**Title:** Chancellor’s Administrative Staff Council Minutes (DRAFT)

**Place:** ‘Ilima 202A

**Date:** May 13, 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 is losing enrollment but home-based and non-home based student enrollment is level for the regular semesters. For summer, the home-based student enrollment is decreasing. There is more competition now from other campuses for summer session students. The CTE student enrollment is increasing but the liberal arts students are moving around to Different campuses.

   We need to be more of a workforce (CTE) college and offer a lot of Gen Ed classes that those students need. If we want to grow, we need more programs. Our programs should be the best. KCC has always had our niche. Now, other campuses are catching up. WCC has done an excellent job with strategic enrollment growth. Enrollment growth funds have been very advantageous for other campuses.

   KCC needs to be innovative. The executive director from HARIETT has been meeting with Hotels to determine what the training needs are. In addition, he was formerly with the Dept. of Labor and worked closely with the WIBS. Therefore, he has a good understanding of workforce needs, data resources, and trends. There are different populations coming into Honolulu now. We need to know workforce needs. Second language instruction is in demand.

2. **Graduation Debrief** - Mona
   Graduation went well. Keith did a nice job. In the future, Nursing may need more individuals on stage to put pins on the graduates. There were a lot of students – auto-award of certificates significantly increased the numbers.

3. **Reflective PPAC Activity Debrief** - Charles
   The reflective PPAC activity was well received and good suggestions were made, which will be discussed at the next PPAC. The PPAC was formerly called the Provost’s Advisory Council (PAC) but was expanded in 2004 to include “planning”. In January 2005, it was renamed the Policy, Planning, and Assessment Council. The discussion at the next PPAC will help to clarify the PPAC role, membership, and format.
4. Labor Market Data - Esben
SMS conduct a study for WCC. IT captured a lot of information about what the community wanted the school to do. WCC used the information effectively, which is evident by their growing enrollment. Students, who may have attended KCC in the past, now have a good option closer to home. KCC needs to do an environmental scan, preferences, etc. to position ourselves for growth areas. James Hardway, HARIETT Executive Director will be invited to a future Admin Staff Council Meeting.

5. Ambassador Tour Program - Carol, Hae Lin
Future report to be provided.

B. Action Items:

1. Travel Requests - Milton
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.

   • Bob Franco to attend CCAP – Pittsburgh. RTRF funding.
   • Tanya Renner – Association for Assessment – presenting two papers. RTRF funding
   • Cullen Hayashida – Gerontology & Geriatrics World Conference in Seoul. No college funds to be used.
   • Sally Pestana – Lexington, KY. Presenting at the Association for Assessment
   • Tony Yee – Mid Pac IT Development. NSF funding. Faculty and tech support training.
   • Sharon Rowe – National Endow. for the Humanities
   • Lori Sakaguchi – great teacher’s seminar (inter island)
   • Dawn Zoni and Laure Burke – WASC
   • Frank, Estelle – Business accreditation workshop June 20-24

C. Others

1. Reminder: Tuesday, May 21 – (CCMT Plan Review) 9:00 a.m. Ilima 202A
   Friday, May 24 – (NIMS Review) 9:00 a.m. – Former ING Bldg.
   Wednesday, June 5 – (Exercise) 10:00 a.m.

2. President wants evaluations by May 31. Leon’s report to her summarizing our reports Leon’s
   When can we get those done? Try to have by May 20th. We received assessment on May 10th.

3. Drafted response for sabbatical leaves – those that were not approved

Update on HR. Has responses from HR. Sorting out what work can be identified. Advertised the permanent position for HR director & APT. Summer appointments are in process. Leilani focusing on HIRENET.

Second phase of linear park underway. Brian Clay exercise center donated by Clark Hatch. Clark Hatch, Will Jonen, and Carol Hoshiko will have luncheon meeting.