**A. Information/Reports (for Transmission):**

1. **Enrollment Management** - Mona

Mona suggested that this is the time to swap out low enrolled classes and insert classes needed by first year students. We should have around 8,400 plus students for fall 2013.

Often students do not complete the residency part of the College’s online application. Thus, we need to assist students in completing the application. Eventually, the BANNER system will be programmed so that an application will not be able to be submitted if it is not complete. Currently, we are down 9% in enrollment from this time last year, partially due to incomplete applications.

Last day to accept applications for fall semester is August 1, as is the case with two other campuses. International applications are accepted later. Maui, Leeward, and Kauai have later dates for accepting applications online.

The College could offer more online courses for second year students.

**Responsibility: Mona** will review our policy in regard to when we close acceptance of applications and report back to the Admin Staff.

**B. Action Items and Updates:**

1. **Travel Requests** - Milton

All that faculty, staff, and administrators must submit a travel request and travel completion report for all official out-of-state travel as per official standards/formats of the University. VCs and Deans are asked to review closely travel that is charged to
tuition and fees. Federal grants and RTF travel should also be scrutinized carefully.

The Admin Staff discussed four requests for travel.

2. Update on 2012-13 FY Allocation and Expenditures and 2013-14 budget status

_____________________________  - Milton

**Responsibility: Milton** will present the analyses at the July 22, 2013 meeting.


Milton will update the Admin Staff Council on completion of FEMA courses, 100, 200, 700, and 800. The revision for the Emergency Plan will be completed by August 15, 2013 by a Task Force - Carol, Esben, Patricia, and Salvatore; they will submit the Draft Plan to the Admin Staff Council based on guidelines and NIMS materials.

**Responsibility (2013-7-8):** In addition, the Admin Staff will complete all four FEMA classes, 100, 200, 700, and 800 by July 15, 2015. Trude and Nawaa are asked to complete 100 and 200 by 7/15/13.

Two members have yet to complete the courses assigned.

4. Update: Accreditation Follow-Up Report Update - Sal, VCs, and Deans

**Responsibility: Admin Staff Council** members' writing Recommendation responses - due on July 15, 2013

Sal received drafts for four of the nine recommendations. Discussion involved issues of communication of the College's planning processes (Strategic Plan, LRDP, Technology Plan, CPR, ARPD) to ensure resource allocation leads to program and institutional improvement and the relationship of those processes to budgeting and the role of the PPAC.

Suggestion: we need to institute a regular system for official communication to AGOs.

**Responsibility:** All drafts for Recommendations will be submitted by July 22, 2013, including revisions to the drafts previously submitted.

5. Update on PPAC Next Meeting date and Agenda Items - Leon

Possible Agenda items include:
1. Role Clarification & Reflective Activity Debrief
2. 3-year strategic UHCC Marketing/ Communications plan- S. Lee
3. KCC Marketing Plan - Frank Haas, Carol Hoshiko
4. OFIE CPR and specific attention to the Institutional Improvement Matrix.
5. Budget Work Group

Responsibility: Charles and Sal will meet concerning a presentation the discussion for PPAC feedback.

Responsibility: Admin Staff - Currently, the plan is to focus this meeting on Marketing, however this will be discussed further.

6. Update on "Pathway Presentation/Panelists for Convocation" - Kelli

N/A

7. Update on Workforce assessment for jobs in Hawaii re: KCC programs -Esben

Esben will report at the 7/15/2013 on his meeting with the three deans and two VCs concerning KCC programs available to our community and, accordingly, how the College will address enrollment issues focused on STEM, Native Hawaiian, and 25 to 49 year olds enrollment; transfers; and performance objectives. These issues need to be able to be communicated by KCC to the community so that different messages resonate to the different groups. Carol Hoshiko will also attend this meeting to assist with marketing issues.

Esben met with Patricia, Charles, and Frank re: enrollment and programs. The meetings generated questions, such as: What data we have that we are collecting; what barriers do we have to communicating programs we have? Marketing issues were discussed and Esben will meet with Carol H. He needs to continue discussions re: data needs and identifying barriers, e.g., facilities - need for specialized space and equipment, number of students allowed in a classroom. If the College wants to grow in science programs then it needs appropriate facilities. Also, how do we use our current space? What are enrollment growth targets? How can we maximize existing resources, use them more efficiently? What new areas of growth should be attempt?

Are we getting specific information that will help with developing programs for growth? New directions in areas may allow growth, e.g., Health Informatics.

Responsibility: Esben will report further on this item at the 7/22/2013 meeting.

C. Other Issues:

1. Responsibility: Milton will finish ARPD and CPR for Admin Services by August 15 and submit them to the Chancellor.

2. Admin Staff Retreat will occur on August 13, 2013. If needed, part of this retreat will be for Accreditation issues. Also, we will look at budgeting and planning and
3. **Responsibility: Leon** will call a meeting with Academic Deans and VCs on Teaching Equivalencies.

4. **PCARDs: Leon** directed Milton in writing that PCards should be issued. Leon asked VCs and Deans to inform him if anyone in their units needs a PCard.

   **Responsibility: VCs and Deans** to inform Leon if anyone in their units need a PCard.

5. **Responsibility: Leon** will review issues on campus concerning APT and secretarial overtime. Overtime is being reviewed.

6. **Responsibility: The Deans and VCs** are asked to:
   (a) Manage their budgets. We need to review all accounts assigned to the area and ensure that all accounts are assigned to the correct areas and that all personnel are assigned to the correct area. Funding will be assigned to areas and managed by VCs and Deans according to ARPDs and CPRs and the Strategic Plan.

   (b) When reviewing personnel in an area, if they are not on the organizational charts in the correct place, VCs and Deans are to: inform HR so that the org charts can be updated (usually done in July) using an SF1 form; ensure the Employment Account Code (EAC) is correct; ensure the Fiscal Account Code is correct.

   **Responsibility: Milton** will provide electronic copy of personnel name, position number, Employment Agency Code and the account code to which the position is being charged.

   **Responsibility: VCs and Deans** will check all account codes to ensure costs are being properly charged and accounts are properly funded.

7. **(2013-7-8) Responsibility: Admin Staff** will send Leon ideas on how to improve collection and reporting of data by July 29, 2013. Linda Johnsrud announced that the UH system is moving from IPEDs to some set of data re: the Hawaii Graduation Initiative scorecard - for example the certificate of achievement is not referenced in indicators. What data elements best illustrate the successes of the College?

   **Responsibility: Sal** will call L. Johnsrud to determine if there is more info on new system is Johnrud available to come to KCC.

8. **(2013-7-8) Responsibility: Patricia, Esben, Carol H., and Sal** will reflect the NIMS guidelines and materials given by Faye in the KCC Emergency Response Plan. Carol H. will convene the group and report back to Admin Staff Council by 8/15. Milton will function as support to the group.

The group met once and will continue working on the Emergency Response
Plan template provided by the UHCC system in order to adapt it to KCC conditions, resources, and needs.

**9. Responsibility: Mona, Trude, Frank, Sal** will be comprise the Committee to refine the Budget Work Group proposal by July 23, 2013. Mona will convene the group.

**10. Responsibility: Sal** will announce the PPAC will be meet on August 15, 2013 - Completed


**Other:**

1. Sight visit from NSF re: under-spending by our partners.

2. Carol has put Patricia O’Hagan in contact with a grant proposal possibility for Health Informatics.

3. The KCC Culinary team will be going to the National Culinary competition on July 24, 2013.

4. The cigarette disposal unit near Manele was on fire today. Esben called security and put out the fire

5. Salaries are supposed to revert back to original salaries for administrators.

6. **Responsibility: Louise and Mona** will send Sal a professional development funding for 2012-2013; Trude will send CE enrollment for that period.

7. Nawaa - wants permission for Hawaiian Hale on campus - 20 feet by 30 feet - on side of Manele

**Responsibility: Nawaa** will show plans to the Admin Staff

**D. Post Admin Staff Meeting for VCs and Deans**

1. Teaching Equivalencies - Leon

Campuses will have to pay for Teaching Equivalencies.

In a discussion concerning the workload of 11 month employees at the UHCC Academic Affairs meeting it was suggested that three TEs per month in the summer, therefore 6 credits for summer, added to the 27 credits for an AY would result in 11-month employees being required to work 33 TEs per year. *This determination of*
summer teaching load has not been approved as policy.

Projects for TEs will have to be reported in the Banner Report and will have to be calculated for TEs.

The College must implement the TE policy. If there are exceptions that exceed criteria, there can be further compensation.

Teaching Equivalencies issues:

Communicate to faculty and department chairs and explain that this is a matter of policy / contract compliance.

VCs and Deans will review AY 2013 numbers to determine how/whether the policy affects a department chair - e.g., how many personnel have to be managed?

Responsibility: VCs and Deans will meet on July 23 to review how to best implement the TE policy.

[* These minutes reflect two changes to the minutes that were sent to all faculty and staff via email, July 19, 2013: (1) Ann Ishida Ho was mistakenly listed as being absent from the meeting; (2) this document clarifies that the discussion concerning the teaching equivalencies for 11 month employees was not a policy but only a discussion within a meeting (Teaching Equivalencies, page 6).

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: Salvatore S. Lanzilotti

2013-7-15 Admin Staff Council minutes rev fin_errata.docx