Faculty Senate Meeting with John Morton
Akoakoa 107
June 19, 2008


Guests: Vice President for Community Colleges John Morton, Executive Assistant to the Vice President Debbie Nakagawa

1. Transition year to new campus leadership - VP Morton responded to the WCC faculty senate’s June 10 memo of concerns and said his office will assist as needed to ensure a smooth transition during the coming year. He said a decision was made to not name an interim chancellor for several reasons (e.g., lack of suitable candidates, focused attention on what campus wanted in its next leader, opportunity for faculty leadership to develop relationship with remaining administrators).

   He encouraged the campus to focus on two areas: the search for a new chancellor and improving communication and relationship between faculty leadership and the rest of the administrative team. He also reassured faculty that his office would intervene as needed to ensure fair and equitable treatment during the coming year.

2. Chancellor Search Timeline
   a. The current Chancellor is not involved in this process. This is between the WCC faculty and staff and VP Morton.
   b. The Chancellor search process is a year-long affair, which will start in August and hopefully end in March.
      i. The goal is to have a Chancellor selection for the BOR meeting in March; however, past experience has been that the process has extended to the May BOR meeting.
      ii. The candidate can then be notified early enough so that he/she can relocate, especially if the person selected is from the Mainland USA.
   b. Chancellor Selection Process
      i. Selection of Search Coordinator
         1. The Search Coordinator oversees the selection process and receives 3 credits of assigned time in Fall and Spring semesters during the search process.
         2. The Search Coordinator needs to be respected, trustworthy, have credibility, and be organized to oversee the process.
         3. VP Morton will come in August to the WCC Fall Convocation to explain the process.
            a. At that time, WCC will begin to set up the Chancellor search committee, which is typically made up of 16-26 people.
               i. The committee is typically made up of faculty, staff, students, community etc.
ii. Needs to be balanced and diversified, according to EEO guidelines.

iii. There also needs to be adequate and balanced WCC and ETC representation.

b. The search for a Chancellor will be done nationwide. Avenues include the Chronicle of Higher Education, leadership organizations, a WCC Chancellor brochure, web presence and email solicitations.

   i. WCC will make up the Chancellor brochure, but Morton’s office has some templates to work from.

c. The Chancellor Search will be a continuous recruitment and will not have a fixed closing date as in faculty searches.

   i. Will set a date for screening applicants; however, if satisfied can proceed. If not satisfied, can solicit more applicants.

d. There will be a preliminary interview usually by phone or polycom.

e. Then there will be a final round of interviews where candidates will be brought in to the WCC campus. The finalists will meet with the WCC Chancellor Search Committee and will also meet with the UH administration.

   i. Look for people with a Hawaii connection; for example, the Kauai CC Chancellor was born on Kauai. WCC can also look inside the institution as well for a possible Chancellor selection.

   ii. WCC needs to make sure to go through the steps in sequence to ensure everything is as fair as possible in the hiring process.

f. At the different Hawaii community colleges, there has been varying sizes of the applicant pools for their Chancellor search. Kauai CC had 29 applicants, Kapiolani CC had 8 applicants and Leeward CC had 15 applicants.

ii. The initial contract may be up to three years, and subsequently, the contract will year-to-year.

iii. WCC should strive to get an ad out by October, 2008 (Chronicle of Higher Education), with interviews in January, February of 2009 and approval by the March 2009 BOR meeting, if possible.

   1. November is better for the holidays, not December 15 as there are not as many applicants during the Christmas holidays.

iv. But need to be clear as to what WCC is looking for.

v. WCC needs to set up a controlled place for the Chancellor applications that come to the campus. Applications will be sent to the WCC campus directly. Usually the Human Resources office serves as the repository for the Chancellor applications.
3. Faculty Senate discussion of Search Coordinator list (John and Debbie left the meeting at this point)
   a. Search Coordinator list from the WCC Administration
      i. Tara Severns
      ii. Joe Ciotti
      iii. Ellen Ishida-Babineau
      iv. Libby Young
      v. Geri Kabei
   b. Search Coordinator list from the WCC Faculty Senate
      i. Geri Kabei
      ii. Paul Field
      iii. Joe Ciotti
      iv. Charles Whitten
      v. Jean Okumura
      vi. Marvin Yoshida
      vii. Tara Severns
   c. Faculty Senators attending today’s meeting will ask these people from the above lists first and then will contact Libby Young by Wednesday of next week with a list of people who are willing to serve as Search Coordinator.
      1. Libby will contact us by the middle of next week with a final list.
   d. John Morton will meet personally with the Search Coordinator candidates and then will make a decision.
      i. Morton reiterated that the Search Coordinator needs to be organized, the ability to meet deadlines, and to be fair and impartial.
      ii. John Morton’s office will solicit names for the Search Coordinator from WCC in the next couple of weeks.