A. Information/Reports (for Transmission):

1. Enrollment Management - Mona
   Includes update on policy in regard to when KCC closes acceptance of applications in relation to our sister Community Colleges and student need.

   Next week is the purge date. We are ahead in awarding financial aid, therefore we should purge fewer students. Funds based on enrollment have a direct bearing on lecture hires, sabbaticals, teaching equivalencies, and other resource allocation decisions. Thus, we need to recruit and retain students.

2. Update re: Emergency Preparedness Courses - Milton
   Milton will update the Admin Staff Council on Admin Staff completion of FEMA courses, 100, 200, 700, and 800. 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.

   Milton will encourage a few members to complete the courses by 7/29/2013.

3. PR Issues - Louise Yamamoto
   The College is working on setting up a time when Susan Lee can present the UHCC Strategic Marketing and Communications Plan (FY 15 - FY 17). This includes, "Go Forward", a system-wide plan for student enrollment, retention, and increasing graduation rates.

   Responsibility: Louise Pagotto will suggest to Louise Y. that August 20 is a better day.

2) KCC Meeting and Reception for Retiring UH Pres. MRC Greenwood Wednesday, 2:30pm – 3:30 pm
B. Action Items and Updates:

1. Travel Requests - Milton
   All 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.

   Two requests were reviewed and approved.

   Currently, preliminary analyses suggest that general fund and tuition fund expenditures were higher than GF and TF for 2012-2013, resulting in the need for the College to use $2.6 million from the previous year's carryover.

   It is not clear how the Legislative allocation will be distributed to the campuses for 2013-14.

   **Responsibility: Milton**, at our 7-29 meeting, will report on final numbers for 2012-13 i.e., closing the books on 2012-13, and provide initial numbers for 2013-2014 so that we can begin planning.

3. Update: Accreditation Follow-Up Report & Technology Plan - Sal
   **Responsibility: Admin Staff** read the Technology Plan and comment in writing; Drafts for Recommendations will be submitted by July 22, 2013, including revisions to the drafts previously submitted.

   Mary is revising the Technology Plan to include a overall vision of where the College is going in terms of Technology development. The vision will be based on the expertise of CELTT personnel and the CPRs and ARPD needs as established. It will also address the issue of centralized or decentralized system for technology development at the College, as well as all budgetary implications of the various elements of the Plan.

4. August 15, Chancellor's PPAC Meeting Agenda - Leon, Charles, Sal
   Possible Agenda items include:
   a. Role Clarification & Reflective Activity Debrief
   b. Budget Work Group
   c. OFIE CPR and specific attention to the Institutional Improvement Matrix.
Responsibility: **Charles and Sal** will meet concerning a presentation the discussion for PPAC feedback and develop a PPAC agenda and plan.

5. Accounts Review for Budget Management - VCs, Deans

**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.

Two issues need to be addressed:

a. There are three documents the System uses to keep track of personnel, PeopleSoft documentation, VJ Table, and appropriations based on position numbers, which are found on the Organization Charts. The three sources are not aligned throughout the system.

Leon asked Milton if it is possible for the deans and VCs to obtain info so that they can correct their printouts re: people not in their unit but on their budget?

**Responsibility: Milton will invite Kelli Brandvold to clarify the process for rectifying the differences in the documents.**

b. The other issue is to clear up the number of account codes on the books. There are account codes that were thought to be cleared but have not been. A 2003 memo stated that all accounts with debits were to be cleared, e.g., Lifelong Learning Center in Waikīkī, which is now defunct. Administrators need this information to better manage their budgets.

The accounts and the personnel issues must be resolved so that deans and VCs can better manage their units.

**Responsibility: Milton** will review these processes in his Wednesday meetings with the VCAA, VCSS, OCET, and HR and BO and report back to the Admin Staff Council on July 29 with **Kelli Brandvold.**

C. Follow-Up Issues:

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

OfIE and OIA do not have PCards; Trude and Ann (CE) need to be trained before receiving them.

2. Leon will review issues on campus concerning APT and secretarial overtime.
Responsibility: VCs and Deans will monitor overtime and HR will provide a report to the Chancellor at the end of the fall 2013 semester.

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

The Accreditation team asked that the planning processes be integrated with resource allocation. It specifically asks for a planning timeline that demonstrates integration with the budgeting process.

The group will address workgroup guidelines: clarify the workgroup responsibilities, be more inclusive of planning document and processes, clarify cycle of the budget process, and involve broader group of CC members.

It was stated that the Committee will not making allocations. It will review the planning documents and set priorities for funding decisions and identify requests and activities needing resources within those priorities.

If the Committee is a sub-committee of the PPAC, will its decisions will go back to the PPAC for discussion and approval before going to the Chancellor?

Frank distributed an outline for a budgeting and planning integrated process.

Summarizing the discussion that ensued, based on the Accreditation Standard, there is a need to codify, through a general policy or guideline (and/or individual guidelines) for all processes related to resource allocation the relationship between planning, budgeting, and resource allocation. The policy or guideline must include formal review of assessment data related to institutional and/or program goals and objectives and the setting of priorities for allocation of resources within the priorities established by the University system, the UHCC, and the College’s Strategic Plan. In addition, the policy must establish that decisions and actions on resource allocation, such as providing for sabbatical, teaching equivalency, attendance at conference, professional development, travel, etc., as well as for funding of overtly expressed requests in ARPDs and CPRs, whether they be for specific amounts of money, or time, space, equipment, human resources, etc., must be made on the basis of the priorities that have been established through the College’s planning processes and the amount of funds available after all fixed and obligated funds have been set aside, in an holistic, integrated, established, open, and transparent manner. Finally, we need a system of communication that not only disseminates the information that results from the above process but that can clarify the process to all who need it.

4. Website Improvements.

Kevin Andreshak and Mary Hattori will discuss the iPad Cart project at the July 29th Admin Staff Council meeting, while Raphael will discuss the website at the August 5th meeting thanks to Louise Pagotto’s sorting this out.
Responsibility: **Presenters** will discuss, in addition to the topic itself, how the projects are tied back to planning, assessment, budgeting, and institutional improvement.

5. Responsibility: **Louise and Mona** will send Sal a professional development funding for 2012-2013.

Sal, along with Louise Pagotto, have asked Carol Masutani for the numbers.

Responsibility: **Leon, Milton, Bob** – will discuss and identify the areas needing assessment and analysis and develop a system for providing the reports needed every May/June so that BO, HR, and OfIE can schedule them accordingly.

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

Nawaa will first bring this item to Kalāualani and then back to Admin Staff.

D. Issues for future Admin Staff meetings:

1. **Workforce assessment for jobs in Hawaii re: KCC programs** (7/8) Esben

7/22/2013 Esben will report on HI workforce needs in relation to KCC programs and how the College will address enrollment issues focused on STEM, Native Hawaiian, and 25 to 49 year old student; transfers; also, performance objectives and the marketing implications.

2. **Responsibility (7/8): 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.

***Responsibility: Sal*** report to Linda that the certificate of achievement is not referenced in the indicators.

3. Revision for the Emergency Plan, based on guidelines and NIMS materials, to be completed by **August 15, 2013** by the Task Force - Carol, Esben, Patricia, and Salvatore.

Carol has communicated to the group and is organizing meetings.
4. 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 an planning and record cleanup.

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

6. **Responsibility:** VCs and Deans will meet on July 23 to review how to best implement the Teaching Equivalency policy in the fall, 2013 and report back to the Admin Staff on July 29.

7. Update on "Pathway Presentation/Panelists for Convocation" – Kelli

Kelli and Frank have confirmed panelists to present re: Pathways, e.g., Sheldon Tawata, LaVache Scanlan, Maria Bautista, Derrick Choy from West Oahu; also, they are looking for a member of the Small Business Admin or an advisory council member from the CTE programs.

8. Curriculum Central system will migrate to the Kauali System. April Scazzola from UH will coordinate the project initially.

*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](http://quill.kcc.hawaii.edu/page/governance)) and log in to Administrative Staff Council.

Submitted by: Salvatore S. Lanzilotti

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