Chancellor’s Administrative Staff Council  
Monday, April 16, 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, Aaron Koseki, Nāwa’a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: Carol Hoshiko, Brenda Ivelisse and Aaron Koseki,

Guests: Rosalie Fernandez, Russ Kinningham, Ryan Kinningham, Raphael Lowe, Karl Naito, Keisha Nakamura, Mike Ross, Craig Spurrier, and Lisa Yamamoto

Previous Meeting Notes

Approval of Minutes
The meeting notes for April 9, 2018 have been tabled until next meeting.

New Business

Master Calendar – Raphael Lowe, Craig Spurrier and Joanne W.
There were two proposals for the master calendar:

- Option 1: Propose 3 separate calendars - Events, Students and Faculty
  - Only important dates-specific information
  - Users to subscribe to specific calendars – an automatic download to personal calendars
  - Issues – workload challenges for moderators

- Option 2: Replace current News & Events bulletin with a new page on the campus website
  - Submissions can be set open for anyone to contribute, or moderators may be assigned
  - Issues – workflow challenges; all campus information is still displayed on one page

Discussion to be continued.

Admin Retreat – Louise P.
Discussion tabled until next meeting.

Native Hawaiian Culture and Values – Rosalie Fernandez and Keisha Nakamura
Rosalie and Keisha presented on the genealogy of Hālau I Ka Wēkiu.

RTRF Prof Dev
- Lisa Miller – approved
- Calvin Tan & Katherine Knox – approved

Ohia Trees – Ryan Kinningham and Mike Ross
Ryan Kinningham presented a proposal for his Eagle Scout project to plant approximately six ‘Ōhi’a trees at KCC in efforts to preserve the native plant and educate individuals on the rapid ‘Ōhi’a death fungal disease. Proposal has been approved under the direction of Mike Ross and the Native Hawaiian Plant committee.

Admin Updates
- None reported.