Title: Chancellor’s Administrative Staff Council Minutes

Place:  ‘Ilima 202A

Date:    March 4, 2013

Time:   2:30 p.m. – 3:30 p.m.  (Admin Staff Council Members)
        3:30 p.m. – 4:30 p.m.  (VCAA, VCSS, Deans, Assist. to Sr. Exec.)

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:

Guests:

Admin Staff Council Members 2:30 p.m. – 3:30 p.m.

A. Information/Reports (for Transmission):

1. Enrollment Management
   Student right to know – IPEDs
   - Mona L.
2. Proposed Student Help Pay Increases
   Pay increases are being proposed for student helpers
   - Mona L.
3. Part-time Student Committee Call for Proposals
   Funds are available to help interested part-time students move to full-time students i.e. classified students with 9 or 10 credits.
   Information will be presented at PPAC.
   - Mona L.

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.
   No requests

2. Prep for PPAC + Meeting
   - Louise P., Bob F., & Sal L.
   a. Focus will be on accreditation recommendations
      Main items will be 3, 4, & 5.
      People need to get on board to work on planning & budgeting, learning & assessment, filling positions, and developing a technology plan.
   b. Based on CELTT assessment and CPRs, $500,000 will be allocated to support needs.
   c. Admin Retreat 1st draft Aug. 1, 2013
      Sal will draft agenda
3. Accreditation Discussion/Debrief
   a. Possibly put curriculum on kuali
   b. Need to complete 100% of courses, faculty working together, assess courses
   c. March 31, 2013 we need to submit a report letting the commission know what we have
completed. Every course has to have gone through one whole cycle (course learning
report).
   d. 34% remainder courses get priority – identify what you are going to use, write it up
take out inactive courses. Just keep active reports.
e. The 2nd annual Closing the Loop Institute will be held but a budget is needed

D. Review of Sabbatical Requests

   VCAA, VCSS, Deans, & Assistant to Senior Exec. 3:30 p.m. – 4:30 p.m.

*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