Chancellor’s Administrative Staff Council  
Meeting Notes  
Tuesday January 2, 2018  
2:30 p.m. – 4:30 p.m.  
‘Ilima 202A  
Facilitator: Louise Pagotto

Administrative Staff Members: Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, No‘eau Keōpūhiwa, Nāwa’a Napoleon, Patricia O’Hagan, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: No‘eau Keopuhiwa, Nawa’a Napoleon

Guests: Chris Edmonds

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<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION/RECOMMENDATION</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
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<td>Previous Meeting Notes</td>
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<td>The meeting notes for Dec. 18th and Dec. 26th were approved with amendments.</td>
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<td>Review &amp; approve December 18 and December 26, 2017 meeting notes</td>
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New Business

| WAM-HRE Briefing – Louise Pagotto | On December 27, 2017, the Senate Ways and Means (WAM) Committee and the Senate Committee on Higher Education (HRE) held a hearing with the UH Community Colleges. All the Community College Chancellors, VP John Morton and AVP Michael Unebasami answered questions. The University four-year institutions met with WAM and HRE on December 29, 2017. Another hearing for the entire University system will be held on January 9, 2018.  
• All of the Ways and Means committee members were in attendance. |                        |                    |          |
- The questions came mostly from the 2 chairs, Senators Kahale and Dela Cruz and Donna Mercado Kim.
- There were questions about our international program. How much revenue is generated from our international program vs. how much is spent to support the program? They requested additional budget information from fall 2013.

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<th>CTE Civil Rights Review – Susan Kazama</th>
<th>Ryan Tanaka, who will be doing the CTE Civil Rights review will be on campus from January 16, 2018.</th>
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<td>Storm Damage – Chris Edmonds</td>
<td>During last week’s heavy rains, roof drains backed up. Auxiliary is jotting down the location of new leaks. Secondary screens on roof drains were added but need to be cleaned more regularly. Auxiliary is now clearing the roof drains on a more regular basis. Because of the leaks, several ceiling tiles needed to be replaced. The campus will be cleaned up by the first day of school. There was no flooding behind Kalia. A consultant will be called in to professionally assess Kalia and to prioritize our list of capital projects. Koki‘o is being repaired by our in-house crew. Koki‘o is currently in the design process. ‘Ōhi‘a’s new drainage system worked perfectly. Auxiliary Services was acknowledged for their good work.</td>
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<td>OCET Resolution – Carol Hoshiko</td>
<td>The OCET resolution is a request for student support students for continuing education (CE) students. Students who are taking certificates of competence and completion and apprenticeship programs would be eligible. CE students are currently receiving services such as disability services and are covered by Title IX. Student services would need to be compensated to support additional students. The other Student Affairs Vice Chancellors are not in favor of supporting the additional students as their hands are full with for-credit students. However, for accreditation, there is no distinction between for-credit and non-credit students. A student is a student. There may be an impact on the library subscriptions as there is a need for a larger conversation with UH System DOCETs and VCSAs.</td>
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subscriptions are charged by headcount.
- The estimated cost per student for student services is $300 per student, per semester.
- How would a CE student get a UH ID? Credit students are in Banner and CE students are in Destiny.
- The colleges are allocated funds (general funds) for credit students.

4 Policies Feedback – Louise P.
- Brian will revise the Facilities Use Policy.
- Animals on Campus Policy – the policy does not address emotional support animals.

Prof. Dev. RTRF – Denise Pierson, Lori Makiya, Krista Hiser, Jeff Zuckernick, Janice Ferguson
- Denise Pierson – approved.
- Lori Makiya – approved
- Krista Hiser – approved
- Jeff Zuckernick – approved
- Janice Ferguson - approved

Admin Updates
- The College reached out to 1,700 students (those who are not attending in the spring but who attended in the fall). There were 350 applications for scholarships. Currently, enrollment is up .9% at 6,000 students.
- Accreditation Quality Focus Essay (QFE) – a request was made to discuss the QFE at the cluster meetings.
- Patricia O’Hagan will be on leave without pay for a year. There will be an Acting Dean.
- There will be meeting after Convocation with the direct reports to the Dean of OCCE to increase collaboration. Check the online catalog for CE. There has been a 65% increase in views. There will be a soft rollout of Hi-Net. The neighborhood board meetings will be starting.
- The individuals going to the UH Sustainability Summit requested funding. It was approved, pending travel approval by supervisors.