH Marketing Assessment.

Response: Chancellor Silliman referred the Senate to pages 2 and 3 of a handout he provided (attached to the Senate memo requesting clarification on budgetary issues) (see attachment.)

3. For the money that is given to the UH Foundation, please provide details of where the UH Foundation money goes to, and rationale for the increase in the LCC Foundation Assessment.

Response: First, Chancellor Silliman referred the Senate to page 2 of his handout. He then went on to state that the UH Marketing Assessment of \$72,659 was returned to LCC. The reimbursement was due to the press reporting how LCC and other community colleges in the system were cutting classes due to budget problems. He further stated that David McClain is looking for ways to return money back to the system. One way is to possibly give more Research & Training Revolving Fund (RTRF) money back from grants. McClain is increasing the amount of RTRF money given to the CC's. McClain is looking at other ways to help ease the financial situation the administrators are facing with course load reduction for community college faculty.

4. What are the two Assessment charges from LCC intended for?

Response: Alumni development and administrative overhead in managing foundation accounts.

5. How much funding did LCC receive from the UH Foundation last year?

Response: LCC received \$104,978 from the UH Foundation. This money is from donations specifically for LCC.

6. Precisely how much money does the UH Foundation have in its account now? If it is financially well off, what is the immediate need for the assessment from LCC for?

Response: \$104,978 from the Foundation. LCC does pay a flat 2% fee back to the foundation for overhead/administrative costs. The UH Foundation itself has several million dollars but this money cannot be used for positions. Therefore the Foundation requires money from LCC and others in the system to pay for salaries.

Question: So if LCC is paying \$16,954 for the UH Alumni Assessment, and \$48,439 for the UH Foundation Assessment, this is approximately \$65,000. What LCC actually receives from the \$104,978 is more like \$39,000. Please share the advantages of our donating to the foundation.

Response: Chancellor Silliman is planning to work closer with Randy Ray from the foundation to increase the amount of donations that LCC receives.

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senator Chernisky agreed to Chair this committee. He is looking for other individuals who may be interested in serving on the committee with him. Senator Sherry volunteered to be on the Budget and Planning Committee with Senator Chernisky.

FACULTY COMMITTEE (Committee on Committees is a sub-committee under the Faculty Committee) – The committee plans on publishing the compiled results of the faculty survey. The committee plans to hold two open forums on different topics. The topics will be: 1. Participation in Governance, and 2. Budgetary issues.

Chair Goodman informed the Senate that the Committee on Committees will be searching for faculty members who will serve on the committee to develop the Chief Academic Officer/Vice Chancellor's position advertisement. He stated that this committee will consist of 3 faculty members and 1 representative from the Campus Council.

ELECTIONS COMMITTEE - Senator Palombo had nothing to report at this time.

ACADEMIC/INSTITUTIONAL SUPPORT – No report at this time.

LEGISLATIVE RELATIONS – Senators Chernisky and Sherry agreed to co-chair this committee. They are searching for volunteers for their committee.

STUDENT COMMITTEE (Opening Day Experience is an activity undertaken by the Student Committee) – Senator Flegal agreed to chair this committee. He reported there is a grievance currently being reviewed.

PROGRAM REVIEW – Senator Hill reported that she is working with Senator Currivan in forming the committee. Program coordinators from each instructional area would be ideal representatives because of their knowledge of specific degree and certificate programs and that these divisions will undergo program reviews, as will all other instructional divisions offering credit courses.

CURRICULUM COMMITTEE – Senator Lococo reported that courses exist in Curriculum Central in the Modification, Addition, Deletion under Progress Report. He does not know why the courses are there, and if faculty still want them to be acted on. He is asking faculty to look at Curriculum Central under Progress Report, determine if they have any courses there, and to let him know what they want done to these courses.

SERVICE COMMITTEE – Senator Nakano had nothing to report at this time.

CHAIR'S REPORT:

Chair Goodman reported that the BOR meeting at Maui Community College (9/3/03-9/4/03) had unusually long closed meetings. Regent Hong expressed an interest in attending an LCC Senate meeting.

Chair Goodman reported that the Community College Senate Chairs would no longer have two Co-chairs from the Community Colleges. Instead, the ACCFSC decided to have one of the Co-chairs be from UHM (Mary Tiles) and one from the CC's (Neghin Modavi, KCC). The two co-chairs will act as the principle contact persons to the UH administration, create a list-serve which will link all current Faculty Senate Chairs, and create Senate websites that will be sent to all Chairs.

The following information/requests were shared:

- UH Manoa is resistant to the proposed housing of the System Banner office being located under the UHM Information Technology (IT) office on the Manoa campus.
- There was a Banner problem issuing UHM acceptance letters in a timely manner. It is estimated that may have lost up to 700 students to other institutions due to this problem.
- UHPA asked all Faculty Senates to send a letter to the BOR stating their support of UHPA's resolution on freezing administrative salaries and hiring until a general salary increase is received by the faculty. This request was made because it was felt that support letters would give strength to UHPA's letter and resolution. The idea of lending strength to UHPA's letter and resolution was emphasized when senators recalled that earlier Chancellor Silliman stated that the

BOR appears committed to raising the administrator's salaries to be competitive with national norms. It was felt that it would be good to remind the BOR of its commitment to the faculty of the UH system.

MOTION 03-31 (Imada/Chernisky) To have LCC Faculty Senate Chair send a letter to the BOR in support of the UHPA resolution and letter.

PASSED-Y=13, N=1, Ab=1

-Community College Issues – the following issues were brought up. No discussion followed. They were tabled until the next meeting:

- articulation and transfer complications caused by UHM using + and – in their grading system,
- the use of the N grade by the CC's, how each UH campus calculates the grade point average for their campus,
- the need to review LCC's AA degree to reflect the new UHM General Education requirements as HCC and KCC have done.

NEW BUSINESS:

Review of LCC's 504/ADA Title Two, Americans with Disabilities Act, Policy for Nondiscrimination on the Basis of Disability – Presented by Beth Kupper-Herr (LRC Coordinator) and Aulii Silva (504 Coordinator)

-The document presented is the grandchild of a document originally put together by Lynn Douglas, former Learning Disability Specialist. The document had been reviewed by Jane Jarrow, consultant and President of DIAS (Disability Access Information & Support). The Senators were emailed the 33 page document, and shown a binder or supporting documentation. The appendices folder is located in the KI office.

This document will accomplish three main things:

1. Protect the College by stating how LCC treats students with disabilities, and how this meets legal requirements.
2. Protect the students.
3. Lay out a clear structure of operating procedures for the KI office.

The policy and appendices will eventually be put on the web.

Discussion following the presentation supported the document presented and the intent behind it. There was concern regarding the wording of specific areas. The senators required clarification on the policy. The concerns were noted by Beth Kupper-Herr and would be presented to the KI coordinator. The following items were the main points of what the Senate voiced:

1. Disclosing disability in a timely manner to faculty.

2. Appropriate steps that faculty may take if they feel that the student was stretching their accommodation beyond what was reasonable.

3. There was concern with the wording on page 9, 5th bullet under Leeward Community College has the right to:...section. "...or programmatic importance confirmed by an appropriate administrative decision maker;..." It was felt that the final decision should always be with the faculty member and that the administrator's decision should be to support the faculty's decision.

4. It was recommended that the UH system legal office review the document to make sure it meets legal standards.

Motion 03-32: (Currivan/Buchanan) To accept the Leeward Community College 504/ADA Title Two American with Disabilities Act Policy for Nondiscrimination on the Basis of Disability as proposed with the recommendations given.

PASSED-Y=15, N=0, Ab=0

The issue of having an additional Senator from an under represented division was discussed. No action was taken at this time.

The Teaching Assignment Reduction Form(s) was discussed. A second teaching assignment reduction form was created and has been recognized by the Chief Academic Officer/Vice Chancellor, Doug Dykstra. Senators may share the form with faculty as there are two recognized teaching assignment reduction forms at LCC. It was agreed that this form should reside with the Division Chairs only.

Formation of a Committee to revise LCC's AA degree was discussed. Chair Goodman asked Senator Lococo as the Curriculum Committee Chair to work on forming this committee and discussing the issue. There is a concern that LCC should be in line with what UH Manoa was doing in regards to General Education. It was suggested that the committee include a member from the AA task force (Senator Currivan was LCC's representative) and should review the System report on general education by BK Gussman. This was done sometime in the 1980's. Due to these concerns, Senator Lococo stated that he wanted to keep this committee broad based and include all appropriate parties.

ADJOURNMENT: The meeting was adjourned at 5:38 PM.

RESPECTFULLY SUBMITTED: Candace Hochstein, Secretary