Chancellor’s Administrative Staff Council
Monday, April 1, 2019
2:30 p.m. – 4:30 p.m.
‘Ilima 202A
Facilitator: Louise Pagotto

Administrative Staff Members: Karen Boyer, Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, Noʻeau Keōpūhiwa, Nāwa’a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent:

Guests:

Previous Meeting Notes

Approval of Minutes

The meeting notes for March 25, 2019, were approved with amendments.

New Business

Budget – Louise P.

- The CAC Budget meeting is tomorrow, April 2. The agenda was sent via email. Admin were reminded to sit with their units at this meeting to discuss agenda item #4.

Vacancy Procedure

- Louise drafted a memo about the spring 2019 vacancies and next steps.

Admin CPR – Louise P.

- Tabled until next meeting.

UHF Kunimoto Memorial Award Nominations – Louise P.

- Discussed nominations for the Masaki and Momoe Kunimoto Memorial Award for Outstanding Contributions to Career and Technical Education.

Admin Updates

- The tracking of the budget has been a top concern with some departments.
- The surgical tech MOU is ready to move forward.
- A UHCC team of marketing and IT professionals has been working on the integration (plug-in) of Destiny and continuing education websites. Maui, Leeward, and PCATT are finished. KapCC is scheduled for its Destiny/continuing education website plug-in in April. John Ridgeway, who is KapCC’s continuing education marketing specialist also serves as the UHCC continuing education marketing chair as well as a team member doing the plug-ins. Unfortunately his admin access has been taken away for some unfounded reason. Carol requested help with this matter so John Ridgeway can regain his admin access as soon as possible, so he can continue to improve the continuing education website, work on the plug-in, which will streamline processes and make the client/student experience more user friendly. Carol was asked to contact Karl in CELTT about resolving this issue.
- Carol has also requested assistance with coverage in the non-credit registration office.