Chancellor's Administrative Staff Council  
Monday, August 27, 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
The meeting notes for August 20, 2018 were approved with amendments.

New Business

General Hurricane Debrief – Brian F.
- Due to the recent campus power outage, routine measures have been created for security and contract security to check upon any type of light flickering.
- Brian will provide admin access to a shared drive that includes contact information and will request for persons of interest for certain programs that have equipment.
- Karl N. will work on a report to improve our campus communication capacity.
- Sign-in procedures for employees during campus closures will be better implemented due to liability issues.
- Brian will purchase vests, hard hats, and “go bags” for admin.

ADA Compliance – Louise P.
Louise received a draft report on campus accessibility with recommendations by the ad-hoc Staff Council Accessibility Committee. Admin briefly reviewed and discussed plans to address ADA compliance. It was suggested that once we receive a response from the civil rights commission, we would establish a mechanism by which we address all aspects of civil rights compliance via a task force. This task force will be responsible for identifying who should be involved, including appropriate members of the Staff Council.

Admin Updates
- Last day to receive 100% tuition refund has been moved to Friday, August 31, 2018.
- Enrollment is 7,004 as of August 27.
- Nāwa’a is putting together a list of strategies to meet performance based measures that were collected by the AAC members, and will submit them to Susan for distribution.
- OCET Campus Council meeting is on August 29.
- The DOCET meeting is on August 31 at HCC.
- Internal OCET retreat is on September 7 at Mānoa Heritage Center.
- Carol is working on scheduling a gathering between Neighborhood Board 3, 4 and 5, and Louise on September 28. She is also scheduling a charrette for Envision Kaimuki in the cafeteria during the 4th week of October.
• We are receiving monies from the UH system: $10K for Returning Adults; $20K for GPS Pathways; $30K for ISS; and $350K for English & Math Redesign. Will first need to identify all the constraints for this funding before deciding how to spend it; and to decide person in charge of what money, what it is going to be used for, and what the plan is for spending.
• A mandatory ethics training for administrators is on November 2 at 10 a.m. HR will be video recording this training and will show it at designated times on campus for those who are not able to attend.
• Ways and Means will be visiting the campus on September 21.