Chancellor's Administrative Staff Council
Monday, August 13, 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:

Previous Meeting Notes

Approval of Minutes
No minutes to approve.

New Business

Renovations at KISC and Manono – Chancellor and Vice Chancellors
Discussed plans for KISC and Manono.

Facilitator for Focus Groups – Louise P.
At the June CAC meeting, it was proposed that we change our campus culture from no to yes. Therefore, the CCSSE team has decided on a facilitator, Linda Colburn, to work with our campus. She will be giving a 20 min. presentation at this week’s convocation on August 15, where she will be asking questions that will lead us in examining what the major issues are that we need to address on campus in order to change our culture for the better.

Duty Week – Louise P.
- Duty week starts tomorrow, August 14.
- Remind faculty about submitting grades.
- Admin to discuss and follow through with publishing their individual WIG and tracking online.

Admin Updates
- Over a thousand students are expected tomorrow for NSO between 8 a.m. – 4 p.m. Admin is encouraged to wear their nametag and introduce themselves to the students.
- Students who miss NSO can register at Kīkaha o Lae‘ahi, Mon – Fri and Mon – Tue next week.
- Non-Discrimination policy is up to date on our campus website.
- Brenda displayed several ways to file a complaint on our website. Admin to review and provide feedback to Brenda.
- Enrollment is down 4%. Text messages and emails were sent out last week.
- Kūlia ma Kapi‘olani grant ends August 31. New grant effective October 1.
- UH system is receiving monies for several different areas such as ISS, Star GPS, returning adults, and OER.
- Faculty guild is a one year professional development opportunity still in discussion within the UH system.
• Carol encouraged Sally P. to submit a proposal to UPCEA. Sally was accepted to do a presentation about the apprenticeship programs.
• No'eau/Student Services and WCC staff have provided valuable assistance with the backlog for HiNET.
• A contract training meeting was held with all OCET programs to hear how they are processing CIFs, calculating their budgets, keeping records, and entering them into Destiny.
• Carol provided copies of the Continuing Ed. schedule of classes. Continuing Ed. department are providing digital ads/reader boards at service region Longs Drugs and Jamba Juice locations.
• Scott Murakami is giving a Destiny presentation at the OCET Campus Council meeting.
• Kīkaha o Lae‘ahi and KISC has received their department signage.
• Ways and Means will be visiting the campus on September 21.
• Admin Services created a to-do-list before the ACCJC visit. Brian asked admin to notify him if there are any issues in their respective areas to be addressed.
• Any changes to revenue generating programs will need to be submitted to Brian, as it will be submitted to the system by August 26.
• Four welcome banners will be posted at each campus entrance and the great lawn.
• In FY 2018, the cash balance is $3,581,483 and unencumbered cash balance is $1,449,969.
• Temporary feathered banners will be posted for the ʻŌhi’a cafeteria, Lama Library, ʻIliahi student center and KISC for the first couple of weeks of the semester.
• Joanne displayed the new campus Master Calendar. An introduction will be made at the convocation.