Title: Chancellor’s Administrative Staff Council Minutes

Place: 'Ilima 202A

Date: February 19, 2013

Time: 1:30 p.m. – 3:30 p.m. (start time moved to 2:00 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: Bob Franco, Kauka DeSilva, and Charles Sasaki

Guests:

A. Information/Reports (for Transmission):

1. Enrollment Management
   No report - Mona L.

2. March 1Activities
   Staff council will meet one time each semester - Louise P.
   Louise P. compiling list of activities

3. AACJC: new data, benchmarks
   U.S. DOE requirements: they are changing the format of their annual report and
   including items like numbers of graduates
   Cheryl Chapell-Long will generate some system wide institutional benchmark data for
   annual reports that will be due March 31
   Louise and Mona will work with OFIE to complete the March 31 report.

B. Action Items:

1. Travel Requests
   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, whether paid or not paid by the college, should enhance professional abilities.

   a) KCC culinary team will travel to the ACF regional competition – group travel.
   b) Mary Hattori will attend a conference focused on the use of technology with
      indigenous populations
   c) Aaron Hanai and Herve Collins will attend the National Conference on
      Undergraduate Research (NCUR)
   d) May Kealoha will participate in the accreditation conference for nursing and LPN
      programs
2. Accreditation - Leon R., Louise P., Bob F.
   a. Proposed PPAC+ date: March 5
      KCC will find out what the recommendations are and then identify who will be responsible
      for preparing responses to the recommendations. In addition to PPAC members, the
      self-study committee members will be invited to the PPAC + to celebrate and to thank
      everyone for their hard work on the self-study.
   b. Follow-up actions
      Sal will serve as the Accreditation Liaison Officer (ALO) while Bob Franco is on sabbatical.
      An outline and timeline will be developed and presented at the PPAC+ meeting.
      Positions need to be filled and SLO work needs to be completed. The team will visit in
      October.

D. Others

1. 360 Assessments - Leon R.
   Leon asked the Admin team members to update their lists within the three categories of
   the 360 Assessments. He also reminded people to balance the three categories.
   Eileen is the contact person for updating the lists.

2. APT Assessments – Admin should review and then send them to Leon

3. Council of Chancellors Meeting
   a. Budget – Mike Unebasami presented an update to the UHCC Chancellors about the
      UHCC budget including:
      • $2 mil. need to cover the budget reduction.
      • Budget preparation – objectives were met for performance based funding
      • Capital Improvement – no funding for new buildings. Science bldg. taken out of
        the budget.
      • John Morton & Linda Johnsrud will present the UH testimonies at the legislature
      • Sen. Donna Kim has been attending all of the committee meetings
      • Students testified against the idea that tuition should be put back into the general
        fund.
   b. Accreditation – Other campuses will be visited by accreditation teams at the same time
      as KCC.
   c. Strategic plan update – All UHCC chancellors were assigned a goal. Leon’s assigned
      goal is - “functioning as a seamless state system”. Clyde was assigned the goal for
      workforce development. The Chancellors are to work with a faculty senate chair.
   d. March 15 – a UHCC strategic planning committee will meet. Louise P. will represent
      Leon.
   e. Teaching equivalencies for summer session are somewhat confusing because TEs were
      set up based on the academic year. For summer session, faculty members are paid by
      rank.
   f. A UHCC system policy on outcomes for psychology will be developed
   g. Certificates of Competence need to have student learning outcomes.
   h. Faculty Senates will be forwarding a system-wide policy on common numbering for
      courses.
   i. UH Maui College will be offering hospitality and culinary during summer at the regular
      tuition rate
   j. Differential tuition during summer for continuing students is being considered
      CC Chancellors voted not to increase summer rate and will use the 2008 summer rate.
4. Kuali update: the disbursement component is causing part of the implementation delay. Efforts are underway to decrease disbursement from 89 days to 39. If it takes longer than that, there is a problem between the traveler and the business office.

RCUH reportedly will not process delayed submissions as of March 1, 2013.

5. Representatives from KCC met with Vincent Lee and Carl Hinson. Ideas were discussed that included the possible usage of the vacant lot between Leahi Hospital and Diamond Head Theatre. Another option is to put money into renovating the Sinclair Bldg.

6. Budget requests need to be included in departmental comprehensive program reviews. Department Chairs should follow the same process used for ARPD.

7. A Pathways session will be conducted by Kelli Goya and Cynthia Derher. The hope is to improve communication with faculty and staff about pathways and will be coming forward with a common, unified message.

8. Culinary Institute of the Pacific - bid packet is being prepared. There will be a six-week response time allowed and then a contractor will be selected. Special Conditions are being addressed to meet EDA and SHPD requirements.

9. Transition to the Kuali system impacted vendor payments. Kuali gives OHR a specified number of slots. As a result, a vendor may need to be taken out in order to put a new one into the system. Kuali has some restrictions that impact OHR and the Business office. Nonetheless, the VCs, OHR and Business will continue meeting regularly on Wednesdays to address issues and to clear out any backlog.

10. Academic Affairs meeting
   a. Corey Ando is the Chairman for the part-time student project. There is $200,000 available for system-wide projects.
   b. Reviewed overlay project – transfer pathway
   c. C3T Round III meeting will be held on April 15th at KCC. The focus will be on Culinary/Health.
   d. Deans will meet to review ARPD metrics
   e. Foundations group is moving forward in a positive direction.

11. Consortium with Arapahoe CC as lead, Cisco, HRMS, AHIMA is applying for 3CT funds. Carol Hoshiko and Dr. Patricia O’Hagan coordinating with Arapahoe CC. Focus is on Health Technology/Informatics and does not conflict with UHCC grant application.

12. International
   a. A conference will be held with polytechnics to learn how the U.S. system works. Program areas include hospitality, tourism, automotive, agriculture, and health. Mumbai – Rashoff Murai is looking for help from the CCs for health certification. NMA – exchange. CEO hopes to meet about CC Health. University of Mumbai – VC actually runs the college. There is a Center for CC research. Funding is funneled through the state.
b. Pathways
Chancellor Richards will meet in Sri Lanka with the Executive Director of the Hotel School. Has a good program however the salaries are low so it is hard to attract instructors. They want to bring in a consultant like KCC or a for-profit organization for assistance.

c. Ceylon Hotel Graduate Association
The Association wants train-the-trainer and employee training. Will work with the U.S. embassy and USAID – primary interest is focused on the northern part of Sri Lanka (Jafna); sustainable resort 17 units in phase one. Interested in buying a hotel for training.

*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