Title: AGO Meeting Notes
Date: Wednesday, November 29, 2017
Time: 12:30-1:30 p.m.
Place: 'Ilima 202A

Attendees: Candy Branson and Robert Vega (Faculty Senate Chair and Vice Chair), Ismael Salameh (Student Congress President), Shannon Sakaue (Student Congress Advisor), Keolani Noa and Kapulani Landgraf (Kalāualani Chair and Pani), Alissa Kashiwada (Staff Council Chair), Louise Pagotto (Interim Chancellor), and Joanne Whitaker (note taker)

Approval of AGO notes from the AGO meeting on October 18, 2017
Alissa Kashiwada moved to approve the notes, Robert Vega seconded. The notes were unanimously approved.

AGO Updates
- Faculty senate
  - They received an Action Request on a grievance policy for continuing education. The policy was based on the grievance policy that faculty senate approved in June. The wording is the same except for the composition of the committee. Question: as continuing education courses vary in length and are offered throughout the year, who will serve on the committees? Will it be an ad hoc committee?
  - The Institutional Climate survey aligns to accreditation. The survey is for accreditation but it will be useful to see how the College is doing.
    - Will the results be shared with the campus? Yes, the survey results will be shared.
    - During the last survey, there were many “don’t know” answers. We need to ensure that leaders are communicating with their constituents. Websites with posted minutes are helpful.

- Kalāualani
  - An ad hoc committee has been formed to work on next steps for the mala. The ad hoc committee is now under Kalāualani as a standing committee.
  - A memo was submitted to the Chancellor to provide resources to support Kalāualani’s efforts. For instance, resources are needed for the purchasing of native plants. A few programs are taking responsibility for maintaining different areas of the campus.

- Staff Council
  - A memo will be submitted to the Chancellor and other AGOs about the March 2nd Staff Conference and the staff workshops at HSSI. Dr. Morton reduced the budget for the Staff Conference from $72,000 to $42,000. The organizers are working on finding a speaker. The goal is for 50% of the staff to attend the conference. There will be a fee to attend. Preregistration will start in January. There will be a call for proposals. Staff Council is encouraging all Kapi‘olani staff to attend the
March 2\textsuperscript{nd} conference. Student success is the theme. Lee Ann DeMello is the acting chair for the event.

- How will the offices address staff coverage for the two events? Should offices be allowed to close?

**Student Congress**

- Technology fee: they have requested estimates for the cost of improving the Wi-Fi from CELTT. Estimates on the costs of items are needed to determine how a possible technology fee will be used. The Chancellor will follow up with CELTT.

**Biki Bikes**

- The College was approached by Biki Bikes to put their bikes on campus. They are proposing to put the bikes by the bus stop and will not take any parking stalls. They have developed a way to put the racks on grass without a concrete support.
- Students have sent an inquiry to learn more about Biki Bikes. They discussed this with the City and County. The students are generally in support but the issue is parking. The public could park their cars at our parking lot to use the bikes.
- Is there liability? Not for us. However, we will have to go to the neighborhood boards to let them know if the UH approves. The neighborhood boards are against it.
- It is helpful for students who live in Waikiki. They can bike to and from Waikiki to the College.
- The AGOs will not need to take this issue back to their groups, as the decision will be handled by the system.

**New Policy Documents**

- New policies on governance, vacancies, animals on campus and facilities use were created. Disseminate these out to your constituents. Collect feedback for the January 16\textsuperscript{th} CAC meeting.
- The Governance Policy is distinguishing the AGO role from the other advisory groups. AGOs give resolutions directly to the Chancellor. AGOs are authorized by the Board of Regents to participate in governance. We are going to post these documents on our website for public comment to receive feedback from individuals.
- We will be voting on the policies at the January 16\textsuperscript{th} meeting. The AGOs will send a resolution to the Chancellor.
- Animals on campus policy: What kinds of animals can we have on campus? When a person brings an animal on campus we can only ask two questions. Is this a service animal? What service does the animal provide? No medical documentation is needed. There is a state law addressing service animals.
- Deadline for feedback is on January 9, 2018.