Title: Chancellor’s Administrative Staff Council Draft Agenda

Place: ‘Ilima 202A

Date: April 15, 2013

Time: 1:30 – 3:30 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: Mona, Kauka

Guests: Louise Y.

A. Information/Reports (for Transmission):

1. Enrollment Management
   None

2. Board of Regents Mtg. & Presentation
   Audit meeting 8:00 – 9:00 a.m.
   - Kelli, Charles, Frank, Mona
   9:30 a.m. – public meeting in Ka’ikena
   Leon to Welcome, Kelli presents. Provides information about the Hawaiian compass and how it relates to students’ journeys through education.
   Concept presented about integrated purposeful pathways.
   High impact learning. – fosters student engagement, learning, success
   Follow a structured pathway - get on, stay on, and progress
   Video-taped student testimonies included in power point. How they got started, STEM and other experiences.
   BOR Agenda is posted. Lunch is at Noon.

3. Accreditation Update
   - Sal L.
   Putting together a list of items that we need to provide evidence to address recommendations regarding budget and planning, assessment, etc.
   Focusing on evidence now but content and format will be addressed.

4. CPR Update
   - Louise P.
   Comprehensive Program Reviews were due on March 31. Status:
   A&S done.
   Student Services – almost done. Resources will be identified by next Friday.
   Kahikoluamea – CPR will be done by April 30
   CTE – all done but still working on formatting.
   Library and Learning Resources – will be completed soon.
   Health CPRs are all submitted – being reviewed
   Admin Services - no narrative or analysis done yet.
   Under other educational services, Community and Continuing Ed can be found.
   Need to put something on the website. Executive, OFIE, and HIC - need status.
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.

Conrad Nonaka will travel to Alaska to participate in cooking demonstrations at two lodges where students have been going for internships for over 15 years. Mark Oyama, Alan Wong, student interns, Conrad, and others will participate.

Other travel approved for Anna Thomas and Angie Ocompo

C. Other:

1. KCC Chapel – Preview for Friends of the Chapel update - Carol H.

   Administrative Services will control and schedule the Chapel use. Facility use practices generally do not allow for long-term use.

   Educational programs and classes and Continuing Ed will be Scheduled. Community groups may also use when not already Booked for college classes.

2. VP Morton will visit KCC on Wednesday, April 24 at 2 p.m. in Ohia 118.

3. Admin will study for NIMS tests at their retreat on May 24th.
   NIMS 100 Class should be reviewed before May 21.

   On May 21, 9:00 a.m. – 11 a.m., Crisis Management Team will meet as a precursor to the functional exercise scheduled for June 5th. Other individuals, including Louise Y. should attend.

4. KCC Culinary Competition Team currently at regional competition.

5. Admin Assistant’s lunch – May 8, Pineapple Room.

*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