Chancellor's Administrative Staff Council  
Monday, April 30, 2018  
2:30 p.m. – 4:30 p.m.  
ʻIlima 202A  
Facilitator: Susan Kazama

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: Louise Pagotto (joined the meeting through video conference)

Guests: AGOs, Veronica Ogata and the Student Success Council Leaders

Previous Meeting Notes

Approval of Minutes
The meeting notes for April 23, 2018, have been approved.

New Business

Joint meeting with AGOs – AGO Chairs/President and their Executive Teams

Student Congress:
- Ismael introduced the 2018-2019 Student Congress’ President Allyson Villanueva and Vice President Diane Russia Famorca.
- The annual spring survey was recently completed and an executive summary will be released shortly.
- U-Pass is anticipated for the June BOR meeting agenda.

Faculty Senate:
- Election of Senators is scheduled for next week’s general meeting.
- Reported on the progress of committees.

Staff Council:
- Staff count increased from 154 last year to 259 this year.
- Community outreach – KCC campus Food Drive ended last week and Howls for Towels donation period is from May 1-31, 2018.
- Professional development – Approved (5-6) staff members to attend the NASAI conference.
- SSP Title IX training for staff is scheduled for May 25, 2018.
- Kevin Andreshak is the new chair elect.
- Elections will take place in June.

‘Aha Kalāualani:
- End of the year report will be submitted next week.
- Requesting participation at the 4th Annual Neʻepapa Kalāhū Event on Thursday, August 16, 2018, from 5:00-8:00 p.m. at ‘Ōhi’a Cafeteria. Still taking nominations for awards.

All AGOs signed the ACCJC Accreditation document.
New STAR GPS Dashboard – Brenda I.
Brenda demonstrated useful ways to utilize the GPS Dashboard in terms of enrollment and student outreach. Feedback from admin include adding a priority waitlist, needing more information about Starfish, and who should have access to the GPS dashboard.

Sabbatical Tracking and Presentations – John R.
A suggestion was made that faculty/staff who take sabbatical or professional development should submit a completion presentation to present to the campus.

Student Success Council Pathway Leaders – Veronica Ogata and the SSC leaders
- CONNECT
  o Work with the community from interest to entry
  o Created a video highlighting some of the programs at KCC
  o Collaborating with the marketing team to highlight campus initiatives
- ENGAGE
  o Two projects/two teams
    ▪ Supported events centered on student-faculty interaction
      - Lauhala Picnic
      - Find Your Passion event
    ▪ Create event planning guide
      - Resource information guide for people planning events on campus
- LEARN
  o Find Your Passion event highlights
    ▪ Brought academic and counseling faculty and community together to help students
    ▪ Many speakers of our community with different career paths
    ▪ Getting familiar with the study hub in Lama
    ▪ Experience careers in a different light
- ACHIEVE
  o Fall semester - Achievement grants were awarded to help students graduate
  o Spring semester – Achievement grants were awarded to returning students
- THRIVE
  o The Alumni Association is planning a program very similar to the Find Your Passion event to invite alumni members as speakers.
  o Reach out to international alumni
  o Added a personal email address field to the graduation application for the Alumni Association to maintain contact with graduates.
  o Collaborating with OFIE on conducting campus surveys
  o Attract students via social media
- PREPARE
  o Create a Master Calendar of events and pair up with the marketing team
  o Integrate Purpose First in English 98/100 courses
  o Coordinated English 98 faculty to connect their classes with the Find Your Passion event

RTRF Prof Dev
- Lani Suzuki-Severa (revised) – to be funded by the Chancellor’s Office
- Michelle Dela Cruz – returned for revisions
- Kevin Dooley & Florentino Abara – defer until next meeting
- Calvin Tan, David Stevens, Susan Jaworowski, Hal Corcoran – defer until next meeting
FY19 RTRF Professional Development Funds – Brian F.
Allocation for RTRF professional development is usually received mid-August. If travel is between July 1-September 30, alternative funding is required. Thus, if KCC receives full allocation the following year, the requester’s department will receive credit to fund another professional development.

Admin Updates

- The Health Academic Programs will be offering a Health Careers Pathway Connections course to HIDOE teachers for professional development. The goal of this collaborative program is to prepare health services teachers to have a more clear understanding of what is required for their students to be successful in health career programs. The program will be held at KCC between May 29 and August 10 and between September 4 and November 21.
- Dr. David Royer from UHM College of Education – Special Education, will have his 4th presentation tonight, April 30, at the cafeteria from 5:00–7:00 p.m., about using self-monitoring strategies to support success.
- PCATT Grant - awaiting sign off for the Cybersecurity in Health grant CE received. Need to get sign off or funds will lapse. Conversations with the U.S. Dept. of Labor indicate that Cybersecurity is a top field. American Apprenticeship Initiative (AAI) proposal to local DLIR, combined with Culinary request may total $300,000.
- Carol will be attending the DLNR Diamond Head Citizens Advisory Council meeting on Tuesday. Among the topics is Biki Bikes.
- Continuing Ed. is currently producing its summer catalog of classes.
- Master Calendar proposal - initial roll out with (3) calendars: 1) Public Events & Campus Events, 2) Academic Calendar & Student Events, and 3) Faculty Calendar. Main feature allows students to pick any category to automatically download to their personal calendars.
- John has been working on a new culinary plan, a reorg of the culinary dept., with Louise and Brian. He will meet with Ron Takahashi tomorrow to inform him about the details. If approved, the announcement will be made to the entire culinary department following the advisory board meeting next Monday, May 7. John will also prepare a presentation for the admin at next week’s admin meeting.