Title: Chancellor’s Administrative Staff Council Meeting (abbreviated)

Place: 'Ilima 202A

Date: February 11, 2013

Time: 1:30 p.m. – 2:30 p.m.

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: Frank H., Leon R., Patricia O., Kauka D., Milton H.

Guests:

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona L.
   Expect 5% decline. Should schedule be reduced? Will not counter balance with increased SSH.

2. Comprehensive Program Review - Dawn Z.
   Explain how it pertains to counselors, Louise P. will work with the counselors.

3. Accreditation - Bob F.
   KCC should receive accreditation report and action letter soon. Nora is going to scan and send to Leon and Bob.

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.
   - Maria Bautista and student will go to Finger Lakes for undergraduate research forum

C. Others

1. Council of Chancellor’s Meeting – Louise P. will attend on behalf of Leon
2. Hawai‘i Farm Bureau Federation – come up with a plan for safety. April – have a plan in action for Saturday. May cancel the Tuesday market. Y. Hata – made a five year pledge. Committed $100,000. Star Chef.com
3. Achieving the Dream strategies workshop this weekend.
   March 19, 1:00 p.m. Bernadine will be coming.
4. Science Fair – 81 judges. Rich Miyano will be the plenary speaker

*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