Chancellor’s Meeting Minutes
September 4, 2007
1:30 pm

Present: Angela Meixell, Elizabeth Ashley, Paul Briggs (Notetaker), Elizabeth Young, Dave Ringuette

1. **WCC Directory**
   a. Angela presented a draft to the faculty senate chairs for comment. Brian Richardson is responding to a request for a functional directory for each WCC Unit and would appreciate input on his efforts. The current directory is sorted alphabetically. If someone wanted to find a particular function under the current system, it would be hard to do.

2. **WCC Policies**
   a. The WCC policies are on a 3.5 inch floppy disk and the documents would have to be scanned into the computer. Policies such as disaster preparedness should be done in paper format to be available during a power outage.

3. **Schedule Review - Forum**
   a. Possibility of October 4-Thursday 12:40-1:30 pm
      i. John Morton, Ramsey Pedersen, Barbara Ross will be invited from the other Hawaii CCs and they will discuss the pros and cons of the MW-TTH schedule as it has been implemented on their campuses. Angela will invite the administration and Toshi Ikagawa will invite the faculty. Rooms were discussed (Akoakoa), emphasis will be on discussion as opposed to presentation-no PPT.

4. **Resolution on Communication - passed on the May 3, 2007 Faculty Senate Meeting (Appendix A)**
   a. The motion was handed over in paper to Angela Meixell by Dave Ringuette, the Presiding Chair. Angela after receiving the resolution will respond to the Faculty Senate as to the issues brought up in the resolution.

5. **Reorganization**
   a. John Morton visited the Chancellor’s Administration Meeting to discuss long-term vacant positions. If positions given to CCs are vacant, then the money is being used elsewhere. The Legislature objects to that when other positions are being requested. WCC has one vacant administrative position (Director of OCET). The issue is whether WCC uses the position to create a 2nd Assistant Dean under DOI or another Dean or Director under the Chancellor for Academic Support. Currently Gerri Kabei is performing the duties of OCET Director using faculty assigned time. To convert the vacant administrative position (Director of OCET), a reorganization plan must occur. John Morton can sign the paperwork very quickly, but the reorganization plan must then be reviewed by the relevant unions for 1 month. John Morton is requiring that someone be at least acting in the position by the end of the year, or WCC will lose the position.
b. DOI supports having Academic Support being under the supervision of the 2nd Assistant Dean, while Academic Support being under the supervision of the WCC Chancellor. Dave Ringuette suggested that the Reorganization Plan be discussed at the October 2nd Faculty Senate meeting which anyone can attend. The Faculty Senate recommendation will be decided at the October 16 Faculty Senate meeting based on input from the Faculty Senate representatives.

6. Master Plan Utilization Committee
   a. This issue came up in a discussion with John Morton. He favors a more proactive approach for CC building issues rather than just maintenance of existing problems. John Morton and other CC administrators took an entire WCC campus tour for this to do an assessment of the current building infrastructure at the WCC campus. One John Morton suggestion would be to retrofit one old classroom (Manaopono) to see if this could be a model classroom for the others.
   b. Angela has committed to reform/reconstitute the Master Plan Committee for the WCC campus. The question is how to form such a committee? The Faculty Senate will put this item on the Faculty Senate Agenda. Joe Ciotti will be contacted about previous history of a WCC Master Plan Committee.

7. College Council
   Based on a commitment that Angela made at Fall Convocation, she is going to set up a meeting, perhaps on a Friday afternoon (late October), which will be based on the Maui model.

Meeting adjourned at 2:45 pm