Admin Staff Members: Esben Borsting, Kauka DeSilva, Bob Franco, Kelli Goya, Frank Haas, Milton Higa, Carol Hoshiko, Salvatore Lanzilotti, Mona Lee, Conrad Nonaka, Patricia O’Hagan, Louise Pagotto, Leon Richards, Charles Sasaki, and Dawn Zoni

Members Absent: Mona L., Charles S.

Guests: Mary Hattori, Kevin Andreshak, Jason Akiyama

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona L.
   No report

2. Campus Technology Operations Center - Mary H. & Kevin A.
   Kevin Andreshak was introduced as the new Technology Operations Coordinator. He will handle external issues while Mary Hattori focuses on internal management. Kevin will meet with DCs, PPAC members, and will be the CELTT contact for renovations and grant planning meetings. The day-to-day operations will be handled by Mary, who supervises the people reporting to the Care Center, networking, web, and instructional support work groups.

   Kevin is excited about the new position. He will provide support and another avenue for communication. For the longer term, CELTT is looking at central procurement, management and the time frames that have to be met. For the shorter-term, CELTT will conduct an inventory and determine what the upgrade process needs to be. The XP expiration date is the end of December 2013. CELTT’s estimate is that 70% of campus is on XP and needs to upgrade to Windows 7 by the December deadline. However, some of the computers may be too old.
   - PCs – 75% impacted.
   - Iliahi 206 – math lab received a free upgrade to Windows 7
   - A campus-wide effort must be undertaken to upgrade to Windows 7, Windows 7 pro.
   - Central procurement and management will produce cost savings, decrease the workload in CELTT and the business office, produce uniformity, and make it more efficient to order parts.
   - One of the Accreditation recommendations is for the college to develop a technology plan.
   - Jason Akiyama reported that the software upgrade was completed during the holiday break. There are firewalls in student lab computers and the wireless service was improved. A few offices experienced printing problems but those were resolved quickly.
   - Good computer practices still need to be followed despite the fact that firewalls were installed.
3. Teaching Equivalencies - Louise P. & Mona L.
   A copy of the teaching equivalencies document will be sent to the Admin Staff Council members since not everyone received it.

B. Action Items:

1. Travel Requests - Milton H.
   Travel requests must follow protocol. Grant PIs do not have the authority for final approval of travel requests. Requests must go through the department approval and unit (Dean) approval process.

Travel was approved for:
- Shawn Ford, Veronica Ogata, Ann Reid to attend the National Association of Community College Education program conference.
- Michaelyn, Lavache, Lori, and Wes will attend a counseling strategy conference in March.
- Maria Bautista, Aaron Hanai, Mckenzie Mann, Dennis Peruse will go to the City College of Technology – NSF, Feb. 27 – March 1.
- Louise Pagotto, Maria Bautista, and Herve Collins will attend the STEP conference.
- Leon Richards & Frank Haas will travel to India and meet with the State Dept. New Delhi – all expenses paid by State Dept. & India
- Feb. 6 & 7. India will be building 220 community colleges. Hospitality & Tourism, and other areas – business, retail, agriculture

D. Other

1. January 28, 2013 Admin Staff Council Agenda – suggested items
   - KCC Website – activities and progress - Raphael L. Pathways and Marketing Update
   - Budget - What was submitted to House Finance, Senate Ways & Means Performance based budgeting.
   - ARPD plans at the VCAC - part of institutional effectiveness matrix. Comprehensive review will come to the appropriate VCs, Deans.
   - AGOs – when their minutes need to be posted. Guidelines how to better engage the AGOs.
   - PPAC will be held to discuss the accreditation report. Also mention at the PPAC that a more detailed discussion will be held at the faculty forum.
   - Need to revisit purpose of the PPAC and membership
2. February 4, 2013 Admin Staff Council Agenda - suggested agenda items

Assessments (Additions) and Format for 2012-2013 - Leon R. Kauka and Iwilani - forum report

Scott Murakami – Workforce Development Predictive Modeling

3. House Ways and Means - discussed what percentage of UH funding is from external sources. What happens when extra funding goes away that Sen. Inouye used to bring in for Hawai‘i. VP John Morton reported that the Representatives were very engaged.

Senate Ways and Means – lasted three hours. Sen. Kim and Sen. Slom asked several detailed questions about the University. President Greenwood spoke, John Morton spoke, and the Chancellors were each given three minutes to present. Gene Awakuni, Don Straney, and Jerry Chang were present. Chang is doing PR now for UH Hilo

4. Other

Kopiko Building – have to get Special Design District permit before a building permit can be issued.

Annual Meeting – Science and Sustainability. Community College Affiliate Program is Climate Change and Sustainability.

ARPDs – Leon asked about English 21 data. Jeff Arbuckle and Louise P. will review the results and report back to Leon.

*For accompanying documents and/or for access to all Administrative Staff Council minutes and documents please go the Quill, Governance: Shared and Participatory (http://quill.kcc.hawaii.edu/page/governance) and log in to Administrative Staff Council.

Submitted by: Carol A. Hoshiko