

Thanks again for a great first meeting. In this update are:

- List of Taskforce Members
- Data—guidelines for use, requests for additional information, and others
- Process for the work of the Taskforce
- Proposed NEW Schedule
- Agenda for Meeting 2: October 30 from 1 to 4 pm

## 1. Taskforce members (as of 10-29-30):

- |                       |                     |                      |
|-----------------------|---------------------|----------------------|
| • Ka’iu Akamine       | • Loea Akiona       | • Kapono Apao        |
| • Alison Badua-Bohner | • Michelle Cohen    | • Ross Cordy         |
| • Lori Foo            | • Alphie Garcia     | • Mary Heller        |
| • Louis Herman        | • Jim Kardash       | • Ed Keaunui         |
| • Frank Kudo          | • Caton Liang       | • Jenna Marcos       |
| • Monique Mironesco   | • John Murakami     | • Therese Nakadomari |
| • Princess Soares     | • Marnelli Joy Ulep | • Reed Young         |

Walter Kahumoku (Facilitator)

Christine Neves (Note taker)

## 2. Data Guidelines

Of importance is the use of up-to-date-best-estimate data to determine both cost efficiency and revenue generating investment recommendations. In addition, open communication that is built on relational trust, data/evidence based recommendations, collective agreement, and safe environment for discussion and deliberation is critical to this effort.

a. **TF Google Drive**—This drive has been specifically set up to house the most recent information, especially in response to requests for data from the TF work teams. As we know, before such information is shared publically, it must be ADA compliant. As such, there will be a lag in posting each updated document to the webpage for this work. Should you need any of the information in this drive for use with others on our campus, please request the document from Walter and/or Chris. *Please do not share documents directly from this drive.*

[https://drive.google.com/drive/u/0/folders/1ilwbcmP1CnnEgd\\_A\\_syCI16IC1fN3Cze](https://drive.google.com/drive/u/0/folders/1ilwbcmP1CnnEgd_A_syCI16IC1fN3Cze)

b. **Webpage Data**—all information used by this TF will be posted onto our dedicated webpage—see <https://westoahu.hawaii.edu/about/leadership/planning-process/resources/> Please refer folks to this site to view the information used.

**3. Process for the work of the Taskforce**—Finding the right balanced equation of Cost Efficiencies (template) + Revenue Generating Investments (template) = Recommendations to meet Fiscal Year shortfall.

Inherent in this work is the need to find the right mix of cost efficiencies and revenue generating investments to ensure UHWO's future sustainability and uniqueness. The following templates will help TF work teams to present their recommendation(s) to the TF and wider audiences in a clear, consumable/understandable way.

### **Cost Efficiency Recommendation Template**

Team # \_\_\_ [List the Names of the Team members]

Date of Submission

Budget year: Fiscal Year [FY] \_\_\_

**Recommendation** [Clear, concise statement of action—e.g. The Pueo Budget Taskforce recommends that the UHWO utilize its reserves to meet the projected budget shortfall for FY21 [est. @ \$1.765 million]:

**Objectives for Reduction/Efficiency** [Clear, concise objectives to be met by the recommended action—e.g. This recommendation will: a. meet the FY21 projected budget shortfall without harming current programs, personnel, and operations; b. allow for additional time to prepare for further budget reductions; c. allow for additional time to develop and implement revenue generating investments.]

### **Alignment with Campus & UH system mission and vision as well as strategic and other plans**

—Please address this recommendation meets the UH System Strategic Plan and UHWO Strategic Action Plan (may include other plans like—UHWO's IAFP).

*UH System Strategic Plan*

*UHWO Strategic Action Plan*

- a. Optimization Formula [OF] – use of resources on tactics that strategically align with UH System and UH West O'ahu plans and diversify to increase revenue streams.
- b. Customer Value Proposition [CVP] - supports educational experiences that enhance the 21st Century learner-leaders through an engaging, dynamic, state-of-the-art collegiate environment.
- c. Value Chain [VC] – introduction of a concentration without incurring cost while optimizing effort and increasing prosperity.

- d. Strategic Positioning [SP] - maximizes UH West O'ahu's position through leadership, improving differentiation/uniqueness, and advancing our competitive advantage.

**Cost Efficiency Savings**

For FY \_\_\_\_\_, this recommendation will meet UHWO's budget shortfall in the following way...

Previous Expenditure/Cost (what was spent over the last couple of years)	Proposed Budget Saving (for this Fiscal Year)	Estimated percentage of total Budget Shortfall for this Fiscal Year (FY21 @ \$1.1M)

If appropriate, this alternative recommendation will meet UHWO's budget shortfall in the following way (to be used for variations of this recommendations)...

Previous Expenditure/Cost (what was spent over the last couple of years)	Proposed Budget Saving (for this Fiscal Year)	Estimated percentage of total Budget Shortfall for this Fiscal Year (FY21 @ \$1.1M)

**Other Information:**

**Revenue Generating Investment Recommendation Template**

Team # [List the Names of the Team members]      Date of Submission

Budget year: Fiscal Year [FY] \_

**Recommendation** [Clear, concise statement of action—e.g. The Pueo Budget Taskforce recommends that the UHWO invest in creating a Concentration in Data Analytics under the Bachelor of Arts in Business Administration for FY22]:

**Objectives for Investment** [Clear, concise objectives to be met by the recommended action—e.g. This recommendation will: a. provide students with an understanding of data governance and the ethical use of data, hands-on experience visualizing data, and understanding the data analytics

workflow; b. increase tuition-generated revenue via increased student enrollment; c. align with UHWO’s move to innovate and become more self-sustaining.]

**Alignment with Campus & UH system mission and vision as well as strategic and other plans**

—Please address this recommendation meets the UH System Strategic Plan and UHWO Strategic Action Plan (may include other plans like—UHWO’s IAFP).

*UH System Strategic Plan*

*UHWO Strategic Action Plan*

- a. Optimization Formula [OF] – use of resources on tactics that strategically align with UH System and UH West O’ahu plans and diversify to increase revenue streams.
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- c. Value Chain [VC] – introduction of a concentration without incurring cost while optimizing effort and increasing prosperity.
- d. Strategic Positioning [SP] - maximizes UH West O’ahu’s position through leadership, improving differentiation/uniqueness, and advancing our competitive advantage.

**Revenue Generation**

For FY \_\_\_\_, this recommendation will meet UHWO’s budget shortfall in the following way...

Long-term occupation projections for Hawai’i	Other “like” program competition for Students (Enrollment in “like” programs)—a.k.a. non-duplication of programs	Market Interest (If available)

UHWO Investment—personnel, resources, other needs to implement and grow this recommendation	General Design—courses, student requirements, others	Estimated Return on Investment (ROI)—projections for 3 years after implementation

If appropriate, this alternative recommendation will meet UHWO’s budget shortfall in the following way (to be used for variations of this recommendations)...

<b>Long-term occupation projections for Hawai’i</b>	<b>Other “like” program competition for Students (Enrollment in “like” programs)—a.k.a. non-duplication of programs</b>	<b>Market Interest (If available)</b>

<b>UHWO Investment—personnel, resources, other needs to implement and grow this recommendation</b>	<b>General Design—courses, student requirements, others</b>	<b>Estimated Return on Investment (ROI)—projections for 3 years after implementation</b>

**Other Information:**

## **Taskforce Work Process**

1. TF Work Teams assembled w strategy
2. Each TF Work Team works independently to create 1-2 recommendations for cost efficiencies (CE) & revenue generating investments (RGI) for a given Fiscal Year
3. Each TF Work Team submits 1-2 recommendations for CE & RGI for review/ determination by TF
4. Overall balanced equation discussion and determination per FY 21, 22, 23, 24
5. Creation and distribution of survey to UHWO stakeholders for input;
6. Division/Unit review & input
7. TF Report to UHWO Leadership

## **Proposed New Schedule**

### **Week of October 26-30**

#### **Meetings**

- Meeting 1: October 28 (11am – 1pm) – All Task Force Members
- Meeting 2: October 30 (1pm – 4pm) – All Task Force members

#### **Outputs**

### **Week of November 2 -6**

#### **Meetings**

- M3: November 2 (11am – 1pm) – TF Work Team with Facilitator Support
- M4: November 4 – TF TF Work Teams with Facilitator Support
- M5: November 5 (1pm – 3pm) – All Taskforce members (\*cancel am mtg time)

#### **Outputs**

1. FY 21 Cost Efficiency Recommendations Due 11/4
2. Survey to UHWO; Unit Input

#### **Next Steps**

1. Post results of UHWO input
2. Develop budget proposal & Submit to System Office / BOR (?)

### **Week of November 9-13**

#### **Meetings**

- M6: Nov. 9-10— TF Work Teams w Fac Support for FY 22 Recommendations
- M7: Nov. 12 (10 am-1 pm)—All Taskforce members
- M8: Nov. 12-13— TF Work Teams w Fac Support

#### **Outputs**

1. FY 22 Cost Efficiency & Revenue Generating Investment Recommendations Due 11/12

2. UHWO input

**Next Steps**

1. Post FY 22 results of UHWO input
2. Develop budget proposal & Submit to System Office/BOR (?)

**Week of November 16-20**

**Meetings**

- M9: Nov. 16-18—TF Work Teams w Fac Support for FY 23 Recommendations
- M10: Nov. 19 (10 am-1 pm)—All Taskforce members

**Outputs**

1. . FY 23 CE & RGI Recommendations Due 11/19

**Next Steps**

2. Post FY 23 results of UHWO input
3. Develop budget proposal & Submit to System Office/BOR (?)

**Weeks of November 23-25 & November 30-December 2**

**Meetings**

- M11: Nov. 20-23—TF Work Teams w Fac Support for FY 24 Recommendations
- M12: Nov. 24 (10 am-1 pm)—All Taskforce members

**Outputs**

1. FY 24 CE & RGI Recommendations Due 11/24

**Next Steps**

1. Post FY 24 results of UHWO input
2. Develop budget proposal & Submit to System Office/BOR (?)

**Meeting 2 Agenda**—October 30, 1-4 pm <https://westoahu.zoom.us/j/93920063004>

Time	Agenda Item
1 am	Greetings
10:10	Reaffirmation of Task Force Operating Agreements <ul style="list-style-type: none"> <li>• We are all equals</li> <li>• It’s okay to disagree</li> <li>• Listen as an ally</li> <li>• Honor the time limits</li> </ul>

	<ul style="list-style-type: none"> <li>• Agree not to sabotage the group’s decision</li> <li>• State your intentions up front</li> <li>• Decisions will be by agreement</li> </ul>
1:10	Generating Task Force Work Teams (3-4 teams, each team to have a mix of faculty, staff, and students, maximum of 7 members?)
1:25	TF Work Teams: Reviewing Stakeholder Input (120+ input from 14 meetings & 70 emails) & Determining 5-6 Cost Efficiency strategies (for FY21 only) to present to the TF
2:10	Joint discussion & determination of top 5-6 cost efficiency strategies for FY21 and assignment to TF work teams
2:40	Review of Data Guidelines, Cost Efficiency & Revenue Generating Investment Templates, Work Process, & Schedule (mindful of due dates)
3:00	TF Work Teams: Beginning conversation to construct FY21 Cost Efficiency Recommendation(s) and what data will be needed. *Please call Walter into your zoom room should questions arise.