



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

December 6, 2016

TO: The Honorable Lance A. Mizumoto
Chairperson, Board of Education

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Board Action on Appointment of Two Individuals to Serve as Members of the Adult and Community Education Advisory Council: Preshess Willets-Vaquilar and Sam Moku**

1. RECOMMENDATION

It is recommended that Ms. Preshess Willets-Vaquilar and Mr. Sam Moku be appointed to the Hawaii State Adult and Community Education Advisory Council (curriculum vitae attached).

2. RECOMMENDED EFFECTIVE DATE

Upon approval by the Board of Education.

3. RECOMMENDED COMPLIANCE DATE

Upon approval by the Board of Education.

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 Hawaii State Adult and Community Education Advisory Council represents industry, labor, civic organizations and/or higher and lower education.

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

On February 19, 2013, the Student Achievement Committee approved a recommendation for full board approval to proceed with the appointment of members to the Hawaii State Adult and Community Education Advisory Council.

In September 2013, the Board of Education approved:

Name	School	Representative
Brigadier General Anne Greenlee	Community	Military
Timothy Ho	Community	Business/Industry
Kristine Corey-Smith	Postsecondary	Education
Christopher Manaseri	Postsecondary	Education
Leinaala Nakamura	Community	Public Administration
Carol Reimann	Community	Public Administration
Paulette Wage-Tomita	Community	Corporate Industry

In addition, the names of the Hawaii State Adult and Community Education Advisory Council members were recommended for reappointment due to the expiration of their terms which are listed below. All nominees have expressed interest in continuing as members to the Hawaii State Adult and Community Education Advisory Council and the Board of Education approved the recommendation in September 2013.

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

Member	Representative	Appointment Start Date	End Date 6 years
Timothy Ho	Business/Industry	2015	2019
Ann Greenlee	Military	2015	2019
Kristine Corey-Smith	Education	2015	2019
Waylen Leopoldino	Labor	2013	2017
Christopher Manaseri	Education	2015	2019
Leinaala Nakamura	Public Administration	2015	2019
Dr. Peter Quigley	Education	2013	2017
Carol Reimann	Public Administration	2015	2019
Guy Shibayama	Labor - Apprenticeship	2013	2017
Eugene Uegawa	Education	2011	2017
Paulette Wage-Tomita	Corporate Industry	2015	2019

c. Other policies affected:

Hawaii State 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:

1. Enables the Hawaii State Adult and Community Education Advisory Council to perform its responsibilities and duties as specified by DOE regulation and state statute.
2. Balances membership of the Hawaii State Adult and Community Education Advisory Council by representing the various role groups.

e. Arguments against the recommendation:

None.

f. Findings and conclusion of the Board of Education committee:

None.

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.

I. Financial implications:

None.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

KSM:DKM:cka
Attachments

- c: Board of Education Members
Deputy Superintendent
Office of Curriculum, Instruction and Student Support

Preshesth Willets-Vaquilar

OBJECTIVE:

To use my leadership skills, qualities, professionalism and diverse knowledge of working with different organizations and people to be a well-rounded leader who makes a difference in the workplace, community and society as a whole.

SUMMARY OF QUALIFICATIONS:

- ❖ Organized, efficient, and precise with strong communication and liaison skills.
- ❖ Ability to coordinate multiple projects and meet deadlines under pressure.
- ❖ Familiarity with the faculty, staff, and administration roles, relationships and responsibilities in a College setting.
- ❖ Knowledgeable in the area of program development and grant management.
- ❖ Knowledgeable in the area of the academic, socioeconomic, cultural, and ethnic backgrounds of a diverse student population.
- ❖ Ability to work effectively with departmental administrators, faculty, staff, and students across the University of Hawaii Community College System.
- ❖ Knowledgeable with the University of Hawaii Community College system policies and procedures as it relates to hiring personnel and purchasing practices using super quote and purchase cards.
- ❖ Knowledgeable with FERPA and dealing with sensitive information.
- ❖ Ability to lead, inspire, and motivate a team.
- ❖ Enthusiastic, creative, and able to think strategically to meet program outcomes.
- ❖ Trustworthy and responsible person.
- ❖ Diplomatic leadership.
- ❖ Dedicated to professional development and achievement.
- ❖ Passion for education and student success.
- ❖ Proficient with using computer (Mac and PC) and mobile devices, as well as Microsoft Office programs such as Word, Excel, and Power Point to create letters, spreadsheets, and presentations.
- ❖ Ability to work evening, weekend and off-campus assignments.

EXPERIENCES:

HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii April 2015 – Present

Trainings and Program Manager for Continuing Education and Training

Responsible for the development, implementation and coordination of continuing education programs, along with providing, modifying and delivering in-service teacher training curricula for non-credit and apprentice instructors.

- ❖ Collaborated on a Department of Labor and Industrial Relations (DLIR) American Apprenticeship Initiative (AAI) grant focusing on creating an IT Apprenticeship program here in Hawaii by working closely with industry partners, employers from both private and government entities on identifying their training needs. The grant was awarded to

DLIR and we are now in the fact-finding stage of the grant. This is a five year, \$2.6 million dollar grant, where we will need to train 300 + individuals in the area of IT.

- ❖ Coordinated and worked closely with industry stakeholders from the Ship Repair Industry, Hawaii Youth Challenge, Director of Workforce Development from UHCC Systems Office and HCC faculty from the Welding department to provide our Marine Welding program to newly graduated cadets from the Hawaii Youth Challenge program. Training starts in January and will be provided to nine cadets who will experience learning about the theoretical, hands-on and safety skills training in Welding, and after successful completion, will have the opportunity to complete an OJT component with member companies from the Ship Repair Association here in Hawaii.
- ❖ This past July 2015, PCATT, in partnership with UH Manoa's Information Technology Center, provided the inaugural GenCyber Hawaii camps for both high school teachers and students here at HCC. Funding for these camps were provided by the NSA and the National Science Foundation and the goals of the camp was to provide both high school teachers and students the opportunity to learn about cyber security and the cyber security first principles. Oversight from my end included working closely with faculty, staff and administrators from HCC, UH Manoa and NSA, along with Department of Education representatives, students and parents from public, private and home school entities. Key components I took lead on was logistics – making sure facilities were booked and ready for training, ordering the participant giveaways, coordinating the orientation leading up to the event, handling the HR paperwork to ensure our instructors got paid, worked closely with our lab assistants ensuring they knew what was expected of them the week of camp, handling the scheduling of events by working closely with our team, working closely with our staff on mapping out the activities for the week to include lunch and a GenCyber store we provided to the student camp participants, where through completing assignments and participating in class activities student's were able to earn GenCyber bucks to buy things from the GenCyber store which included items from the NSA store in Maryland and UH logo items, all in all, making sure our event ran smoothly and information was being communicated to all parties efficiently and on a timely manner so all participants would have a great experience. Total participants were 58 high school students from grades 9 – 12 and 28 high school teachers.
- ❖ In keeping in line with building the interest in cyber security and working off our success this past July with our inaugural GenCyber camps, in December 2015, we submitted our system consortium proposal to host our Hawaii GenCyber camps, expanding the reach and number of camps to include an advanced camp targeting 88 participants (a mix of both high school students and teachers), a beginning high school student camp targeting 22 participants and a beginning teacher camp targeting 22 participants. Based on recommendations we received from our NSA evaluators to expand camps to the neighbor islands, this year we have included a proposal to expand to UH Maui College and offer a beginning high school student camp to 20 participants. Awarding of funds will be announced in February 2016.
- ❖ In September 2015, developed and conducted teacher training workshops to 27 apprenticeship instructors from the various construction trades. Created a PowerPoint presentation, quizzes and handouts focused on the adult learner and tools and tips instructors could use as resources as they develop their teaching skills. Also included information on generational differences and incorporated a video on why we do the

things we do. In October 2015 conducted teacher-training workshops for the IBEW Electricians Training Fund Local 1186 Apprenticeship instructors as well.

- ❖ Coordinated various non-credit training opportunities such as Arc Flash, Electricians Continued Competency classes, Electricians Academic coursework for licensing purposes, Solar PV classes and Blueprint Reading.
- ❖ Proctored the NABCEP PV Entry Level exam to participants who completed our Introduction to PV Design and Installation classes.

WINDWARD COMMUNITY COLLEGE – Kaneohe, Hawaii July 2013 – April 2016
Workforce Development Coordinator for Career and Community Education

Responsible for the development of workforce development programs which includes developing curriculum, working with subject matter experts to develop training programs, recruitment (both instructors and students for training programs), academic advising, grant management and working closely with community based organizations as well as the University of Hawaii Community College System. I continue to work on the University of Hawaii Community College's Trade Adjustment Assistance Community College and Career Training Grant (TAACCCT), also known as C3T, in collaboration with University of Hawaii Community College System personnel and Department of Labor personnel focusing on the Energy sector, and continually research on the development of workforce training needs to meet the demands of our State through working with employer organizations and using labor statistics and data trends.

- ❖ Training programs currently offering include Sustainable Energy Technology programs in the area of Photovoltaic training. Photovoltaic training courses offered include Fundamentals of a Photovoltaic System, Introduction to Photovoltaic Design and Installation which prepares and qualifies students to take the North American Board of Certified Energy Practitioner's (NABCEP) PV Entry Level exam, which meets the needs of the solar industry and Advanced Photovoltaic training which meets the eligibility requirements for students to take the NABCEP PV Installation Professional Certification exam.
- ❖ Coordinated and took the lead on getting Windward Community College approved to be a NABCEP PV Entry level exam provider. Educational institutions, along with its PV instructors, need to be approved before they can proctor NABCEP entry level exams. I completed the on-line application process, as well as worked with our UH legal department to get a copy of our campus' certificate of insurance, and also worked with our instructors on the documentation they needed to complete for the approval process. We are now one of the campuses amongst the UHCC campuses who are now NABCEP PV Entry Level approved providers – Honolulu CC, Kauai CC, Windward CC and UH Maui College. Here on Oahu alone, we are one of three places a student can attend, complete our course and take the NABCEP PV Entry Level exam. I proctored our first ever NABCEP PV Entry Level exam to our students who completed our Introduction to Photovoltaic Design and Installation course this month, August 2014.
- ❖ Other training programs being offered include Facilities Maintenance. The first program offering of our Facilities Maintenance Program was to inmates at the Women's Community Correctional Center in Kailua which started in Fall 2013 and ended in the Summer of 2014. This was a contract training agreement with the Department of Public Safety's (DPS) Education department in the amount of \$42K. This past June 2014 I took the lead with working with both DPS and CCE personnel on another contract training

agreement where we were awarded another contract to provide our Facilities Maintenance training program to inmates at Waiawa Correctional Facilities, as well as expanding our program offerings to include the Office Worker Business Applications program to inmates at Halawa, Waiawa and Women's Community Correctional Facilities. This contract totaled \$81K, thus moving CCE forward in meeting the workforce needs of not only those in our communities, but also touching on the lives of those incarcerated who are in need of attaining skills to meet the needs of today's workforce upon their release. This in turn also helps CCE to build a roadmap towards financial sustainability. I am also in the process of expanding our Facilities Maintenance program to be offered to the general public this Fall 2014.

- ❖ Training programs under development include Energy Efficiency courses related to Energy Management, as well as expanding our course offerings in Photovoltaics to include Maintenance, Solar Technical Sales and Solar Hot Water which all leads to nationally recognized certifications, as well as OSHA Safety training. Looking to also expand our training offerings in Sustainable Energy to Department of Education teachers, as well as our UHCC faculty and staff through our Solar Instructor Training Network (SITN) Department of Energy grant. I continue to work closely with program instructors and subject-matter experts to ensure that our training programs are current in meeting industry standards, as well as the need to continually expand our grasp and offerings in the realm of workforce development and continuing education.
- ❖ Created career pathway maps and spec sheets for training programs to help promote and provide more detailed information on our courses and the types of employment opportunities available, as well as pathways leading to a degree seeking program.
- ❖ Work closely with CCE Marketing Coordinator on the development of training program promotional flyers, website development to promote training programs online, as well as program information to be included in the catalog.
- ❖ Coordinated and worked closely with instructors on developing a supplies needs assessment which resulted in spending nearly \$20K in Perkins grant funding for the expansion of our Sustainable Energy Photovoltaics program and Facilities Maintenance program to purchase supplies for hands-on related training activities to keep our program current, giving our students the opportunity to train on the most current industry related materials to prepare for the workforce. For example, through this funding opportunity we were able to construct two mobile photovoltaic (PV) trainers so students would gain the actual experience in installing all the paraphernalia related to an actual PV installation.
- ❖ Knowledgeable with the human resources policies and procedures here at WCC when it comes to hiring new instructors. Responsible for assisting instructors on the completion of their hiring packet. Knowledgeable with the Hirenet procedures and forms needed to be completed when it comes to hiring instructors – for both UH Faculty and Staff, as well as non-UH affiliated instructors.
- ❖ Collaborated with Honolulu Community College (HCC)/Pacific Center for Advanced Technology Training (PCATT) on providing two Photovoltaic training offerings through the Solar Instructor Training Network grant. Coordinated with grant partners from California to host training here in Hawaii. Training sessions provided included Photovoltaic Manufacturer training which was made up of both UHCC faculty and representatives from the PV industry, as well as training specifically for Code Officials which was made up of Electrical Code Inspectors. Created the marketing flyer's for these

training sessions, ordered the lunches, worked closely with HCC's Business Office on figuring out how we would pay trainer for his services, obtained and confirmed the training location, went out to purchase refreshments for both training sessions and worked on the verbiage and creation of certificates which were handled by HCC.

- ❖ As the Energy Sector lead for C3T, I continue to work closely with the campuses who are responsible for developing and/or offering Energy related courses, as well as with my Department of Labor Industry lead to work closely with industry stakeholders on our Energy Sector Policy, Planning Workforce Groups (PPWGs). Currently in the process of working on the restructuring of our current PPWGs membership.
- ❖ Worked with fellow Career and Community Education counterparts, as well as fellow continuing education programs across the UHCC System on moving to our new on-line registration system known as Destiny Solutions. Provided training to office staff as well as created hand-outs which were made up of step by step instructions on how to create courses and sections in the new on-line registration system. I am also our campus representative for the Destiny Solutions Review Committee. This committee is comprised of both Program Coordinators and Directors of Continuing Education programs across the UHCC Continuing Education offices system-wide. Before non-credit courses can be published on to the Destiny Solutions public view site, it has to go through a review process and be approved first. The areas of interest for the committee members to review, especially when it comes to common courses being provided system-wide include course numbering sequence, course titles, course descriptions, making sure the course is created under the correct course category, program area and program stream, tuition, SLO's for workforce development and professional development courses, typo's, all because our new registration system is on-line system-wide for our continuing education programs and we need to ensure the information is accurate and correct across the board for the viewing by our potential customers. I am also responsible for getting all of our new courses for CCE posted on to the Destiny Review Master list of courses to be reviewed and approved so that we can promote and market our courses via the Destiny Solutions website, where it links to our CCE website for general public consumption, where potential customers can review our course offerings and register online without leaving home or the office. With moving to this new online registration system, lots of collaboration and communication takes place not only with your campus operations team which includes Program Coordinators, Registration staff, Marketing staff, and Director, but also crossing over to work closely with fellow system-wide continuing education counterparts as well.
- ❖ Currently taking the lead with working with fellow CCE counterparts to develop and re-design our workforce development survey/evaluation form to be completed by our participants which will capture both feedback about our course(s) and demographic information which will be helpful when seeking grant opportunities, as well as for annual program review data.
- ❖ Currently working on developing a survey on employment needs and forecasts as part of our C3T grant focusing on the Energy sector. Working closely with my Department of Labor Counterpart and fellow C3T staff that will provide support with creating the survey on survey monkey which will be sent out to our solar industry contacts here in Hawaii via email.

HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii

June 2008 – July 2013

Program Coordinator for Continuing Education and Training

Responsible for providing academic support for PCATT, Tech I, and other campus programs in the areas of curriculum development, budgeting, recruitment (both instructors and participants for training programs), marketing, academic advising, and grant management.

- ❖ Worked closely with faculty and industry leaders on the development of curriculum and training to meet our TAACCCT (C3T) grant outcomes in the areas of Energy Efficiency, Renewable Energy and Sustainability. Part of the TAACCCT (C3T) also gave me the opportunity to work closely with Department of Labor and Community Based Organizations such as Oahu Worklinks to come together to promote our training opportunities to individuals wanting to pursue a new career or training that led to potential employment here in our State.
- ❖ Worked closely with my Department of Labor Industry lead on the development of the Energy Sector Policy, Planning Workforce groups which consist of industry experts from the Renewable Energy, Energy Efficiency, Sustainability and Transportation Technologies sectors. These industry experts will help us identify and validate training programs we are developing system-wide for our C3T grant, as well as help us identify industry trends and employment forecasts for the Energy sector.
- ❖ Worked closely with licensing Boards, faculty, and industry experts on the coordination of curriculum development for training programs to meet the needs of industry and licensing requirements for the State of Hawaii in the areas of Electrical, Plumbing, and Security Guard training.
- ❖ Worked closely with faculty and industry experts on the curriculum development of Photovoltaic training (PV).
- ❖ Through grant activities I was able to work with faculty and industry experts to tailor training programs to meet the needs of specific groups (unemployed/dislocated workers) needing additional coursework to learn new skills for retraining/new employment opportunities.
- ❖ Coordinated and administered the application process to get the curriculum for our PV training approved so that each campus, Kauai CC, Maui College, Hawaii CC, and Honolulu CC could provide the training and certificate of knowledge to meet the workforce training needs of Hawaii's solar industry. This process ultimately led to each of these campuses getting approved to offer the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level exam. This was a great accomplishment being that HPU was the only University offering this certificate of knowledge, where neighbor island candidates would have to fly to Honolulu to take the course and exam. Now each neighboring island, Honolulu included, now has the ability to offer both the course and the exam.
- ❖ Developed a PV advisory board made up of industry experts to ensure that our training was leading in meeting industry needs and standards.
- ❖ Developed a career map made up of 3 tracks for photovoltaic training – Installation track, PV Sales and Marketing track, and AutoCAD track to meet the needs of participants wanting to enter the solar industry in different areas of the trade.
- ❖ Worked closely with the Administration of Justice program faculty and lecturer on the development of curriculum for our TSA associates program, which entailed the

development of courses in the areas of Homeland Security, Intelligence Analysis, and Border Security.

- ❖ Knowledgeable and competent in creating and monitoring budgets. For each training course offered, I was responsible for costing out all related expenses to reach a tuition rate that would cover all costs as well as generate income to sustain our program.
- ❖ Worked closely with instructors, industry experts, and staff to assess training programs to ensure that curriculum and equipment related to training remained up-to-date to meet industry and licensing standards.
- ❖ Knowledgeable with the University of Hawaii purchasing policies and procedures. Efficient in using purchase cards to purchase related training materials, supplies, and equipment.
- ❖ Knowledgeable with using Commercepoint to request quotations on items \$2,500 and above.
- ❖ Knowledgeable with the human resources policies and procedures when it comes to hiring new instructors. Responsible for assisting instructors on the completion of their hiring packet. Knowledgeable with the Hirenet procedures when it comes to hiring instructors – for both UH Faculty and Staff, as well as non-UH affiliated instructors.
- ❖ Served on numerous hiring committees here at HCC and across the system.
- ❖ Responsible for the marketing and recruitment for participants for our training courses. Worked with staff to provide course information in our tabloid and website. Created flyers and brochures to recruit participants. Worked closely with community-based organizations such as Good Will, Catholic Charities, and Oahu Worklinks to recruit their clients for our courses.
- ❖ Participated in job fairs and conferences to promote our training programs for recruitment purposes, for both participants and potential instructors.
- ❖ Provided academic advising support to participants who were unemployed, dislocated, or interested in changing careers.
- ❖ Made visits to classes to see how participants were doing and to evaluate the instructors teaching methodologies to ensure that course curriculum was meeting the needs of participants.
- ❖ With continuing education, most courses take place in evenings and on weekends. Work closely with instructors on the development of course offerings and scheduling.
- ❖ Knowledgeable with coordinating federal and state grants to ensure we are in compliance. Coordinated the Solar Instructor Training Network (SITN) grant which funding provided train-the-trainer sessions and curriculum development for instructors in the areas of PV and Solar Thermal. Also coordinated the Statewide Energy Sector Partnership (SESP) grant, which provided tuition assistance to incumbent, unemployed, and dislocated workers wanting to attain employment in a green industry.
- ❖ Wrote the RFP and coordinated with the former PCATT Director in acquiring a \$130,000 Rapid Response Training Grant to meet the training needs of Marine Welders here in the State of Hawaii. Worked closely with Welding faculty to develop the curriculum to meet training outcomes. Also worked closely with the Ship Repair Association of Hawaii, with respect to Marine Welding companies, on getting their input on the development of the training program and recruitment of their employees to attend training.
- ❖ Knowledgeable with maintaining sensitive information related to grant participants.

- ❖ Knowledgeable in the areas of writing reports, maintaining spreadsheets, and databases related to meeting grant outcomes.
- ❖ Knowledgeable with the registration systems for both credit (banner) and continuing education (classware).
- ❖ Proctored exams to participants to meet national licensing requirements.
- ❖ Made presentations to Rotary members to promote the continuing education and training program for the Trades here at HCC, as well as presentations to job fair participants to promote grant related activities.

HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii

March 2007 – May 2008

Academic Support Specialist

Responsible for providing academic support for Apprenticeship in the areas of grant management, budgeting, and purchasing.

- ❖ Assisted Apprenticeship Coordinator in the management of the Rural Development Project federal grant, which comprised of nearly a million dollar budget.
- ❖ Ensured that all purchases and funds were spent according to Federal, State, and University policies.
- ❖ Gathered and organized data for grant related activities and reports.
- ❖ Prepared reports from drafts into final format for submission with the use of Excel and Word processing formats.
- ❖ Maintained purchasing spreadsheets and logs to track expenditures.
- ❖ Used purchase card and purchase orders to purchase items.
- ❖ Worked closely with Business Office personnel to ensure that State decals were placed on items purchased.
- ❖ Worked closely with Apprenticeship Training Coordinators from the various training programs to ensure that purchases met their training needs.
- ❖ Used Commercepoint for purchases over \$2,500 to acquire bids for training items.
- ❖ Followed the legal bidding process for purchases \$50K and above. Instrumental in purchasing heavy equipment machinery such as forklifts and scissor lifts for training purposes.
- ❖ Arranged journey worker training classes through coordinating with Apprenticeship Training Coordinators from the various training programs.
- ❖ Contacted different organizations to provide specialized contract training courses.
- ❖ Prepared personnel documents for apprenticeship instructors for payroll purposes.
- ❖ Registered students into classes through the use of banner.
- ❖ Worked closely with Record Office personnel on matters relating to student registrations.
- ❖ Worked closely with Business Office and HR personnel on matters relating to hiring and payroll inquiries for instructors.

HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii

May 2006 – February 2007

Casual Hire/Educational Specialist

Responsible for providing academic support for Apprenticeship in the areas of grant management, budgeting, and purchasing.

- ❖ Assisted Apprenticeship Coordinator on the management of the Rural Development Project.
- ❖ Maintained purchasing spreadsheets and logs to track expenditures.

- ❖ Used purchase card and purchase orders to purchase items.
- ❖ Arranged journey worker training classes through coordinating with Apprenticeship Training Coordinators from the various training programs.
- ❖ Prepared personnel documents for apprenticeship instructors for payroll purposes.
- ❖ Gathered and organized data for grant related activities and reports.

EDUCATION:

- ❖ **The Learning Resources Network (LERN), Online Training** April 2013
Completed LERN's Certified Program Planner's (CPP) online training. Passed the CPP exam July 2013.
 - Learned about continuing education program operations – from costing out courses to marketing to your best customers. Learned about how to run a program successfully and the different traits and benchmarks to look at when evaluating a program.
- ❖ **Chaminade University of Honolulu, Honolulu, Hawaii** June 2007
Masters in Business Administration
GPA 3.857
 - **Marketing Project:** Worked with fellow group members on the development of a business-marketing plan for a local copy shop. Conducted market research, implemented skills and knowledge from class meetings, in-person interviews with business owner, meetings and e-mail with group members, as well as a Power Point presentation in class were used for the production of the marketing business plan which was given to the business owner for his knowledge and use. We found that this company was doing little to no advertising of its products and services and was solely dependent on its niche market which was made up of teachers from the neighboring areas, small businesses located in the same vicinity, returning customers, and word of mouth.
 - **Strategic Management Project for MBA 800 class:** Worked with fellow group members to develop a comprehensive model of the strategic management process for Family Promise of Hawaii, a non-profit organization. Our group studied the organizations strategy formulation, implementation, and evaluated their performance outcomes to see how they were doing and where it was critical for their organization to change in order to sustain and be successful. We found that this organization was unique being that it partnered with community religious organizations to provide shelter for homeless families. The market targeted by this organization were families with children, where the parents needed to be drug-free and working in order to save money to find a place of their own. Being that I also volunteered at this organization, the thing that impacted me the most was that these families were ordinary people like me, working to make a living here in Hawaii, trying to survive.
- ❖ **University of Hawaii – West Oahu, Pearl City, Hawaii** May 2005
(now located in Kapolei, Hawaii)
Disaster Preparedness Certificate
Other courses: Conflict Resolution and Environmental Policy
- ❖ **University of Hawaii – West Oahu, Pearl City, Hawaii** December 2004

(now located in Kapolei, Hawaii)
 Baccalaureate Degree in Public Administration
 GPA 3.91

- ❖ **Honolulu Community College, Honolulu, Hawaii**
 Associates of Arts Degree in Liberal Arts

May 2002

PERTINENT SPECIAL QUALIFICATIONS

- ❖ **Institutional Effectiveness Committee** 2014

- I am the current representative for CCE on this committee which is responsible for the planning and overseeing of our campuses continued assessment of programs – credit, non-credit and other programs identified under the Program Review Policy. This committee is also responsible for providing training so programs can assess them, as well as maintaining materials and reports as it relates to our campus assessment activities.

- ❖ **Staff Development Committee** 2013

- The Staff Development committee plans and coordinates faculty and staff development activities for the campus, as well as provides funding for professional development opportunities. This committee focuses on three main areas: Grants for staff development activities, Professional Development Opportunities for the campus, and Fundraising. Being a part of this committee, I attended meetings and reviewed and approved funding requests submitted by faculty and staff to attend professional development training activities. This committee also provides funding for hui's such as the Dossier Hui, in which I was a past participant, where I was able to obtain information and first-hand knowledge on writing my first ever application for contract renewal. It was very informative and provided guidance on the process.

- ❖ **Staff Senate Executive Committee Chair** 2011 - 2012

- As part of the duties of the Chair, I represented staff on major governance committees, met with fellow committee members on a monthly basis to discuss and address concerns of staff, as well as worked closely with the Staff Development Council on training opportunities for Staff. I was also responsible for providing information to the committee shared by the Chancellor, as well as coordinate meetings with administrators to come and meet with the committee to discuss important matters relating to the campus and staff as a whole. This was a governance committee which reported directly to the Chancellor.

- ❖ **Wo Learning Champion** 2011 – 2012

- I was nominated to be one of two representatives for the Wo Learning Champions for HCC. Being a Wo Champion is an honor being that it's a leadership opportunity for you to grow and network with fellow colleagues from the different community college campuses. One of the projects we had to coordinate in spring 2012 semester was organizing and planning our campus' Wo Innovations in Learning Day (WILD). Worked closely with my fellow Wo partner

on coordinating the day's events, as well as seeking the help and guidance from our former HCC Wo colleagues. I took charge in contacting the various experts here on campus to present on their specific areas of expertise, coordinated and identified the facilities where sessions were held, completed and submitted the proper facilities request documentation for approval, as well as worked with former Wo's on the registration process, purchased the morning refreshments, and communicated with the campus on what sessions were going to be offered, and what sessions were canceled. Handled the reimbursements for those who had to purchase materials for their presentation. There were over 80 participants who participated in WILD activities, which consisted of different breakout sessions, as well as a morning session on accreditation, the budget process, and on educational copyrights. Other duties as a Wo Champion is to attend monthly meetings visiting the different community college's within the UH System, where each campus is in charge of hosting a meeting. I also led in the facilitation of our campus visit by contacting various departments for us to visit, as well as ordered the food and purchased morning refreshments for the meeting. Communicated with the group as to how the day's agenda would be made up of. This is a great way to learn and network with system counterparts about different programs that are being offered system wide at each of the various campuses. Part of this leadership opportunity is a stipend for professional development.

- ❖ **Community College Leadership Champion (CCLC)** 2009 – 2010
 - CCLC is a leadership group, which consisted of members of the community college system. CCLC was a great opportunity for me as it enabled me to network and meet fellow colleagues within the University System, as well as get to know our fellow CCLC colleagues here at HCC. I also had the opportunity to attend leadership training in California, as well as a retreat on Kauai. This opened up my eyes to realize that I wanted to groom and familiarize myself to one day be a leader in administration, using my leadership talents to make a difference in people's lives, making them realize that through education and dedication, anything is possible.
- ❖ **Standard Four Accreditation Committee Member** 2009 – 2012
 - I actively participated on this committee representing staff on the assessment of governance and leadership at HCC. My focus was on the lack of participation of staff on campus committees and how we would work with administrators to address this issue.

CAMPUS ACTIVITIES/COMMUNITY SERVICE

- ❖ **Summer Surf Celebration Film Fest at Paliku Theatre** May 2014
 - Assisted with the food line for this event, from setting up the tables and the food, serving the attendee's pupu's (appetizer's), cleaning up food items after the food line closed, breaking down tables and packing items which had to be taken back to our CCE office.
- ❖ **WCC's Adult Learners Open House** April 2014

- Helped with promoting and answering questions about our Career and Community Education training programs to those who attended the open house. Passed out informational hand-outs about the various training programs.
- ❖ **WCC's College and Career Fair** April 2014
 - Helped with promoting the various training programs being offered by Career and Community Education. Spoke to job fair attendee's which varied between high school students and adult learners interested in workforce related training opportunities.
- ❖ **AFCEA's 28th Annual Conference and Exposition** December 2013
 - This is the TechNet Asia Pacific conference and expo, held at Hilton Hawaiian Village. This is a huge DoD conference and expo, where tons of tech companies come out to exhibit their products and services to the DoD community here in Hawaii. Through our counterparts at PCATT who's an affiliated AFCEA member, I assisted with staffing PCATT's exhibit to help promote their advanced technology training opportunities, as well as continuing education opportunities across the system. I also got the opportunity to network with attendee's and exhibitors on the different products and services in which they offered.
- ❖ **Windward Ho'olaule'a** September 2013
 - Volunteered at Sarah's Garage sale where proceeds went to the WCC Staff Development Committee fund, where funding is used to provide grants to staff for professional development, as well as professional development activities for the campus. I assisted with sales, assisted customers with their purchases, bagged and boxed items that were purchased all in a friendly and positive manner.
- ❖ **WCC Autumn Festival Bon Dance** September 2013
 - Donated homemade baked goods: Butter mochi, chocolate chip and oatmeal chocolate chip cookies – which were sold at the saimin, baked goods and teri burger booth. Also volunteered at the booth where I assisted customers with purchases all in an energetic and uplifting fashion, cashiered and helped with cleaning up after the event was finished. Nearly \$900 was raised for the WCC Foundation Advancement account.
- ❖ **HCC's Scholarship Silent Auction Committee** October 2012
 - Co-chair for HCC's Scholarship Silent Auction Committee. This entailed soliciting donations for our event, attended planning meetings, worked closely with committee members on setting up the event, as well as made sure that items were accounted for to meet UH Foundation reporting requirements. Working with a great team of people made this event a success. We generated over \$10,000 from this event, which will be used for student scholarships.
- ❖ **Forging Partnerships: The Colleges and The Community** May 2012
 - Assisted as being the Recorder at the CEDs Conference held at Windward CC for the Energy Cluster Breakout Session where I was able to collaborate with industry

and educational partners. This was a great brainstorming session as we learned from key industry stakeholders as well as education experts on what types of training was being offered, what other training areas we should focus on, and the outlook and forecast of the job market.

- ❖ **Lanakila Meals on Wheels** December 2011
 - Assisted with packaging of the meals that would be delivered to senior citizens across the State.
- ❖ **APEC Training Session at HCC** August 2011
 - Assisted with greeting volunteers who came to campus on a Saturday to receive training for APEC. Guided them to the various classrooms located at HCC.
- ❖ **High School to HCC** March 2011
 - Guided attendees to their various breakout sessions. Assisted with passing out lunches to attendees, cleaning and setting up, passed out informational packets, and answered questions that attendees had about the College.

HONORS/AWARDS

- ❖ Recipient of Honolulu Community College's 2013
2013 Chancellor's Outstanding Service Award
- ❖ Recipient of the Kamehameha Schools Imi Na'auao Fall 2006 – Spring 2007
Graduate Scholarship
- ❖ Nominated and featured in an ad for the 2005
Kamehameha Schools Scholarship and Financial Aid Program
- ❖ Graduated with the Distinction of Honors December 2004
from the University of Hawaii – West Oahu
- ❖ Dean's List, University of Hawaii – West Oahu: Fall 2002, Spring 2003, Fall 2003,
Spring 2004, Fall 2004

REFERENCES

- ❖ Provided upon request

Sam Moku

PROFILE

Goals and results oriented, motivator, effective problem solver, opportunity creator, team-builder, strong understanding of Hawai'i's political, legislative and public arenas, experienced in fundraising

EDUCATION

1992 Master of Business Administration, University of Hawai'i at Manoa

1987 Bachelor of Arts in Economics, University of Hawai'i at Manoa
Rainbow Warrior Football, 4 year Letterman 1983-1986

EXPERIENCE

Vice President, University Relations
Hawai'i Pacific University
March 2013 – Present

Planning and Leadership

- Developed and implemented fundraising policies and procedures in collaboration with internal stakeholders and the Board of Trustees, and pursued opportunities for program development which advance the vision, mission and values of the University.
- Served as a member of the President's leadership team which shapes the direction of the University.

Community Relationships and Partnerships

- Developed and coordinated University initiatives with a variety of constituencies within Hawai'i community, the Pacific, and beyond.
- Connected with business, community, and government executives to determine industry needs that may be met through collaborative HPU partnerships.
- Explored and developed links between community agencies, public/private education and businesses that utilize HPU talents and strengths to build and foster community engagement and HPU community integration for mutual sustainability and mutual benefit.
- Explored partnerships with education, community, and business entities that align with HPU Strategic plan and program disciplines.
- Participated in civic and community organizations and events that are consistent with the duties of the position, image and mission of HPU.

Organization Engagement

- Worked closely with the President and Executive Team to identify opportunities for HPU engagement.
- Provided Executive-level guidance to successful integration with the Hawai'i and Pacific communities.

- Worked with College Deans and programs to identify opportunities for community engagement and integration with student curricula and faculty service, including the identification of opportunities to strengthen, through local research, the University's outreach and marketing programs.

Government Relations & Legislative Advocacy

- Monitored and evaluated federal and state legislation, surveyed legislative impact on the organization through careful research, assessed legislative priorities, recommends and developed the University's response and implementation, and provided direction to staff to implement approved strategies.
- Provided support and information about legislative issues to senior campus leadership, faculty, and staff.
- Attended government and agency meetings as appropriate; Forged relationships with federal, state and local authorities, regulatory agency heads and key policymakers;
- Enhanced the organization's image amongst authorities.
- Coordinated as appropriate with the President's Chief of Staff to obtain appropriate media coverage, develop effective public awareness campaigns, and respond to elected officials or agencies.

DIRECTOR Department of Community Services City and County of Honolulu December 2010 – January 2013

Developed and administered projects, programs, and plans of action for human resources, human services, and housing programs and; (b) acted as the local public officer for the purpose of implementing federally aided and state-aided human resources, human services, housing, urban renewal, and community development programs.

Led a team of 6 division heads who oversaw over 200 employees and an operating budget of approximately \$76 million. The Department comprised of the following divisions: Community Assistance, Community Based Development, Elderly Affairs, WorkHawaii, the Office of Special Projects, and the Oahu Workforce Investment Board. Additionally, the following committees are administratively attached to the Department: Honolulu County Committee on the Status of Women and Mayor's Advisory Committee on Disabilities.

ACCOMPLISHMENTS

Department Strategic Plan - Created and implemented the departments first strategic plan of 4 Goals with specific objectives: Goal 1-Improve overall operational efficiency, Goal 2-Improve access to department services and grant opportunities, Goal 3-Partner with the community to create or preserve 1,500 affordable housing units, Goal 4-Partner with the community to reduce and prevent homelessness.

Honolulu Affordable Housing Preservation Initiative (HAHPI) – Created the strategic framework and led a team to market and sell 12 affordable housing properties approximately 1500 rental units owned by the City and County of Honolulu to the open market. Recruited city staff and private consultants. Organized and held community meetings, worked with advocacy groups, and lobbied the Honolulu City Council. After 12 months, the team successfully marketed and selected the potential new owner for a sale price of \$142 million.

**Project Manager, Home Ownership Assistance Program (HOAP)
Department of Hawaiian Home Lands (DHHL), State of Hawai'i, 2005-2010**

HOAP Mission Statement

"To provide DHHL beneficiaries the tools for successful homeownership on Hawaiian Home Lands."

Created the business plan, policy and procedures for implementing the Home Ownership Assistance Program (HOAP) program. Created three components for success: Financial Literacy Services, Job Training and Placement Services, and Social Services outreach. Negotiated and managed grant contracts totaling a \$1 million with various non-profits to provide HOAP services that reached over 2000 beneficiaries.

OTHER RELEVANT EXPERIENCE

**COMMISSIONER, Hawaii Civil Rights Commission
Department of Labor and Industrial Relations, State of Hawai'i
2009 - 2010**

Responsible for the enforcement of the State of Hawai'i's anti-discrimination laws in employment, public accommodations, housing, and access to state & state-funded services.

**LAND AGENT, Land Management Division
Department of Hawaiian Home Lands (DHHL), State of Hawai'i
2004 - 2005**

CHIEF OF STAFF, Hawai'i State Senator Bob Hogue, 2000 - 2004

SMALL BUSINESS OWNER, For the Love of Coffee, 1995 - 2000

VOLUNTEER COMMUNITY INVOLVEMENT

MEMBER, Hawaii Harbors Users Group (HHUG)

BOARD MEMBER, Special Olympics Hawai'i

BOARD MEMBER, Honolulu Community Action Program (HCAP)

BOARD MEMBER, Aloha Pacific Federal Credit Union

Advisory Board Member Queen Lili'uokalani Children's Center

BOARD MEMBER, University of Hawai'i Letter Winners Club

OTHER ACCOMPLISHMENTS

2015
Hawai'i Business Magazine 20 for the next 20

2011

Special Olympics World Games Track and Field Coach for Team U.S.A. Athens, Greece

2007

Special Olympics World Games Track and Field Coach for Team U.S.A. Beijing, China

1995 - 2008

Head Coach, Boys Track and Field, Kamehameha Schools Kapalama

2000, 2003, 2005 Boys Track and Field Hawai'i High School State Champions

1995

Special Olympics World Games Track and Field Coach, Yale University, Connecticut

HOBBIES – Helping family and friends build Aquaponic systems

REFERENCES UPON REQUEST