Executive Leadership Team (ELT)
Monday, June 24, 2019
2:30 p.m. – 4:30 p.m.
‘Ilima 202A
Facilitator: Louise Pagotto

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

Members Absent: Maria Bautista and Nāwa’a Napoleon

Guests: Angela Coloretti-McGough and Su Lazo

Previous Meeting Notes
Approval of Minutes
The meeting notes for June 17, 2019, were approved with amendments.

New Business
National Society of Leadership and Success at KapCC – Angela Coloretti-McGough & Su Lazo
Opportunities and benefits of bringing the National Society of Leadership and Success (NSLS) chapter to KapCC. (NSLS Slides)

- NSLS is the largest collegiate leadership development program in the U.S. There are over 650 chapters across the U.S. and over 1M student members.
- In the past year, UH Mānoa (UHM) and UH West O’ahu (UHWO) have started chapters at their campuses. UH West O’ahu’s Student Life office leads the chapter with 60 students inducted. UH Mānoa started with student veterans and 40 students were inducted.
- Once a student becomes a member, they can take that membership to other participating campuses. KapCC student members would be able to transfer their membership to UHM and UHWO. Hawai‘i CC will have a chapter effective Fall 2019.
- Student Success – An opportunity to contribute to student engagement, retention, graduation and transfer. Build leadership skills, career development opportunities, and achieve honorable distinction.
- This is an opportunity to attract and develop new student leaders at KapCC. It provides a platform for us to lead co-curricular activities with students to help them develop communication and interpersonal skills needed to become great leaders.
- Applied for a grant to NSLS requesting to waive our annual dues. It was approved for one year. Will continue to apply for waivers.
- NSLS Chapter will start Fall 2019 at KapCC and will be managed by the Employment Prep Center (EPC).
- UHM and UHWO have co-advisors. KapCC contacts are Su Lazo and Angela Coloretti McGough.
- Members must go through a leadership curriculum before induction.
- Steps of the program:
  - Nominate
    - Nominee invitations are selected by KapCC and sent to NSLS. NSLS will send invitations to students directly.
    - Focus on the “missing middle”
● Focus on Liberal Arts students.
● Phi Theta Kappa (PTK) gives opportunities to 3.5 GPA students. Want to focus on 2.5 – 3.49 GPA students with 6-24 credits. EPC requested the Office for Institutional Effectiveness to run a report on how many students that would be. That number is 738 students. There may be a slight overlap of PTK and NSLS students because as they join PTK, their GPA might decline, which is when NSLS comes in with their invitations. EPC agreed that they would exclude current PTK students from their invitee list.
  • FERPA – EPC received a letter from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) explaining that their practices do fall within FERPA requirements. Here is the NSLS Treatment of Student Directory Information and NSLS Privacy Policy.

  o Orientation
    • Learn more about the leadership program; receive schedule of events; and develop communication skills
  o Leadership Training
    • 2-hour training with interactive video and group activities focusing on the six steps of leadership: 1) Clarify your purpose; 2) Create a Shared Vision; 3) Challenge the Status Quo; 4) Inspire Positive Action; 5) Empower Others; 6) Seek Constant Improvement.
  o Success Networking Teams
    • Students meet in small groups meant to be student-driven to help them be accountable to achieving goals.
    • EPC wants to add themes (i.e. Entrepreneurship, Service, Career Development.) Focus on entrepreneurship, tie them to fundraising opportunities, and have a reverse career fair on the campus where employers are invited to come to campus and learn about the students.
  o Speaker Broadcasts
    • Pre-recorded broadcasts.
  o Induction
    • Students must attend and complete the following: 1) Orientation; 2) 2-hr Leadership Training; 3) 3 Success Networking Teams; and 4) 3 Speaker Broadcasts.

● Concerns/Questions:
  o Would CTE students be invited? No. CTE programs provide more pathways into careers such as internships, capstones, clinicals, etc. More than our Liberal Arts students.
  o There are concerns for EPC in launching this chapter on campus without much traction and no build up. Su and Angela will consider this, maybe base it on prior success at UHWO & UHM.
  o Do non-credit students qualify? Discussion to be continued after the first roll out of students to see how it goes.

Kūpono and AMA (Ask Me Anything) session Next Steps – Louise P.
Determine next steps we can commit to in response to the Kūpono and Ask Me Anything sessions (handouts). Both handouts were sent via email this morning to the CAC (Chancellor’s Advisory Council) for discussion at tomorrow’s CAC meeting.
  • John is working with his department chairs on developing a guidebook for deans establishing principles, scope of responsibilities, guidance for decision-making, etc.
  • Susan Kazama started on a guidebook for department chairs that has been passed on to Maria.
  • HR (Human Resources) does distribute important HR policies to new faculty and staff via their respective departments. HR policies and procedures, such as new hire flow charts, are regularly updated.
No‘eau is coordinating more interactions with student and academic affairs to address issues that came up in both AMA and Kūpono sessions.
- No‘eau will share an approach for running meetings effectively with ELT.
- Suggestions: Address issues in a positive and productive way. ELT will discuss the way forward with Business Office and Human Resources.

**Distance Ed. (DE) Review Process Response – Louise P.**
- **Action**: ELT to review the draft response to the DE Review Process and provide feedback to Louise by Friday, June 28.

**Fall Convocation – First Look – Joanne W.**
- Reviewed and discussed the draft agenda items.
- Requested for instructional programs to focus on CLR (Course Learning Report) and LASR (Learning Assessment Schedule and Report) during cluster meetings or department meetings.

**Admin Updates**
- Reminder: Hawai‘i Health Technology Managers meeting is at the Tamarind this Wednesday at 5:30PM.