Title: Chancellor's Administrative Staff Council Meeting Minutes

Place: 'Ilima 202A

Date: June 10, 2013

Time: 1:30 p.m. – 3:30 p.m.

Admin Staff Members: Esben Borsting, Kawika Napoleon, 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: Gordon, Louise Y.
Kevin A. & Carl N. will attend a future meeting.

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona
   Need to look at classes that are less than 25% enrolled.
   The chairs should look at the schedules and make appropriate adjustments.

2. Emergency Response and Evacuation exercise, debriefing, follow-up actions - Milton
   Notification needs to be sent out to people when the alarm went off.
   Determine who is available and can send out the UH Alert.
   A system needs to be set up and followed.
   There should be emergency kits, intercoms, and a mobile command center.
   The emergency plan needs to be updated.
   The Admin Staff Council members need to finish taking the NIMS classes and submit their certificate to the VC of Administrative Services
   A timeline needs to be established for finishing the classes.
   Campuses, including KCC, need to submit a report on an annual basis.
   Chris Crabtree is certified and can teach the NIMS classes that must be taught by an instructor.
   The other part of the drill was to test the equipment. Drills are important for many reasons.
   Having announcements made over the UH alert system are important.
   The next level of the emergency team should include the building monitors.

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.

   Joe Overton will travel abroad with the Freeman students.
2. Achievement Scholarships - Mona
Student Services is working on allocations. Need to include Community and Continuing Ed.

3. Accreditation
Sal sent the schedule for developing responses to the commissions’ recommendations. A site will be set up for the draft responses. KCC’s report is due before October. The follow-up visit will occur after that. A draft will be prepared for dissemination to the general campus. In August, the draft report will be available for review and comments. Those working on the responses will meet as a team to go through the report and then give it to the AGOs in September. By September 22, give to AGOs again and then to the PPAC.*

* Schedule/deadlines will be revised to allow time for UHCC to review

C. Other:

1. PPAC postponed from June 4th to (TBA ) - Leon
   Reflective Activity Debrief

2. President’s visit – Louise Y. will handle
   Campus, advisory groups, community member component will be 30 minutes

3. Duty week is August 19th
   1st day of instruction is August 26th.

4. Executive Assistant to the Chancellor
   A screening committee has been created and is working on the screening/interviewing process in consultation with OHR and AA/EEO.

5. Sal will be handling special projects, fine tuning the reorganization, doing the accreditation follow-up, providing support for the Emergency Preparedness Plan work group, and other duties.

6. For this past year, $2.9 was drawn from the college’s reserve and added to the budget. The budget and supplement were expended. Per credit increase has not been covering the increased expense. We need to get the campus community informed about the budget. There was a budget work group in 2009. It is time to get the campus involved and to establish a budget work group again.

   We need to look at the AACJC guidelines and recommendations and make sure that there is a clear linkage between planning and budgeting. The budget process should be transparent and involve campus constituents.

   There will be no more executive budget. Each VC and Dean will be given a budget. The campus strategic plan, ARPD, CPRs, and other planning documents show what the priorities are.
7. CANSAT – Herve Collins. One of the sites was videotaped last week. KCC won. A small reception will be held.

8. The National Guard is relinquishing one of the facilities at Diamond Head back to the state.

9. Allison Shaeffer wants to do a story about International initiatives at KCC – Leon will speak with them. She wants to know more about the Mumbai visitors. KCC will serve as the lead to create a community college system. The delegation arrives on June 22nd and will depart on June 29 or 30.

10. The WIPCE conference will be held at KCC. Prior to that, WIPCE want to have a Hale (traditional house) built as a gift.

*For accompanying documents and/or for access to all Administrative Staff Council minutes and documents please go to 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*