# Career and Technical Education (CTE)
## Meeting Notes
**Friday**  
**June 6, 2014**  
Kapi‘olani Community College

**Facilitator:** Ron Umehira

<table>
<thead>
<tr>
<th>Hawai‘i CC: Joyce Hamasaki</th>
<th>Maui College: David Grooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honolulu CC: Russell Uyeno</td>
<td>Windward CC: Michael Moser</td>
</tr>
<tr>
<td>Kaua‘i CC: Earl Nishiguchi</td>
<td>UH State Director’s Office: Joyce Clapp, Barbara White</td>
</tr>
<tr>
<td>Leeward CC: Ron Umehira</td>
<td>Guest(s): Daita Serghi</td>
</tr>
</tbody>
</table>

## AGENDA

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Housekeeping</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Introductions, as needed.</td>
</tr>
<tr>
<td></td>
<td>1. D. Serghi, Workforce Sustainability Coordinator, UH, was introduced.</td>
</tr>
<tr>
<td></td>
<td>B. Agenda changes and lunch plans.</td>
</tr>
<tr>
<td></td>
<td>C. Approval of previous meeting minutes.</td>
</tr>
<tr>
<td></td>
<td>1. The minutes were accepted with corrections.</td>
</tr>
<tr>
<td><strong>2.</strong> Sustainability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. D. Serghi presented and discussed the University of Hawai‘i’s strategic direction in promoting sustainability through its teachings, research, operations, and public service:</td>
</tr>
<tr>
<td></td>
<td>1. Integrate sustainability across the curriculum using common criteria such as an S Designation.</td>
</tr>
<tr>
<td></td>
<td>2. Create curricular pathways from 2- to 4-year colleges in Sustainability Science and related disciplines.</td>
</tr>
<tr>
<td></td>
<td>3. Support research that brings science to the issues of sustainability, and related public policy, practice and implementation.</td>
</tr>
<tr>
<td></td>
<td>4. Integrate community-engaged research and service with sustainability curriculum.</td>
</tr>
<tr>
<td></td>
<td>5. Include sustainability in residential life, student orientation, and outreach and publications.</td>
</tr>
<tr>
<td></td>
<td>6. Assess existing procurement practices and develop strategies to increase sustainability in</td>
</tr>
</tbody>
</table>
procurement.
7. Increase alternative transportation.
8. Support local food economy.

Feedback:

1. P. O’hagan raised concerns that the sustainable planning document does not include a category for attitudinal and behavioral factors and their cause, correlation, and effect on sustainable issues such as food, water, etc. Without inclusion of attitudes, beliefs and behaviors in the planning, process and policy document(s), curriculum development will likely focus on content dealing with water, food and other areas but not necessarily on how population(s) attitudes/beliefs and behaviors impact those areas and in turn, how the areas impact attitudes and behaviors. Inclusion into the document of a population health promotion and prevention approach or the socio-economic determinants of health would make sense.

B. D. Serghi also presented and discussed the Hawai’i Sustainability in Higher Education Summit that brought together local cultural practitioners and sustainability experts on best practices in sustainable resource allocation and use for the well being of our communities, our state, and the world. Critical resources include energy, food, water, land and sea as they are integrated with the relationships of family, culture, community, justice and economy in the present and future.

Feedback:

1. J. Hamasaki raised concerns that the sustainability Summit emphasized on the external environment (especially energy, water, and food production). However, the "internal" environment is missing. There is a lot of emphasis on saving "mother earth" and on economic issues, but nothing is mentioned about sustaining the human population. If we don't save ourselves first, there will be no one left to save mother earth. There are several really important issues on campuses in work environments that impact human sustainability. Two examples include indoor air quality and exposure to harmful chemicals:

   a. Diesel exhaust from heavy equipment or trucks is so great that it filters into the buildings through doors and windows, particularly in older buildings.
   b. Scientific evidence shows that chemicals in antibacterial soaps cause "super bugs" (e.g. MRSA and VRA that are highly toxic to humans, and repeated exposure is causing or contributing to numerous diseases and illnesses).

Essentially we need to be armed with information about human sustainability and act on that information through policies/practices of the university.
### 3. Budget Review/Updates

A. The CTE Deans discussed updates on the amount of funds that were expected to be returned from each of their projects. The long-standing goal is for each project to return no more than 10% of the original budgeted amount. To ensure meeting this goal, the CTE Deans agreed to continue to regularly monitor the budget progress for each of their Perkins-funded projects, and to maintain periodic budget discussions at the CTE Deans Meetings.

B. Among all 7 campuses the average expected return of funds was 12.5% for 2013-2014 funding, and 13.7% for 2012-2013 funding.

The expected return of funds will be carried forward and be made available for the 2014-2015 funding cycle.

### 4. 2014-2015 Proposals (continuation) with Review of Table of Supported and Conditionally Supported Proposals

A. The CTE Deans discussed and supported all proposals that previously received conditional support.

B. The CTE Deans discussed and supported new proposals that were submitted for Perkins funding.

The systems office will send out award letters by June 30, 2014.

### 5. Review of Proposal Allocation Process

A. The CTE Deans agreed that the current review process can remain as-is, and be re-examined/revised before the 2015-2016 funding cycle.

### 6. Overload for Faculty

A. Allowance of overload charged to federal awards is governed by the Office of Management Budget (OMB) Circular A-21 (Principals for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Education Institutions), applicable collective bargaining agreements, and University rules, regulations and policies.

B. The University of Hawai‘i’s policy governing overload charges to federally funded awards is documented in the September 4, 1997 memorandum from Dean O. Smith titled, “UH POLICY FOR OVERLOAD PAYMENTS CHARGED TO FEDERAL AWARDS.”
### 7. Criteria for Perkins Funding of CTE Programs of Study

A. The CTE Deans discussed and supported the draft document titled, "Criteria for Perkins Funding of CTE Programs of Study," with the caveat that remedial courses would not be eligible for Perkins funding, but remedial services (e.g. tutoring services) would be eligible for support with Perkins funds.

### 8. Common Course Numbering Updates

A. Not discussed.  
Discuss at August 22, 2014 CTE Deans Meeting.

### 9. CIP Updates (approved, in-progress)

A. Not discussed.  
Discuss at August 22, 2014 CTE Deans Meeting.

### 10. 2015 CTE Deans Meeting Dates

A. 11/21/14 → 11/13/14 @ HawCC  
B. 01/23/15 @ WinCC (RFP from UHCC to CCs 01/26)  
C. 02/20/15 @ LeeCC  
D. 03/20/15 @ UHMauC, proposals to UHCC 03/16  
E. 04/17/14 @ KapCC, proposal reviews (proposals from UHCC to CTE Deans on 04/06)  
F. 05/22/15 @ KauCC  
G. 06/19 @ HonCC  
H. 08/28 @ HawCC  
I. 09/18 @ WinCC  
J. 10/16 @ LeeCC  
K. 11/13 @ KauCC

### 11. Summary of the Culinary Arts & Accounting PCC Meetings

A. CULN PCC Meeting, 05/09/14, discussion items (as reported by J. Hamasaki)  
   1. TEs as related to CULN programs  
      a. Assign faculty to fit the formula & curriculum adjustments to fit TEs formula (to avoid overload).  
      b. KapCC implemented adjustments; executive memo states that changes have to occur with collaboration and cooperation among the campuses  
   2. UHMauC is designing a separate CULN course for college level Math (148 or 149), to take the place of Math 100. The recommendation is to have the course taught by a science faculty.  
   3. Sustainability CULN.  
   4. Lab fees.  
   5. McDonalds project.  

J. Hamasaki will send D. Estrella confirmation of items A.2.-A.5.
<table>
<thead>
<tr>
<th>B. ACC PCC Meeting, 05/30/14 discussion items (as reported by D. Grooms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Agreement on accounting clusters, similar to an articulation agreement, with ACC 124.</td>
</tr>
<tr>
<td>2. Agreed upon alpha number, title, SLOs and course description.</td>
</tr>
<tr>
<td>3. Next meeting fall 2014.</td>
</tr>
</tbody>
</table>

**Next Meeting Date:**
August 22, 2014 at Kauai CC
D. Grooms will begin serving as facilitator for AY 2014-2015