Title: Chancellor’s Administrative Staff Council Minutes

Place: ‘Ilima 202A

Date: July 8, 2013

Time: 1:30 p.m. – 3:30 p.m.

Admin Staff Members: Esben Borsting, Nāwa’a Napoleon, Bob Franco, Kelli Goya, Frank Haas, Milton Higa, Carol Hoshiko, Ann Ishida-Ho, 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), Dawn Zoni

Guests:

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona

   Enrollment for Summer 2013 decreased only 1% from last year; non-resident enrollment increased 8% and helped balance the reduction of 5% resident enrollment. Fall enrollment for non home-based students has decreased.

   Responsibility: Esben and VCs and academic deans will review the success of orientation and pathways efforts to assist in determining various classes and/or programs that need to be offered to increase enrollment.

2. Council of Chancellors (two meetings) - Leon

   a. Leeward CC runs their financial aid reports everyday so that a student can obtain the status of his/her financial aid request. Daily reports afford students the opportunity to provide immediate responses to the College if there is a need for further information. Pell is retroactive, thus the College can award at the end of a semester.

   b. Susan Lee will be invited to the campus re: the UHCC Marketing Plan. We need to coordinate the KCC marketing plan with the UHCC Plan.

   c. Budget – Funding for the upcoming year for KCC is problematic. Enrollment impacts this campus as only 55% of the KCC budget is funded by General Funds provided by the Legislature. We will review all expenditures to ensure fiscal responsibility, one of our Strategic Goals and an ACCJC requirement; for example, the effect teaching equivalencies are having on the KCC budget; the impact of the 3% increase in faculty salaries and the payback to faculty that currently must be covered through the College’s tuition and fees. Also, instances where positions that are not authorized by the legislature but the General Fund is charged for paying fringe benefits will not be allowed anymore.
**Responsibility: The Deans and VCs** are asked to:

1. 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.

2. 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.

(d) Destiny – Trude reported discussions continue on this at the Systems level.

(e) Council of Chancellor’s Retreat is August 30, 2013.

(f) Hawaii Graduation Initiative Completion Score Card 2011-12 for KCC was distributed. Discussion ensued as to what benchmarks should be used to accurately indicate the achievements of the College.

**Responsibility: Admin Staff will send Leon** ideas on how to improve collection and reporting of data by July 22, 2013.

(g) The President was given authority by the Legislature to move funds from one campus to another.

(h) Excluded employees salary corrections have been delayed.

(i) Supplemental Budget will have one item, faculty pay increases, plus anything to do with health and safety issues.

(j) The BOR asked the University to draft memo enumerating strategies that lead to student success so that it can endorse them officially.

(k) eblast – if a student registers as a first time entering freshman in fall 2013, and completes 30 credits with a 2.0 by May 2014 he/she is eligible to receive a semester of free textbooks.

3. **Emergency Preparedness Plan - Revision Schedule**

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: 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. In addition, the Admin Staff will complete all four FEMA classes, 100, 200, 700, and 800 by July 15, 2015. Trude and Nāwā are asked to complete 100 and 200 by 7/15/13.
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.

**Responsibility:** 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. Mike Unebasami will discuss these issues tomorrow at a special meeting at KCC.

Legislature is looking at tightening regulations on hiring, e.g., the Colleges are asked to report to the legislature the College from which all hires were graduated.


Prepared in communication with UHCC system office, the update will review how the 2012-2013 funds were spent (expenditures) and the end of the year balance. Milton will also include un-funded obligations – items the College must implement but for which no funds are given, and therefore, funding must be set aside, e.g., 3% raise, payback, teaching equivalencies, UH Foundation assessment, Banner, and other assessments, as well as how these areas may affect the 2013-2014 budget.

**Responsibility:** Milton will present this analysis at the July 15, 2013 meeting.

3. Budget Work Group - Leon

Based on the ARPDs, CPRs, and the KCC Strategic Plan, the WG will make a Budget Plan for the College, e.g., which institution-wide initiatives will be funded off the top. The Budget Work Group will then determine from the College allocation and the three VCs and the Chancellor will divide the funds accordingly for their units. The VCs then take the funds and allocate to the areas and departments in their units.

The purpose of the WG is to broaden the participation of the budget processes.

It was stated that for this to work it is essential to receive the quarterly reports and monthly update reports so that the WG and the administrators can monitor spending.

Questions included:
- Budget Allocation Plan – What is it?
- What is role of PPAC related to this plan?
- WG – what institutional items should be in Budget Allocation Plan?
- Will the Chancellor and VCs be responsible for allocating funds further to their units?

There was a spirited discussion concerning the Budget Work Group proposal and the ACCJC
Recommendations concerning improving the budgeting process at KCC. Given the Budget WG Proposal, the Chancellor accepted a recommendation for a committee of the Admin Staff Council to refine and improve the Budget WG Plan. What makes sense? What are some operating guidelines for this group to use to make decisions?

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

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

Sal distributed the Follow-Up Report schedule. He reminded the group that the Recommendation responses should include language that illustrates the collaborative and systemic nature of decisions, the latter including planning and budgeting, as per ACCJC Standards.

5. PPAC Next Meeting date and Agenda Items - Leon

- Role Clarification
- Reflective Activity Debrief

Agenda:

1. 3-year strategic UHCC Marketing and Communications plan – S. Lee

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

**Responsibility: Sal** will announce the PPAC will be meet on August 15, 2013

C. Others:

1. "Pathway Presentation/Panelists for Convocation" Update - Kelli

   N/A

2. Workforce assessment – forecast of jobs in Hawaii & relation to 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.

3. Milton will finish ARPD and CPR for Admin Services by August 15 and submit them to the Chancellor.
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 and planning and record cleanup.

5. Mike Unebasami will discuss Budget Issues tomorrow on campus at 1:00 pm in Ilima 202A. Administrative Staff Council will attend.

D. Post Admin Staff Council Meeting: (Chancellor, VCs, and Academic Deans)

1. Teaching Equivalencies - Leon
   - Need to communicate any changes in teaching equivalencies, as this is a contract issue to go into effect in the fall 2013.
   - Need to ensure that all programs are covered for spring.
   
   **Responsibility: Leon** will call a meeting with Academic Deans and VCs on Teaching Equivalencies.

2. PCARDS - Leon
   
   **Responsibility: Leon** will follow-up with Carol M and Milton re: that Cards will be issued to those who do not have them.

3. Overtime - Leon
   
   **Responsibility: Leon** will review issues on campus concerning APT and secretarial overtime.

*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