Chancellor's Administrative Staff Council  
Tuesday, May 29, 2018  
2:30 p.m. – 4:30 p.m.  
‘Ilīma 202A  
Facilitator: Brenda Ivelisse

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: Brian Furuto, Susan Kazama, Nāwa’a Napoleon and Louise Pagotto

Guests:

Previous Meeting Notes
Approval of Minutes
The meeting notes for May 7, 2018 have been approved with amendments.

New Business
NASAI – Brenda I. and No‘eau K.
- Brenda and No‘eau went over details of logistics, and requested volunteers for setup, breakdown, and to direct attendees to locations. No‘eau will follow up with admin tomorrow, May 31, on further details.
- Joanne will attend a check-in meeting with the College Board on June 4 at 1pm in Lama 111A.
- Registration is open until Fri., June 1.

Retreat Debrief – Brenda I.
Suggestions for the next retreat in July:
- Improve communicating self-reflection
- Clarify and crystallize goal(s)
  - Commit to one main goal that is very clear and concise
  - Leverage lead measures
  - Each area to decide their own goal(s) and set own lead measures
  - Track and score results
  - Create accountability
- How to contribute to the vision and goal
- Establish a sense of community

CTE Civil Rights Review – Brenda I.
Report deadline is June 19, 2018.

Action: The checklist of CTE Civil Rights recommendations and the people assigned to them will be brought to the next admin meeting to be discussed and broken down to manageable tasks.

Enrollment Update – Brenda I.
Enrollment Report for Fall 2018 as of May 29, 2018:
- Enrollment - 3,968 (-2.2%)
- Regular enrollment (-4.8%)
- Early College Admit (60%)
• Non-Home Based (4.3%)

Enrollment by Student Type report as of May 29, 2018:
• Freshman-Classified & First Time (-27.6%)
• First Time (-9%)
• Transfer (20.7%)
• Returning (-1%)
• Continuing (-3.2%)

Math & English Placement Fall 2018 report (created by LaVache and team):
• Total New and Transfer Students – 2,796
• Students Missing English Placement – 1,394
• Students Missing Math Placement – 1,681

Enrollment management team:
• Meets monthly on Thursdays at 9am
• Team includes participants from Student Affairs and Marketing; requesting for participants from the academic side.

RTRF Prof Dev
• Deneen Kawamoto - approved
• Sally Pestana - disapproved
• Shirl Fujihara - approved
• Brandon Marc Higa and Linda Duong – deferred, pending clarification of roles

Admin Updates
• A reminder to complete outstanding equipment replacement purchases as soon as possible.
• Neighborhood Board IV encourages people to attend their meetings. They are interested in having their Envision Kaimuki subcommittee collaborate with STEM or engineering students. Neighborhood Board V is doing a resolution against Biki Bikes who are proposing a site near our campus entrance.
• OCET has received a $42K grant for Cybersecurity in Health. Unfortunately, OPRPM received the paperwork late and Carol has asked admin for assistance in moving this forward before the end of the fiscal year. Otherwise, we will lose funding for the project.
• DOCETS are looking into all campuses collaborating to make a large proposal using PCATT money for programs such as Culinariums.
• OCET meeting is on Wed., May 30th. After the meeting at 3:00 p.m., there will be a memorial session for Jan Yoshioka in ‘Ilona 202B/C.
• Culinary department transition is going very well.
• Lisa Aganon will be the new Nursing Dept. Chair effective August 1st.
• Student Affairs position updates:
  o Title IX Coordinator – Devon Peterson, Esq.
  o Student Affairs Coordinator – No’eau Keopuhiwa
  o Positions that are still in progress:
    ▪ Enrollment Retention Coordinator
    ▪ FYE Counselor
    ▪ TYE Returning Adults Coordinator/Counselor
    ▪ Financial Aid Specialist
    ▪ Non-Credit Registration