Title: Chancellor's Administrative Staff Council Minutes

Place: ‘Ilima 202A

Date: July 1, 2013

Time: 1:30 p.m. – 3:30 p.m.

Admin Staff Members: Esben Borsting, Nawa a Napoleon, Bob Franco, Kelli Goya, Frank Haas, Milton Higa, Carol Hoshiko, Salvatore Lanzilotti, Mona Lee, Conrad Nonaka, Patricia O’Hagan, Louise Pagotto, Trude Pang, Leon Richards, Charles Sasaki, and Dawn Zoni

Members Absent: Bob Franco (sabbatical), Kelli Goya, Mona Lee, Louise Pagotto, Dawn Zoni

Guests:

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona
N/A

2. Update for the World Indigenous People’s Conference on Education - Nawa a
Nawa a reported on the cost of keeping the stage up after graduation and how the conference will cover the cost.

Carol H. suggested a presentation for the community-at-large at the Chapel, as well as a possible activity for the community to share in the conference.

3. Parking at KCC - Milton
Milton reported that KCC has been approached to assist Hawaii 5-0 with its parking needs by utilizing the campus, e.g., by using the space behind Olapa. This area was initially graded as a staging area for construction. The area could be graded further and gravel placed in the area. The benefit to the campus would be additional parking for students after the production is complete.

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.

Two requests were processed and approved.
2. Update on 2012-13 FY allocation and expenditures update – status report. - Milton

[Focus: Prepared in communication with UHCC system office. The update will include unfunded obligations – things the College must do but no funds are given to implement them, and therefore, funding must be set aside, e.g., 3% raise, payback, teaching equivalencies, UH Foundation assessment, Banner, and other assessments.]

Milton was asked to present an explanation of the 2012-13 year’s budget that is about to close.

Legislature has made broad-based reductions in GFs. The Legislature did not appropriate funding specifically for the faculty contract, nor for certain aspects of the collective bargaining contract. For faculty, particularly, there have been years when some percentage of the faculty contract would be funded by legislature and some absorbed by the UH System. For the current contract, the legislature left faculty contract as an unfunded obligation. In 2013-14 the College will have to cover the faculty contract from its GF and TFSF.

According to the General Fund Appropriation for 2012-2013, the College’s Total Allocation, and the projected Tuition and Fees, etc. the Legislature’s General Fund Allocation covers 55% of the College’s budget.

Traditionally, there has not been enough allocation to pay for general funded personnel. Therefore, the College uses tuition and fees to cover the deficit. Systems office has surplus GF monies, e.g., for maintenance. GFs do not carry over and must be expended in year appropriated. UHCC system exchanges the funds with CC for tuition and fee funds – an even exchange.

**Responsibility:** Next Admin Staff meeting Milton will review the 2013-14 budget allocation. Milton will review actual expenditures for 2012-2013 and compare those to the Total GF & TFSF available for that year, and then review the FY 14 budget.

3. Workforce assessment – forecast of jobs in Hawaii & relation to KCC programs - Esben

Esben discussed Burning Class Technologies on-line database of info regarding the current job listings for the Hawaii region. Esben suggested use of Hawaii Workforce Infonet data to start initial look at official forecasts for the State based on strategic planning targets. Also, he suggested the College participate in Burning Glass Technologies free trial to determine potential opportunity of the resource. Finally, he suggested contracting SMS to discuss the possibility of implementing survey similar to Windward study.

Esben asked, “What is the question we are trying to answer?” Growth? Alignment?

Discussion: The College has the entry programs for all the “Demand Occupations” already.

**Responsibility: Patricia, Chris N., Trude, and Ann Ishida-Ho** will discuss the possibilities of opening additional program space for military students and report back to the Chancellor.

Questions: Do we move to ensure that Arts and Sciences offerings allow students to transfer to one of the four-year colleges in the UH System? Are there areas we should move into? Do
we need to develop new aspects of areas we already have, e.g., in Health, Business, etc.? Do we need to assess wants of students and industry leaders (employers)? Are there System licenses that we can utilize to mine data?

**Responsibility:** *Esben will meet with the academic deans and two VCs* to discuss the products available for our community and to review and discuss these questions. In addition, the discussion will address enrollment issues focused on STEM, Native Hawaiian, 25 to 49 year olds groups for enrollment; transfers; and performance objectives; The College needs to be able to communicate KCC has the programs necessary for developing and furthering a career. Different messages will resonate with different groups. *Carol Hoshiko* will be involved in the discussions so as to be able to understand and propose the marketing issues involved.

4. **Emergency Preparedness Plan - revision schedule**

**Responsibility:** *All Admin Staff* must complete the Emergency Preparedness courses by July 8, 2013 – 100, 200, 700, 800 - and *Milton* report on the progress to date.

**Responsibility:** *Patricia, Carol, Esben, & Salvatore* will submit to the Admin Staff Council a revised Emergency Plan based on guidelines and NIMS materials by August 15, 2013.

5. **"Pathway Presentation/Panelists for Convocation" Update**

No report

6. **Accreditation Follow-Up Report Update**

N/A

**C. Others:**

1. **PPAC**
   - Next Meeting and Agenda Items
     - Role Clarification
     - Reflective Activity Debrief

N/A

*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 Lanzilotti

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