President Greenwood has announced the necessity of following up on National Incident Management System training modules. Federal Emergency funding may be withheld from campuses struck by a disaster if the administrative staff and other key officials have not completed the training modules. Individual campuses within the University are expected to complete the training modules during the current 2011-12 academic year. See attached chart for the UHCC recommendations of the modules to be completed by key officials. The address where on-line training can be accessed is http://www.fema.gov/nimscast/ The appointment of a single point of contact for NIMS training is pending and will be announced in the near future.

Students are highly encouraged by the University Bursar to sign-up for direct deposit of refunds that may be due to them. The fiscal system of the University is hoping to cut costs and cut the time required to complete refund payments by means of this new policy. Inquiries should be made to the Bursar’s Office: ph: 956-2148.

State imposed budget cuts of $11.1 million are yet to be allocated to all branches of the University. As yet no final decision has been made as to the formula to be used for such an allocation. One formula would be to distribute the cuts in accord with the % of g-funded budget that each branch of the University receives. Another possible formula would be to allocate cuts in accord with % of the overall tuition and fee increases received by each branch of the University. Until the cuts are formally distributed the College operates on 25% of last year’s g-funded budget per quarter in accord with ongoing practice to release 25% of the of the budget per quarter. Of course all tuition and fees funds the College has collected are available at any time.

The University has once again been invited to seek gubernatorial approval to hire hitherto frozen Civil Service positions (clerical positions in particular) on a case by case justification.

The College will seek to complete evaluations of all APT and Clerical positions during the month of October. Human Resources should be contacted if supervisors have questions about the evaluation process. However special compensation adjustments will not take place this year for the third year in a row due to the fiscal austerities still faced by the University.

The College can now formally announce planned supplemental time off days for HGEA employees for the Holidays, since the relevant labor contracts with the union have been finalized. The dates for supplemental time off would be December 19-23 & December 27-30 & March 27-30. Since the supplemental time off applies only to HGEA employees there are no plans at this time to close the campus for the aforementioned days. Moreover HGEA staff may choose or they may be identified by
supervisors as being critical to work in preparation for the opening of Spring Semester, or preparatory for the return of students from Spring Break. As long as their respective supervisors are able to agree with the affected workers on appropriate compensating days off later in the state fiscal year (i.e. prior to July 1, 2012), these workers may be called in for work.

The question as to who has replaced Jayne Bopp now that she has taken a full time faculty position at another campus requires inquiry with our Title III Principal Investigator.

The Associate in Arts in Hawaiian Studies as well as the Certificate of Achievement in Ethnopharmacognosy authorization to plan documents will be moving forward to the Council of Chief Academic Officers next month. Meanwhile the A.S. in Veterinary Tech is going before the Natural Sciences Department prior to moving it forward to the Curriculum Committee. Additionally, planning for a Vet Tech facility is moving forward to place a modular facility in the area near Hale Imiloa where cooling tower and propane gas tank has been located in the past.

Planning and Budget Council intends to provide training for members in the use of PBC Request Forms at its scheduled October 7th meeting.

Annual Contract renewals for first year faculty will be due at a soon to be announced date in late January to enable these newly hired faculty members to gather at least one semester worth of student and peer evaluations. Those on annual contract renewals who seek and gain a promotion when eligible will thereafter be placed in the pool with senior faculty to be reviewed once every five years by means of a submitted dossier, unless they should sooner seek their next promotion.

Hale Alakai renovation will include an update of the Plan Review Use by the campus. The driveway around the building will be re-paved along with other modifications beginning October 3rd. Those with reserved parking in the area will have to seek parking elsewhere on campus. 22 additional parking slots will be produced by the project.

Loitering by Hawaii State Hospital patients has continued as a problem on campus. The College will consult with hospital authorities about denying access to campus buildings as a possible solution to the problem.

Finalized Supplies Budget allocations will be distributed soon based upon the final figures for SSH increase (approximately 2.2% +) that has been experienced by the College.

Jobs for the Future will be on campus Wednesday through Friday this week with an all day workshop scheduled for Friday September 23rd.

Facilities use for the Castle High Advanced Placement exam will be held this year without charge pending discussion of a fee schedule and policies in the future.