Chancellor’s Administrative Staff Council
Monday, June 3, 2019
2:30 p.m. – 4:30 p.m.
‘Ilima 202A
Facilitator: Susan Kazama

Administrative Staff Members: Karen Boyer, Brian Furuto, Carol Hoshiko, Susan Kazama, No'eau Keōpūhiwa, Nāwa'a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: Brian Furuto and Louise Pagotto

Guests: Maria Bautista

Previous Meeting Notes

Approval of Minutes
The meeting notes for May 28, 2019, were approved with amendments.

New Business

Kūpono Session and Ask Me Anything (AMA) Highlights – Susan K.
Reviewed possible implementation items resulting from the Kūpono Sessions with Linda Colburn and the executive summary for the AY 2018-2019 Ask Me Anything (AMA) sessions with the Chancellor. Many of the highlights from the Kūpono sessions corresponds to the themes from the AMA sessions.

Further discussion is tabled until both Louise and Brian are present.

Marketing Update – Joanne W.
Mini Marketing Campaign June-July 2019 – Kapi'olani CC’s Culinary Team National Competition

Purpose:
- Promote pride in the institution
- Create excitement at the campus
- Create a buzz in the community
  - The Culinary Team is not only representing Kapi'olani CC but also the State of Hawai'i
  - Increase enrollment
    - Not only Culinary students but ALL students

Plan:
- Video the team
  - Practice sessions
  - Highlighting team members
  - Recipes
  - The competition – August 7-8, 2019
  - The competitors
- Post on the College’s Website
- Social Media Placement
- Public Radio Spots
- Send Lisa Yamamoto to the competition to report in real time?
- HI Now?
- Banners, Stickers, T-shirts?
Why Market the Culinary Competition Team?

- Hawai‘i loves food
  - That’s why the Hawai‘i Food and Wine Festival is so successful
- Hawai‘i loves competition
  - That’s why even though the UH Men’s Volleyball team didn’t win the NCAA finals, they were followed closely through social media, they were front page news in the Star Advertiser. Next year’s ticket sales have increased.

Suggestions/Ideas:

- Why do colleges have football and basketball teams where a lot of money is spent and it has nothing to do with classes? It is about teams and all the excitement for the campus.
- Get names of team members and tell faculty about those students in their classes.
- Connect with bloggers.
- Ask students what was the most impactful things they have experienced on campus. Build a closer connection with the students.

Admin Updates

- Equipment replacement ($5,000+) – Brian suggested to start on the next priority items.
- A representative from Hawai‘i Pacific Health requested two things: a) a room and possible food service for their Hawai‘i Health Information Manager’s upcoming meeting in June, and b) a meeting with KapCC to discuss the possibility of having an associate degree in BioMed at KapCC. Carol was asked to confirm whether this meeting is to discuss a program or a space on campus for them to offer a program.
- The Kaimuki Small Business and Professional Association is still interested in having KapCC involved in conducting historical cultural tours about Kaimuki. The tour will be held in late July rather than June.
- No‘eau will follow up with Brian about evacuation plans for each building on campus.
- The Kekaulike Center team made a suggestion to No‘eau about offering training to those who use Banner to also train on the Star process for a better understanding of how the process works and to essentially clean up the curriculum process.
- Nāwā‘a was asked by Brian to bring back the Request to Fill paperwork for the STEM (Science, Technology, Engineering, Mathematics) Outreach Coordinator for re-approval.
- Don Westover will conduct an overview on assessment at tomorrow’s Summer Fun at 9-11am.