



**STATE OF HAWAII  
BOARD OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

January 20, 2011

TO: The Honorable Garrett Toguchi, Chairperson  
Board of Education

FROM: Dr. Lei Ahu Isa, Chairperson  
Committee on Curriculum, Instruction & Student Support

SUBJECT: **RECOMMENDATION FOR BOARD ACTION ON THE  
APPOINTMENT AND REAPPOINTMENT OF MEMBERS TO THE  
HAWAII STATE ADULT AND COMMUNITY EDUCATION ADVISORY  
COUNCIL**

1. **RECOMMENDATION:**

It is recommended that the Board of Education (Board) approve the following appointments to the State Adult and Community Education Advisory Council (curriculum vitae attached):

- Mr. Waylen Leopoldino
- Dr. Peter Quigley,
- Mr. John Anthony Tyler
- Mr. Eugene Uegawa

It is also recommend that the Board approve the following reappointments to the Hawaii State Adult and Community Education Advisory Council:

- Mr. Ben Acohido
- Ms. Ann Antal
- Ms. Rolanse Crisafulli
- Mr. Cary Miyashiro
- Ms. Harrilyn Wong
- Mr. Ed Yee

2. **RECOMMENDED EFFECTIVE DATE:**

Upon Board approval.

3. RECOMMENDED COMPLIANCE DATE:

Upon Board approval.

4. DISCUSSION:

a. Conditions leading to the recommendation

The individuals being recommended for appointment will fill current vacancies on the Hawaii State Adult and Community Education Advisory Council and represent the community organization sector. As indicated in Section 302A-434 Hawaii Revised Statutes (HRS), the composition of the Council represents industry, labor, civic organizations and/or higher and lower education.

The Hawaii State Adult and Community Education Advisory Council recommended list are as follows:

NAME:	School	Representative of:
Waylen Leopoldino	Hilo Community School for Adults	Labor
Dr. Peter Quigley	The Community Colleges of the University of Hawaii System	Education
John Anthony Tyler	Windward School for Adults	Education
Eugene Uegawa	Kauai Community School for Adults	Education

In addition, the names of the State Adult and Community Education Advisory Council members recommended for reappointment due to the expiration of their terms are listed below. All nominees have expressed interest in continuing as members to the Hawaii State Adult Education Advisory Council.

The Hawaii State Adult and Community Education Advisory Council members' term appointments are staggered, and are as follows:

Member	Representative of:	Appointment Start Date	End Date 6 years
Ben Acohido	Civic Organization	2008	2014
Ann Antal	Education	2008	2014
Rolanse Crisafulli	Labor	2006	2012
Cary Miyashiro	Industry	2008	2014
Harrilyn Wong	Education	2008	2014
Edward Yee	Education	2006	2012

b. Previous action of the Board on the same or similar matter

On August 5, 2009, the Board approved Dr. Steven Cook and Mr. Albert Kawai to serve on the Hawaii State Adult and Community Education Advisory Council.

c. Other policies affected

Department of Education (DOE) Code, Regulation 1200-12, and Section 302A-434 HRS, relating to membership on the Hawaii State Adult and Community Education Advisory Council.

d. Arguments in support of the recommendation

The appointments and reappointments enable the Council to perform its responsibilities and duties as specified by Department regulation and state statute, and balances membership of the Council by representing the various role groups.

e. Arguments against the recommendation

None.

f. Findings and conclusion of the Board committee

On January 19, 2011, the Committee on Curriculum, Instruction & Student Support recommended the proposed appointments of Mr. Waylen Leopoldino, Dr. Peter Quigley, Mr. John Anthony Tyler and Mr. Eugene Uegawa to the Adult Education Advisory Council, to the full Board for approval.

The Committee also recommended the proposed reappointment of Mr. Ben Acohido, Ms. Ann Antal, Ms. Rolanse Crisafulli, Mr. Cary Miyashiro, Ms. Harilyn Wong, and Mr. Ed Yee to the Adult Education Advisory Council to the full Board for approval.

g. Other agencies or department of the State of Hawaii involved in the action

None.

h. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendation

The reactions to the recommendations are expected to be favorable.

i. Education implications

None.

j. Personnel implications

None.

k. Facilities implications

None.

l. Financial implications

None.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS:

None.

Attachments (4)

## WAYLEN L. K. LEOPOLDINO

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Email: waylen@pdghi.com  
Website: www.pdghi.com

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### CAREER OBJECTIVE

My career objective is to grow my consulting company and provide professional development solutions to Hawaii's workforce.

### EDUCATIONAL ACCOMPLISHMENTS

*Master of Human Resources Management*  
University of Hawaii at Manoa, Honolulu, HI  
Graduation date: December 2007

*Bachelor of Arts in Business Administration*  
Seattle University, Seattle, WA  
Graduation date: March 2003

### EMPLOYMENT HISTORY & WORK EXPERIENCE

#### *Owner*

*Since May 2010*

Professional Development Group Hawaii, Hilo, HI

- Research & develop soft-skills training programs
- Conduct soft-skills trainings
- Provide professional development solutions to businesses

#### *Instructor*

*June 2009 – Presently Employed*

Department of Education

Hilo Community School for Adults, Hilo, HI

- Teach General Educational Development (GED) test preparation classes
- Organize and plan class to maximize learning potential for each student
- Provide guidance and assistance to students with specific learning needs

#### *Housing and Community Development Specialist IV*

*August 2009 – Presently Employed*

Office of Housing and Community Development

Grants Management Division

County of Hawaii, Hilo, HI

- Manage existing contracts with service providers of adult, dislocated worker, and youth programs in workforce development & employment training
- Manage funding streams which include Workforce Investment Act, American Recovery and Reinvestment Act, and Reed Act funds for Hawaii County
- Provide staff support to the local Workforce Investment Board
- Monitor requirements of grant agreements and service provider contracts
- Review and approve service provider budgets
- Collect and review periodic program and fiscal reports
- Assist service providers in meeting performance goals
- Strategize with service providers to best handle expenditure of funds

***Employment Service Specialist II***

***September 2008 – August 2009***

Department of Labor and Industrial Relations,

Workforce Development Division, Hilo, HI

- Provided training & development opportunities to individuals seeking employability skills
- Provided job placement services to the unemployed and under employed
- Coordinated employment opportunities and programs for underutilized populations in the community
- Coordinated programs to assist the Department of Public Safety and Offender Services with offender re-entry and transition

***Office Manager***

***July 2003 – August 2008***

Carr, Gouveia + Associates, CPAs, Inc., Honolulu, HI

- Assisted in firm operations
  - supervised clerical and administrative staff
  - coordinated maintenance of office equipment
  - organized and planned move of physical office location
  - assisted in designing work spaces for professionals
  - assisted partners in ongoing firm strategic planning
  - coordinated efforts to increase and maintain employee morale
  - developed/maintained/updated disaster recovery manual
  - coordinated development and maintenance of firm website
  - coordinated efforts to maximize employee performance
  - organized/coordinated monthly office meetings
  - organized/coordinated annual firm planning
- Assisted in various administrative duties for partners.
- Provided assistance to senior management of the firm.
- Assisted partners with people relations.
- Managed firm human resource functions
  - organized recruiting efforts and conducted interviews
  - conducted new hire orientation
  - coordinated employee training and development
  - coordinated employee coaching sessions and employee relations.
- Prepared firm's semi-monthly payroll
  - prepared payroll taxes (semi-monthly, monthly, quarterly, annually), W-2s & 1099s.
- Managed firm bookkeeping and billing
  - oversaw data entry and daily operations
  - prepared monthly and annual general excise tax return
  - reviewed firm's A/R trial balance report on a monthly basis
  - collected on past due accounts.

***Temporary Hire, TalentTree***

***April 2003 – July 2003***

International Executive Services

KPMG, LLP – Seattle, WA

- Assisted in processing tax returns.
- Provided assistance to numerous associates and senior managers.
- Provided general administrative assistance.

***Business Manager (student employment)***

***September 2002 – March 2003***

The Spectator, Seattle University – Seattle, WA

- Managed business office.
- Maintained operating budget.
- Performed accounts payable and accounts receivable duties.
- Managed office supplies and equipment.

***Marketing Intern***

***September 2002 – January 2003***

Studio Meng-Strazzara – Seattle, WA

- Managed and maintained research database.
- Assisted in coordinating value-engineering studies.

***Advertising Manager (student employment)***

***September 2001 – June 2002***

The Spectator, Seattle University – Seattle, WA

- Solicited ad space from the on and off campus community.
- Designed ads.
- Coordinated ad layout with page editors.
- Managed classifieds and personals page.

***Office Assistant (student employment)***

***August 2000 – August 2001***

Washington Insurance Council - Seattle, WA

- Performed cost analysis research.
- Managed and maintained office database.
- Answered telephones.
- Performed Internet research.

***Program Assistant***

***September 1993 – May 2000***

Roman Catholic Church in Hawaii

Office for Social Ministry – Hilo, HI

- Managed accounting and bookkeeping functions
  - entered accounts receivables & accounts payables
  - created & managed fiscal year budgets
  - prepared monthly financial statements
  - revised monthly budget to actual reports
- Assisted Executive Director
  - oversaw general operations
  - coordinated with outer-island offices/staff
- Managed office
  - ordered/maintained office supplies & equipment
  - scheduled facility maintenance
  - managed computer networking

**PROFESSIONAL REFERENCES**

***Available Upon Request***

Peter Quigley, PhD  
Assoc Vice President Academic Affairs  
University of Hawaii, Community Colleges  
Office of the Vice President  
2327 Dole St  
Honolulu, HI 96822

**University of Hawaii. Community College System**  
**7/2009- present Assoc Vice President of Academic Affairs**

Duties:

- Coordinate system practice and policies on all academic matters
- Oversee strategic planning and strategic data production
- Accreditation oversight for 7 campuses
- Remediation and Developmental oversight and initiatives
- Research and communicate national trends in programs, assessment, pedagogies
- Distance Learning oversight and initiatives
- Workforce Development
- Liaison with crucial state agencies and community partners
- Career and Technical Education oversight and Perkins control

**University of Hawaii, Manoa**  
**8/2008-7/2009 Interim Vice Chancellor Academic Affairs**

Duties:

- Accreditation Liaison Officer;
- Oversee: Academic Personnel Office; Office of Faculty Development; Assessment Office; Institutional Research; Office of Undergraduate Education; the following Deans of Colleges reported to my office: Arts and Humanities, Natural Sciences, Education, Nursing, Engineering, Language Literature and Linguistics, Social Sciences, Library, Pacific Asian Studies, Architecture, Travel Industry and Management, and other programs and institutes.

**University of Hawaii, Manoa**  
**3/2007-8/2008 Assistant Vice Chancellor**

Duties:

- Accreditation Liaison Officer; Director of Institutional Research;
- Director of Assessment and Institutional Research
- Academic personnel policies, salary compression studies, special salary adjustments, promotion and tenure, grievances, etc.

**University of Hawaii, Leeward Community College  
2005-2007 Chancellor**

**Duties:**

- Responsible for legislative relations and presentations; community relations; budgeting and planning for the campus; coordination with the system; responsible for all academic programs, all faculty and staff and all facilities and budget. 20+ million dollar budget. 300 faculty and staff. 6000 students.

**University of Hawaii, Leeward Community College  
2004-2005 Vice Chancellor**

**Duties:**

- Campus operational officer and chief academic officer. Responsible for all academic programs, all faculty and staff and all facilities and budget. 20+ million dollar budget. 300 faculty and staff. 6000 students.

**Minnesota State University  
2002-2004 Dean, College of Arts and Humanities**

**Duties:**

- Supervised programs, faculty, facilities and activities in departments of art and design, philosophy, history, English, speech/theatre, multicultural studies, language studies, women's studies. Also managed theatre programs, art gallery, and cultural arts series. \$8 million dollar budget; 100+ faculty.

**Embry Riddle Aeronautical University  
1998-2002 Dean of Academics/CAO**

**Duties:**

- Responsible for campus planning, academic policy, budget oversight, coordination with counterpart Dean in Daytona and Extended Campus, community and alumni relations. \$20 million dollar budget; Colleges of Engineering, Aeronautical Science; Arts and Sciences; 150 faculty

**Embry Riddle Aeronautical University**  
**1996-1998 Chair, Dept. of Humanities and Social Science**

**Duties:**

- Responsible for programs in art, history, philosophy, psychology, literature. Supervised, hired, and evaluated faculty. Promoted grant writing, program creation, and collaborations with industry, alumni, community, other campuses.

**Education**

1990- Ph.D. Indiana University of Pennsylvania, 1990. Dissertation: "The Ground of Resistance: Nature and Power in Emerson, Melville, Jeffers, and Snyder"  
1979- M.A. California State University, Fullerton, English  
1977- B.A. California State University, Fullerton, English

CcM (808)783-6874 Email  
[kilipil2003@yahoo.co.jp](mailto:kilipil2003@yahoo.co.jp)

## John Anthony Tyler

To serve on community schools Adult Education  
Advisory Council

5/13/02-current                      Hawaii Job Corps                      Waimanalo, Hawaii

### **High school program/ advanced career training coordinator**

- Conduct weekly student academic testing
- Audit incoming student academic documentation
- High school program liaison with Windward School for Adults
- Formulate master schedule for entire high school program
- Maintain database of all student high school information
- Order and distribute all necessary supplies for classroom teachers
- Handle student discipline issues and attend progress panels
- Oversee formal college panel process for prospective students
- > Assist approved college applicants through registration process
- Monitor student progress as they attend college
- Maintain college student files
- Maintain current Memorandum of Understanding documentation with University of Hawaii Community colleges on Oahu.

7/23/01 -5/10/02                      Hawaii Job Corps                      Waimanalo, Hawaii

### **Career preparation teacher**

- Assisted students with career exploration
- Facilitated employability and social skills training
- Helped students with their personal career development planning
- Assisted school counselors at student assessment panels

8/95- 7/01                              St Francis School                      Honolulu, Hawaii

### **Athletics Director/ Physical education teacher**

- Organized and administered the school's athletic program
- Supervised the schools 12 athletic teams and 20 coaches
- Maintained the athletic department budget and all team equipment
- Served as school spokesperson to local and statewide media
- Served as school representative to the Interscholastic League of Honolulu
- Taught physical education to grade levels six through eleven
- Coached the varsity basketball team from 1993 - 2001

1988-1997 Hawaii Medical Service Association Honolulu, Hawaii  
Provider Service Representative

- Served as field representative for HMSA providers and their staffs
- Assisted providers on medical claims problems and contractual issues
- Conducted provider training on HMSA policies, procedures, and plans

1984-1988

Operations Specialist United States Navy Pearl Harbor, Hawaii

- Worked onboard ship in combat information center
- Operational duties included: radar scope interpretation, communications, ship navigation, general security
- Additional duties included: general ship maintenance, readiness (raining, dry dock support)

Education

1979-1984 Southern Illinois University Carbondale, Illinois  
• Major in Political Science, minor in English

1996-1998 University of Phoenix Honolulu, Hawaii  
Bachelor of Science in Business Management

2002 Hawaii State Department of Education Honolulu, Hawaii  
Certificate of achievement for completion competency based high school teacher education program

Extracurricular interests

Windward School for Adults Kailua, Hawaii

Adult education night school teacher

10/01-3/02

Assistant men's basketball coach at Chaminade University

1993-current

Basketball referee for Oahu high school / recreation / youth leagues

References

Mr. Patrick Tanibe, basketball assignor 50° state basketball referee association, #732-7417;

Mr. Roger Messner, Vocations Manager, HJCC, #259-6017

## RESUME for EUGENE UEGAWA

### EDUCATION

Koolau School: 6 years 1954-60  
Koolau, Kanai, Hawaii

Anahola School: 2 years 1961-62  
Anahola, Kauai, Hawaii

Kapaa High School: 4 years 1963-66—Graduated in June, 1966  
Kapaa, Kauai, Hawaii

Oregon College of Education: 4 years 1967-70—Graduated with a BS in Math Ed.  
Monmouth, Oregon

### PROFESSIONAL

Waipahu High School Math Instructor 1970-80

Kapaa High School Math Instructor 1981-1987

Kauai High School Vice Principal 1988-89

Kauai Community School for Adults Principal 1990-2009

Retired from the State of Hawaii Department of Education on September 1, 2009