Title: Chancellor’s Administrative Staff Council Meeting Agenda (Abbreviated)

Place:  'Ilima 202A

Date:    April 22, 2013

Time:             1:30 p.m. – 2:30 p.m.
2:30 p.m. – 3:30 p.m.  (Vice Chancellors)

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:

A. Information/Reports (for Transmission):

1. Enrollment Management  - Mona L.

2. Kukui (ePortfolio)  - Susan I., Kevin A.
   This ePortfolio project is named kukui because much the same as the nut, the ePortfolio has many uses. The elements are collection, selection, reflection, and connection. It also has a blog tool, which should be used to discuss narrow topics.

   The reasons to use an ePortfolio are: it encourages self-directed learning; Demonstrates progress toward identified outcomes; creates an intersection for Instruction; and supports piers at many different levels. In addition, a professional portfolio is an excellent tool for reflection.

3. Reminder: Vice President John Morton’s annual campus visit is scheduled for Wednesday, April 24, 2:00 p.m. in 'Ohia 118.

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 requests were reviewed and approved for:
   Judy Coryell – Washington
   Laurie Burke – League for Innovation
   Sean Ho and Robert Yamashita  - Financial Aid conference
   Dawn Zoni and Laure Burke - WASC

C. Others
1. PPAC Meeting – April 30, 2013

At the 2013-04-30 PPAC Meeting, the main topics will be about clarifying the role and purpose of the PPAC and its membership. Participants will be asked to break into small groups for the discussion.

2. Salvatore Lanzilotti is on leave so Louise Pagotto will sign on his behalf for now.

3. Vice Chancellors met from 2:30 – 3:30 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