Chancellor’s Administrative Staff Council
Monday, January 14, 2019
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 January 7, 2018 were approved with amendments.

New Business
Resource Allocations – Susan K.
- Discussed alternative processes for ARF.

RTRF – Louise P.
- Admin is to review their ARPDs to identify what RTRF monies can fund and send them to Louise by next week Monday.

Admin Staff Pretest – Louise P.
- Admin is to complete an evaluation of the effectiveness and functioning of the Admin Staff Council and submit their responses in Google Forms. Joanne and Louise will meet with Linda Colburn this Thursday, create the Google Form and send out to admin. Responses will be compiled for Linda before the Admin Retreat on January 31.
- A CAC survey was distributed at the January 8 CAC meeting. Joanne will be reviewing those results with Kara Plamann Wagoner.

Admin Updates
- The CAC email list will be changed to “cac-open”. Craig from CELTT will provide a video on how to subscribe. Joanne will then send an email announcement to the campus.
- The Admin Retreat has been relocated to the Mānoa Heritage Center.
- At the DOCETs meeting, it was reported that invoices are being generated from KapCC Cont. Ed. that are not from the Destiny system. Invoices should only come from the Business Office and Destiny.
- The Neighborhood Board 5 gave many accolades to KapCC Culinary Dept. in the context that they work more closely with Leahi Hospital. KapCC could offer classes about nutrition for seniors, geriatric training and other health and culinary classes.
- WCC has a PCATT grant and they have commissioned an instructional designer to develop Cont. Ed. online classes. They will do an MOA with the rest of the campuses to deliver courses that they develop.
• WCC and LCC will be offering Cont. Ed. culinary classes, while KapCC has not been offering CE culinary classes for several months. The neighborhood boards have commented on this. KapCC will begin offering CE culinary classes again later this spring.

• Cont. Ed. will be collaborating with Workforce Development programs in the collection of social security numbers for tracking purposes starting in March. A protocol is being developed and will be discussed with Karl from CELTT.

• Nāwā’a requested an update regarding assessment. Joanne gave a brief report.

• Hawai’i Student Success Institute, will no longer be using the acronym HSSI.

• Brian will start giving weekly incident reports on security issues:
  o First week of instruction: no classroom call ins; 88 requests for door opening; issued 0 tickets; and 9 non-student related incidents

• Brian reported on legislative updates.

• Parking fines will be implemented in Fall 2019.

• Bert Kobayashi requested for KapCC’s CIP means: Our #1 major renovation is the Koki’o bldg. and our top 3 priorities are ʻŌlapa re-roof, ʻŌhelo a/c, and Parking lot E, B, and C re-pavement.

• Construction on campus updates: Demolition in ʻŌhiʻa is completed; Manono will begin end of month; Naio is slowing down; Bookstore no ETA; Olapa reroof and design work for ʻŌhelo a/c begins soon.

• No’eau attended the KRSP presentation:
  o Suggested that as a campus, we could have a follow up based on the results so that we can continue to support them.
  o The English faculty demonstrated surveys on Hawaiian cultural awareness that are easily linked to ILOs and can be measured, which can help the campus achieve those ILOs.
  o Would like to follow up and move forward on the results of what MKC and the English faculty worked on, but to use it in other avenues.

• Back to School Bash is this Thursday, January 17 from 5-7pm.

• Talk Story Tuesday will start tomorrow.

• Forgot Lunch starts this week on Tuesdays and Wednesdays.

• Su Lazo is the temporary OSA Advisor and Shannon Sakaue will be advising the student group BOSA.

• Graduation and Transcript Manager position interviews are still in process.

• Feedback from the spring convocation presentation was well received and employees want more. No’eau and Brenda will be working on this.

• NAD (National Association of the Deaf) will be assessing KapCC support services for the deaf and hard of hearing and will provide us with recommendations.

• The culinary team and BLT dept have been doing very well with its recent transitions.

• There is an issue with space availability for meetings and events. Please submit all faculty use requests to the Office of the Vice Chancellor of Administrative Services in ‘Ilīma 211.

• Tutor.com has started and training sessions information will be sent out.

• A large contingent will be attending Achieving the Dream.

• UH Academy of Creative Media was awarded $33M for a new building that will open by 2020 and provide students from all 10 campuses a pathway to the system. They have three years to spend the money, so design and construction has to occur over the next three years.

• The recruitment for Dean of Health Academic Programs is in process. This position will be posted soon. Louise will be soliciting nominations, including self-nominations, from all three health depts, the AGOs, the community and Aaron Koseki. There will also be an open forum.

• Discussed offering Taiko classes at KapCC as a third-party vendor.

• Louise has sent her notes to admin about the meeting with the ACCJC commission last week.