Accreditation Self Study Action Report

1. Develop a formal organization for the Operations and Maintenance group with formal by-laws.

   This was accomplished during May, 2002. (and reported in earlier reports) Formal by-laws were developed and approved by the majority of the Operations and Maintenance staff. These by-laws created a campus organization to provide a voice for this group of employees in campus governance. The Operations & Maintenance Group convened in January, 2003 and elected officer for the group. Grant Okamura was elected as Chair and Manny Rivera was elected as Secretary. Lisa Hayashi was elected as their advisor. This group has been working on several issues and initiatives including, a program to reward improvement in attendance records, securing needed training (forklift training was provided for two groundskeepers).

2. Develop a systematic leadership training program for future division/unit heads and administrators. This action item will be revised. After some discussion with current administrators, division chairs and unit heads, it is generally agreed that this type of program would not draw and overwhelming number of applicants. Rather, a program to train current division/unit heads and administrators will be developed. Initially this action item was developed because of the instability of administrators. It is hoped that training current division/unit head will encourage them to seek administrator positions.

3. Allow time for all categories of staff to learn and improve skills. This action item was focused more on staff members who work all year and do not have non-operational time to focus on improving skills (especially technology skills). An agreement was made with the LCC Office of Continuing Education and training to allow the college’s faculty and staff to attend computer
workshops free on a space available basis. Several staff members have taken advantage of this program. Classes run in the afternoons, evening and weekends. Supervisors are periodically reminded that classes and professional development related to the employees job MUST be allowed on work time.

4. Develop an ongoing faculty-run teaching forum to exchange ideas on campus.

The first Innovative Institute was held on Saturday, March 22, 2003 at the Punahou School Wo International with positive reviews. This one day institute was dedicated to the sharing of innovations in teaching and learning with other LCC faculty. The planning committee included four faculty members. This institute was funded by the Wo Learning Champion program.

5. Implement a supervisory skills training program open to all supervisors, including staff members who supervise student assistants. The LCC Supervisory Skills program was developed for LCC supervisors (Including administrators, division/unit heads and student assistant supervisors. This program covers leadership, hiring & training, motivating, delegating, legal issues, improving employee performance and progressive disciplinary actions. This two day program will be repeated several times over the year.

6. Evaluate the new APT and Administrative evaluation procedures for effectiveness and fairness (Takako)

7. Improve communication and consultation about faculty position advertisements between initiating units and higher levels of review. Human Resources Office at LCC finalizes the ad and is now responsible. Job descriptions are still with CC Chancellor's Office until our Provost becomes Chancellor. There will be some changes delegated to
LCC HRO (e.g. APT classification but not E/M and civil service positions).
At 03:00 PM 3/18/03 -1000, you wrote:

>Hi Cindy and Takako,
>
>- I need to know the progress being made on the following Action Plans by
>- April 1, 2003. If we have decided not to follow through with any Action
>- Plan, then we need to explain why not. Although I have talked with Cindy
>- about the following, I thought that Takako might be able to provide
>- information about some of the items. If so, can Takako give information
>- to Cindy, and Cindy, can you write up paragraphs for me?
>
>- 1. Develop a formal organization for the Operations and Maintenance group
>- with formal by-laws.
>    I referred to Clifford Togo who may ask Derrick Uyeda, Auxiliary
>    Services Officer (Head of Operations and Maintenance) for input.
>
>- 2. Develop a systematic leadership training program for future
>- division/unit heads and administrators. Rather than training them before
>- hand and scaring them away, we need to give them on-the-job support?
>    Basically Division Chairs have in place duties that are expected
>    of them in the UH Administrative procedures. I believe the Dean of
>    Instruction would be a better source as to the expectations and training
>    required.
>
>- 3. Allow time for all categories of staff to learn and improve skills.
>- OCET has contributed a lot especially it relates to computer training via
>- Cindy's office.
>
>- 4. Develop an ongoing faculty-run teaching forum to exchange ideas on
>- campus. The Innovative Workshop planned for this Saturday?
>
>- 5. Implement a supervisory skills training program open to all
>- supervisors, including staff members who supervise student assistants.
>    Supervising Student Assistants: Procedures have been written and
>    training has been on an ongoing basis, basically one on one for new comers.
>
>- 6. Evaluate the new APT and Administrative evaluation procedures for
>- effectiveness and fairness. (This is Action Plan I think Takako knows a
>- lot about.) Being that this procedure is current, supervisors have been
>- trained and works well.
>
>- 7. Improve communication and consultation about faculty position
>- advertisements between initiating units and higher levels of review.
>    (This was written in 2000 because the Chancellor's Office would change our
>- job descriptions. Takako, is this still happening or has this problem
>- been solved?) Human Resources Office at LCC finalizes the ad and is now
>- responsible. Job descriptions are still with CC Chancellor's Office until
>- our Provost becomes Chancellor. There will be some changes delegated to
>- LCC HRO, e.g. APT classification but not E/M and civil service positions.
>
>- Thanks for your help.

>GAil Levy