Chancellor's Administrative Staff Council  
Monday, January 29, 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: Brian Furuto

Guests: Barbara Carlos, Iwalani Koide, Raphael Lowe, Karl Naito, Vince Okada, Saori Sato

Previous Meeting Notes

Approval of Minutes

The meeting notes for January 22, 2018 were approved with amendments.

New Business

Americans with Disabilities Act (ADA) Compliance – Raphael Lowe & Karl Naito

- Accessibility issues the campus is experiencing with the main website:
  - Screen readers are not able to convert certain text and images properly into speech.
  - Different types of color-blindness affect how colors and content can be read.
  - Large volumes of PDFs are not compliant.
  - Instructional material on Laulima and many other external sites (i.e. weebly, Instagram, Facebook, etc.) are also not compliant.
- UH Guidelines identifies priorities that campuses can focus on as a start.
- CELTT utilizes remedial tools to identify and correct issues and track benchmarks.
- University of Washington’s website can be used as an alternative reference tool.
- Staff Council created the Accessibility Committee, an ad-hoc committee, which will convene its first meeting in a couple of weeks. This committee requested support from admin.
- Getting people actively involved in this process is a challenge. The committee will discuss current issues and provide recommendations to admin to move forward.
- UH ITS recommends focusing on materials currently being worked on/distributed.
- Short-term goal - increase awareness by informing and advising the campus what the issues are and what options are available (i.e. refer to University of Washington website).
- Will keep admin updated on progress.
- Suggestion - conduct a campus-wide open forum.

Honda International Center – Vince Okada & Saori Sato

Saori and Vince are international program coordinators of international short-term customized programs at the Honda International Center (HIC).

- Statistics for FY14 – FY17 for # of inquiries, programs, participants and chaperones; program fees; and jobs created. In FY16, there was a significant drop in participants and fees due to 15% additional percentage.
- Busy periods are between September – December (summer break for colleges in Japan and school trips for high schools/middle schools in Japan) and February – March (spring break for colleges in Japan).
• Trends for programs – KCC is a “test drive” for institutional relationships through short-term programs; program themes have become more focused, tied to major study/research; seen as a learning development partner and resources to connect with communities in Hawai‘i; and the less number of participants is due to the cost increase on hotels and program fees.
• Offer many fields of programs and work with many KCC programs/departments.
• There are many supporting organizations.
• Issues - no space for designated classrooms or offices/storage; complexed process of paperwork; work allocations within HIC; transparency on decisions/budget info; and no balance with partner institutions.
• Suggestion - look into DOE open spaces to rent.

Enrollment Report – Brenda I.
The Spring 2018 Enrollment Report for January 12, 2018 was discussed. (Enrollment to date is up 0.2% at 6722.)

Action
Deans to inform their department chairs to review these reports with their counselors. Questions should be forwarded to Brenda by March 5, 2018.

Person Responsible
Brenda

Commission on the Status of Women – Carol H., Barbara Carlos & Iwalani Koide
The UH Commission on the Status of Women directly report to and advise the president on issues within the mission statement. All 10 campuses are represented with five members in each position level. Commissioners serve 2-year terms and terms can be renewed. Meetings are held monthly to provide campus updates.

Due to the recent results of the 2017 climate survey, CSW were requested to support the OIE (Office of Institutional Equity) and president’s office in having each campus include at least one commissioner to serve on the campus action team. CSW goals include advancement/recognition of women and equity, promoting a healthy and safe campus, and encouraging compliance with state and federal laws.

UH CSW had their first conference in 2013 resulting in positive feedback on topics that included career advancement and elder care. They created a system-wide HITS series in 2014-2015; and developed a clerical survey that was conducted in 2015 on university clerical workers career experiences and aspirations where approx. 700+ staff participated but 32% completed. Results were of interests in more opportunities for staff professional development. This led to another project for CSW to research what resources campuses had available for staff professional development. Commissioners attended the Council of Chancellors meeting in November 2017 to request for support on this matter. In 2017-2018, CSW has been working on building better pathways in communicating who their organization is and what they do. They have formed three sub-committees: data collection, communication, and succession planning.

The CSW at KCC had requested to attend an admin meeting every semester to inform on CSW updates.

Dean of Arts & Sciences – Nawa'a N.
The Math Immersion Model (MIM) is a STEM program that was funded via a NSF grant, and is currently working on institutionalizing it. MIM provides students the opportunity to enter calculus in one semester through an accelerated math program (MATH 103, 135 & 140), receive support via Peer-Led-Unit-Sessions (PLUS) and an Undergraduate Research Experience course (SCI 295MA).

The Mathematics Immersion and Physics Integration (MIPI) is a 16-week program (not accelerated) that includes MATH 242, 243, PHYS 170 & 170L. The budget request for both programs is $87,041 for fall 2018 – spring 2021 (3yrs).
Suggestion - submit an ARF for these programs.

**RTRF Professional Development**
- Brian Furuto – defer until next meeting.
- Louise Yamamoto – require information that is more detailed.
- Caroline Torres – approved with amendments.

**Admin Updates**
- The Native American Student Advocacy Institute (NASAI) is on June 6-8, 2018. Brenda dispersed brochures to pass along to dept. chairs/counselors.
  - **Action**: Louise to send out an announcement about NASAI to the campus.
- No’eau inquired about what the best avenue is to increase awareness to faculty and staff of what the Behavioral Intervention Team (BIT) does, and to inform on student of concerns. A suggestion was made to organize a campus-wide open forum or town hall meeting where questions are collected ahead of time to ensure they are addressed.
- Patricia is having guests tomorrow, including DOE principles, curriculum coordinator, director of career academies, health & sciences asst. principal, clinical health pathway lead, and health & sciences pathway director, to visit the health sciences clinical labs on campus.
- Carol is collaborating with Dr. David Royer from UHM College of Education - Special Education to co-sponsor five learning classes on campus that are targeted at DOE teachers. It is about students who have learning and behavioral difficulties. Classes will be held in Feb., Mar., Apr., and May.
- Continuing ed. has a campus-wide continuing ed. meeting on Wed.
- Carol presented a video on a continuing ed. professional involvement team building idea called Culinarium, which she and John R. organized and piloted last week.
- Susan will be sending the campus catalog to admin for review and updates.
- The flooring in the Academic Affairs office will be replaced during spring break.
- Furniture update – furniture will be replaced for approximately four classrooms in addition to a few of math & English classrooms.