Chancellor's Administrative Staff Council  
Monday, April 9, 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:

Guests: Kelli Brandvold and Veronica Ogata

Previous Meeting Notes

Approval of Minutes
The meeting notes for April 2, 2018 were approved with amendments.

New Business

Integrated Student Supports for Returning Adults – Brenda I.
There is an upcoming opportunity for campuses to pitch ideas/innovations for integrated student support for returning adults. KCC is scheduled for May 30, 2018. The team plans to present a video to pitch an interactive website specifically tailored to returning adults, highlighting programs that they may be interested in.

Native Hawaiian DQ – Kelli Brandvold
- As part of PELP (President’s Emerging Leaders Program), Kelli and her project team were assigned to Hawai‘i Papa O Ke Ao. They were pleased with the team’s pursuit in creating the executive policy DQ.
- Rationale behind the DQ is the UH Mission and Purpose per Board Policy 4.201. The DQ aligns with the goals and objectives of Hawai‘i Papa O Ke Ao and the College’s Strategic Directions.
- The DQ will be required in all position descriptions.
- It would embed Hawaiian culture language into the understanding in hiring new employees.
- There will be a recommended query of all applicants inquiring how their experiences will contribute to the university’s goal of becoming a foremost indigenous serving institution.
- The policy is proposing a statement be added to the Career Opportunities at the University of Hawai‘i webpage indicating that the University of Hawai‘i is the only public higher education in the state.
- Benefits of this executive policy:
  - To advance the university’s mission and actively promote our purpose.
  - Applicants’ awareness at the onset of what the university’s unique mission is.
  - Students will have a unique place-based educational experience tailored to students needs resulting in student success.
  - Increased awareness within the UH system of its mission.

Achieve the Dream – Louise P., Susan K., Nawa’a N. and Vern Ogata
- The working group for ISS is focusing on mapping and redesigning the student experience.
• Prior to Achieve the Dream, the group discussed advising redesign and scaling out the use of My Success.
• They decided to streamline the student experience through the pathways, still focusing on redesign and scaling out My Success.
• The team will create an invitation to concentration faculty on advising.
• They met with Justin Toombs from the UH system on how to utilize My Success.
• Vern and Portia are prioritizing primary responsibilities they have been doing as concentration coordinators.
• The next ISS meeting is on April 17.

**Special CIP Event – Master Chef Series – John R.**
Planning for the next Master Chef event and after dinner event with award winning Chef Ed Lee in June at the CIP.

**Action:** Further discussion with John and Louise.

**RTRF Prof Dev**
- Kelli Brandvold – approved
- Mike Ross - approved

**Admin Updates**
- May 3 – Last CAC meeting for the academic year. End of year celebration after the CAC meeting.
- Admin received a copy of the book, ADKAR: A Model for Change in Business, Government and our Community, by Jeffrey M. Hiatt.