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 and John Richards

Guests: Don Westover

Previous Meeting Notes
Approval of Minutes
The meeting notes for July 23, 2018 were approved with amendments.

New Business
Assessment – Don Westover
Don discussed assessment plans going forward:

- Assessment Colloquium this Friday, August 10.
- Schedule individual meetings with department chairs to determine any gaps in their respective areas and assist them in moving forward. Meetings will be held on Friday afternoons.
- Provide Google Drive per department for documentation.
- Take on task of entering information into Taskstream.
- Created a spreadsheet of where we currently stand to determine what needs to be done.
- New code word for assessment is “papaya hui” (providing assistance preparing all your assessments).
- Requested for admin’s assistance with reminding department chairs to get information into Taskstream.

Facilitator for Focus Groups – Louise P.
The team members who participated in the CCSSE Institute (Louise, Susan, Brenda, Vern O., and Shaun K.) have decided to engage a facilitator, Linda Colburn, to help with focus groups. Joanne and Louise will be meeting with Linda later this afternoon and hope to start the process by engaging with the whole campus during convocation next week. Louise and Joanne will have an update by next week.

Two-Day FELI Workshop for Admin – Louise P.
Many faculty and staff members have participated in FELI workshops through IS (Interdisciplinary Studies courses) with students on campus. Vern and LaVache would like to pilot a two-day FELI workshop for the admin team, a worthwhile experience that brings about communication, community building, relationship building, and conflict resolution. It was suggested to explore the ACE network if an outside facilitator is preferred.

Draft Performance Funding Measures – Louise P.
- Met two of the performance based outcomes (Degrees and Certificates – STEM and partial for Graduation and Success Rates).
$402,888 maximum allocation minus actual allocation; and $90,738 total earned.

Assignments for admin to work on performance measures and to report in on a regular basis:
  - Nāwa’a – Transfers
  - No’eau – Degrees and Certificates – Native Hawaiians
  - Brenda & Susan – Degrees and Certificates & Graduation and Success Rates
  - Joanne & Aaron – Degrees and Certificates – STEM
  - John & Carol – Degrees and Certificates – Pell Recipients

**Admin Updates**

- Tonight is the first Optometry Asst. group to take their final exam.
- Optometry students were featured in the Pacific Business News and the optometry national newsletter.
- Pharm Tech high school students from Waipahu are doing very well.
- $86K will be funded by Hawai’i Pacific Health for approximately 20+ Medical Asst. students.
- Brenda is currently working on enrollment management and its task force.
- Student Affairs have many new employees and a coffee hour will be scheduled for next week.
- Fall Convocation is next Wednesday, August 15.
- Accreditation Prep Event is this Thursday, August 9.
- Arts and Sciences department is currently working on the best way to cancel under-enrolled courses.
- There are issues with the grievance policy during the spring semester especially when faculty are not available on campus after the end of the semester.
  - Suggestion: Bring it to the attention of the Faculty Senate.
- No’eau successfully provided training for admin support (secretaries) last week. Future training sessions will focus on specific topics and will be conducted either once a semester or year, and eventually will be opened up to all secretaries on campus.
- Continuing Ed. catalog of courses is being printed and will be mailed out this week.
- Carol is scheduling a meeting to develop a Course Information Form (CIF) that will work for contracts. HIC and Health Sciences have questions about the viability of the CIF for contracts.
- Rickie Fujinami is the new emergency hire for Carol.
- HiNET is currently inundated with requests and applications. Carol asked Mike Moser if WCC HiNET staff can help with this backlog. The payment deadline for credit students is August 10, so our HiNET staff is making them their priority. No’eau has been very helpful in working with Lynn Bhanot and Danielle to prevent students from being purged or placed on hold. Carol is requesting Star access for Lynn and Danielle to review status of Hi-Net students.
- Carol, Martin, and others started visitations to the First to Work sites. Residents from the Waipahu and Waianae area are very much interested in what KCC offers; but obstacles such as distance and traffic prevents them from registering at KCC. Therefore, there has been a lot of discussion at those meetings about KCC offering Continuing Ed DE courses.
- DHCAC meeting is on August 7 at 5 p.m.
- Neighborhood Board 4 is on August 15. Neighborhood Board 3 is on recess this month.
- Winners of Ne’epapa awards will be announced prior to the August 16 event, in hopes to encourage more people to attend.