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

Place: ‘Ilima 202A

Date: May 6, 2013

Time: 1:30 p.m. – 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:

Guests:

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona
   KCC Summer Session has declined but there are still three weeks until Summer Session I begins. At the next Admin Staff Council Meeting we will review enrollment by departments. Our goal at KCC is to increase enrollment by 1.5% each year for the next two years (fall).

2. Chancellor’s Report - Leon
   Council of Chancellors
   Items of interest included: a) Sustainability Summit; b) legislative update; c) UH Manoa vacant position = 125, 100 lost, 25 positions split between UH Hilo and UH West Oahu. Community Colleges’ positions taken = 0.

   Council of Community College Chancellors
   As indigenous Hawaiian serving institutions, the number of Native Hawaiian positions in the UHCCs will increase in 2014 – 2015. KCC will receive capital funding to complete renovation work downstairs in the Kopiko Bldg. Salary over-payment is still an issue and the campus will be held responsible. Procedures need to be put in place to minimize/prevent this from happening.

   The University of Hawaii must plan for budget reductions, cost shifts to colleges, system assessments, and salary restoration. Significant discussion and financial planning must occur over the next few weeks/

   Other topics covered were the UHCC Chancellor’s draft policy on prior learning assessment, and common course numbering. The third 3CT grant strategy and planning was discussed extensively.
His first 3CT grant dealt with energy, agriculture, and health. Vice President Morton doesn’t want to go back into those areas unless it involves something new. Some other ideas include hospitality and culinary, cyber-security, research technicians, applied engineering. However, health’s relationship to hospitality and culinary will be considered. John will convene a committee. There are two due dates – first is the consortium then the individual campus submission.

3. Self-Assessments: 360 format and guidelines  - Leon
   The 360 assessments have been received since the time of this meeting. Leon suggested that we start working on the assessments. He will provide a timeline next week. Refer to November 18, 2012 memo from Leon.

4. Follow up and follow through on assignments  - Leon
   When you get an assignment, get it done. Follow up. If you need more time, then let Leon know. He doesn’t forget about what he has assigned. Leon will be out of the office next Thursday to work on contract renewals. Finally, there will be a 3CT meeting from 4-5 p.m. on Thursday.

5. HR Update  - Milton
   Since last week, Jan Doi and Leilani Umehira have been working on campus. They are assessing what the current HR processes are and how the office is set up. On May 19, Nick will start a new job at UH Manoa. Because other staff departed, Nick’s presence has provided some continuity and stability. Mary P. has also been on campus serving as the EEO/AA Officer and has been reviewing recruitments. Her duties and transition are a little clearer than others. Sandra U. is back today. She and her staff met to go over what resources will be needed.
   She has requested that the campus work on other things while HR closes for Wed. & Thurs. to assess and to identify what needs to be done immediately.
   Each campus has an individual involved with the SECE system. Janice Yamada will perform that function for KapCC. Going forward, the positions are posted – lead position and PBB. For now, the Deans should their list of hires needed. One committee will review both lists. Questions should be addressed to the deans and then to the Vice Chancellors.

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.
   Su Ah Yuen – escort students to Korea. Freeman
   Krista Heiser – Phoenix strategies to engage student learning. RCUH. HIPIC
   Faculty and students to national culinary competition. Foundation funds and some Fundraising. Going as historian – needs pictures and video. If not routine, let Leon know rather than bringing it up in Admin.

2. Plan Review and Functional Exercise  - Milton
   - Tuesday, May 21 – Kapi‘olani CC (CCMT Plan Review) 9:00, Ilima 202A.
Faye will be here by title need to be present. Cannot leave so do not schedule a meeting so close to that time. Milton sent out a copy of the plan and an email. Review of the plan and everyone’s responsibilities. Need for back-up to be there. For planning purposes have all administrative staff there.

- Wednesday, June 5 – Kapi‘olani CC (Exercise). Actual exercise is geared to an actual exercise. Facilities – does fire alarm work. Everyone assembles, Run at 10:00 a.m. Notice has to be posted to the community that we are doing a simulation. Post to Nora your vacation schedule. Do not take vacation on these days.

NIMS Review, May 24, 9 a.m. – Former ING Bldg., 2\textsuperscript{nd} fl. Conf. Rm – Charles
- Group exercises.
- Must read them.

C. Others

1. May 7, PPAC – meeting plan
   Cancel, keep June 4 PPAC
   Written updates from all groups working on recommendations. Sal will put the draft report together.

2. Next Admin mtg.
   KCC Ambassador Tour Program – May 13
   EPSCOR – Bob Franco at May 13
   Esben will give us a detailed update next week.

*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