Chancellor’s Administrative Staff Council  
Meeting Notes  
Monday January 22, 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:

Guests: Kelli Brandvold and Brandon Marc Higa

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION/RECOMMENDATION</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Previous Meeting Notes</td>
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<tr>
<td>Review &amp; approve January 8, 2018 meeting notes</td>
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<td>The meeting notes were approved with amendments.</td>
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<td>New Business</td>
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<td>4 Policies – Joanne W.</td>
<td>• Discussed memo drafted on updates to the 4 policies.</td>
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<td>• Plan to propose a two-step process for policies. Present policy to the campus and review feedback. Revise policy and vote at the next CAC meeting.</td>
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<td>• Reminder: Admin to remind their respective unit heads, program directors, and dept. chairs to review the 4 policies.</td>
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<td>• Chancellor’s Office will send the memo out to the CAC.</td>
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<td>Louise &amp; Joanne</td>
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<td>Vacancies – Kelli Brandvold</td>
<td>Current vacancies were discussed.</td>
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**Grant Awards – Brandon Marc Higa**

*(See Appendix A) Update on the 2017 Extramural Award Performance.*

Goals for 2018:
- Apprenticeship expansion
- Increase online courses
- Student Affairs support
- Training for high school teachers
- Foreign language support
- Academic support for tutoring
- IT support
- Service Learning support
- Certifying peer mentors
- UH Foundation engagement

**VC for Student Affairs – Brenda I.**

- Enrollment up 0.3%; new and transfer students up 2.6%; returning students up 45%; and continuing students down 4% as of Jan. 22.
- Student Affairs will be working on a focus group of current students about their experiences at KCC.
- Star GPS update – Displays the number of seats needed for students to complete their path and the number of students attempted to register for classes. The courses listed also has the names and UH ID#s of students that still require them to complete. Suggestion: Admin to assist dept. chairs in reaching out to students to register for classes.
- An updated enrollment report will be sent to admin for review to discuss at next week’s meeting.

**VC for Academic Affairs – Susan K.**

- 5-week courses – A project by the UH system for all seven CCs to participate in offering three 5-week courses per semester for the distance ed. AA degree, starting fall 2018.
- Classroom furniture – Which classrooms will be furnished? Per Brian, deans are instructed to discuss with their respective areas to identify top classrooms that need new furnishings. He will then discuss with Susan.

<p>| Brenda | Brian &amp; Susan |</p>
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<th>Returning Adults Initiative – Louise P., Susan K., Brenda I.</th>
<th>• Civil Rights Review – CTE Civil Rights Specialist, Ryan Tanaka, has scheduled a meeting for preliminary findings on Jan. 31 with Louise and VCs.</th>
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| Prof. Dev. RTRF – Shirl Fujihara, Man Wa Shing, Tiffany Kawaguchi, Lynn Hamada, Sheila Kitamura, Leaugeay Barnes, Dale Oda, Brian Furuto | • Shirl Fujihara - Approved  
• Man Wa Shing & Tiffany Kawaguchi - Approved  
• Lynn Hamada & Sheila Kitamura - Disapproved  
• Leaugeay Barnes – Approved  
• Dale Oda - Approved  
• Christine Keller - Approved  
• Brian Furuto – Defer until next meeting |
| Updates | • Title IX Plan – Title IX team is on board. There will be three teams, three initiatives. They will be creating a plan in February; present it in March; and will turn it in at the end of March.  
• Missile Attack Plan – Brian will be attending meetings in February in preparation for developing a concrete plan. |
| Admin Updates | • The students voted on a resolution to pass the U-Pass for $40/term per student at 6000 students. An initial survey was conducted among 300 students and 90% were in favor. Next step is to propose it to the larger student body.  
• Patricia will be introducing Aaron Koseki (acting dean) to admin.  
• QFEs will be sent out to the campus this Friday. Feedback will be encouraged at the next CAC on Feb. 6, and voting will take place in March.  
• There are new W-2 procedures. Spread the word.  
• OCET is to receive a $45k grant from PCATT to collaborate with Health to develop a state-wide online cybersecurity program.  
• OCETs lecture series starts Feb. 12 and Carol will do a walk around the neighborhood with brochures. |

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- HINET was successful in taking in SNAP applications. Will be requiring an office space for a new hire and for Danielle (casual employee).
- At next week’s meeting, Carol will discuss the Commission on the Status of Women’s role and participation in the Title IX action plan.
2017 EXTRAMURAL AWARD PERFORMANCE

KAPI‘OLANI’S TICKET TO SUCCESS
PURPOSE OF THIS BRIEFING

- PROVIDE AN UPDATE ON 2017 EXTRAMURAL AWARD PERFORMANCE
- CALENDAR YEAR VS. STATE FISCAL YEAR VS. FEDERAL FISCAL YEAR
- DISCUSS 2018 GOALS & STRATEGIES
2017 HIGHLIGHTS

• WE DID BETTER THAN LAST YEAR
• INCREASED FUNDING FOR 3rd YEAR IN A ROW
• +12% FROM 2016
• DOES NOT INCLUDE PERKINS, PERFORMANCE FUNDING, AND OTHER SOURCES
2017 SUMMARY

- $6,061,769 IN EXTRAMURAL AWARDS RAISED
- 22 AWARDS
- SEVERAL NEW AWARDS
BREAKDOWN BY SOURCE

• 80% FEDERAL AWARDS
• 13% STATE CONTRACTS & AGREEMENTS
• 7% FOUNDATION / PRIVATE SOURCES
MAJOR REVENUE GENERATORS

• 53% NATIVE HAWAIIAN SERVING PROGRAMS, $3.2M
• 38% WORKFORCE DEVELOPMENT, $2.3M
• INTERNATIONAL EDUCATION, $154,539
• SUSTAINABILITY, $55,500
RECOGNIZING OUR MAJOR CONTRIBUTORS

- LOUISE PAGOTTO
- CAROL HOSHIKO
- BRENDA IVELISSE
- NĀWAʻA NAPOLEON
- BRANDON CHUN
- BOB FRANCO
- JEFF ZUCKERNICK
- WENDY KUNTZ
- SALLY PEASTANA
- MAE DORADO
- JOE OVERTON
GOALS FOR 2018
TITLE III SHARED SERVICES CENTER

BRANDON MARC HIGA, TITLE III PROJECT DIRECTOR

EXT. 9776, HIGABRAN@HAWAII.EDU