Title: Chancellor’s Administrative Staff Council Minutes
Place: 'Ilima 202A
Date: August 12, 2013
Time: 1:30 p.m. - 3:30 p.m.


Members Absent: Dawn Zoni (no summer attendance)

*Guests: Mart Hattori, Kevin Andreshak

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona
   Currently, enrollment is down for all community colleges on an average of 9%.

   Susan Lee will send students who have applied by not registered a post card asking them to register.

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/forms 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.

2. iPAD Cart Project - Kevin Andreshak and Mary Hattori
   Issues concerning ownership of the iPad and related software have been problematic due to not being able to use G-Funds for personal use.

   Culinary project – purchased 60 iPads and placed two books on the iPads. The ownership issues are being worked through, e.g., there may be different rules for different ebook vendors and the UH Bookstore. By 2015 Culinary will require students to buy their own iPads and purchase the books on their own.

   Three different models are being considered:

   1. KCC purchases devices - configures iPad and lend hardware and ebooks to students; students not allowed to add anything personal to the iPad and some functions are restricted.
   2. KCC purchases devices - give them to students and they purchase own books, itunes and personal info.
3. KCC purchase devices - configures iPad, installs books and allows student to install own books, itunes and personal info.
- Each model creates unique challenges for support and various levels of risk.

- One problem with managing iPad use is related to the portability of the iPAD, e.g., if a user has research data or personal data on the iPAD and the device is stolen then others would have access to the College and/or personal data.

- There is an expressed need to have devices such as iPads available so that CELTT and programs can test for research, therefore need funds for devices to test.

- CELTT is not ready to support use of iPAD as an institution; Microsoft is entering the market with similar Apps and Userbased ownership, Android/Google is launching Google Play for Education Fall 2013, market share is shifting. - Each "Brand" of device has their own unique procurement process, configuration settings software and support process.

- Based on the CELTT pilot, it is suggested that we ask students to purchase their own iPADs or similar device. BYOD is a good model used nationwide.

- Business office is sending all mobile device purchases to CELTT.

- CELTT will track feedback from Culinary iPad pilot.

Technology Plan – first draft is being changed, e.g., base Plan on Strategic outcomes that involve technology.

3. Update: Accreditation Follow-Up Report & Technology Plan - Salvatore
Change in KCC Schedule, etc.

**Responsibility: Susan Murata, Bob Franco, Salvatore Lanzilotti, and Leon Richards** will pull together a first draft, available for the Admin Staff Retreat (8/13/13) for review. A second draft will be ready for the Convocation (8/22/13) for review by all faculty, staff, and administrators.

All Admin Staff Council members have received all recommendations. Members were asked to review them and determine whether or not we have met the recommendation. Bob suggests we look at key terms in the recommendation; bold the words that you see as essential to the recommendation and read for those words. Comments are due to Bob by the end of the week.

4. August 15, Chancellor’s PPAC Meeting Agenda - Leon, Charles, Salvatore
Possible Agenda items include: a. Role Clarification & Reflective Activity Debrief
b. Budget Work Group; and c. OFIE CPR and the Institutional Improvement Matrix.

**Responsibility: Mona, Charles, and Salvatore** will finalize the agenda (see Recommendation 9 for discussion on PPAC)

Finalize after conversation on Recs 1 & 9 tomorrow at the Admin Staff Retreat.
5. Teaching Equivalency Implementation - Update - VCs and Deans

N/A

6. Admin Staff Retreat Agenda - August 13, 2013 - Anne, Louise, Kelli

Begin at 9:00 a.m. Esben will facilitate morning and Patricia will facilitate afternoon.

Should have a note taker not part of the group. Charles secretary will be asked.

   a. Accreditation is first thing in morning. Focus on substance – what is missing – if missing information, who has it, how do we get it? We will give the info to the writer of each recommendation.

   b. Improving communication – Esben

Working Lunch

   c. Overarching planning for next year – one thing focus to achieve

It was agreed that we would take whatever time needed to complete the review of the recommendations.


   Responsibility: Leon will finalize the Agenda

C. Future Issues:

1. 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.

2. 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.

   Collected data from some state resources. Need license to get more specific data. Met with deans re: growth opportunities and strategic enrollment management. Also, discussed possibilities in marketing and communication – unified goal and strategy needed for enrollment from different areas.

   Challenge to get word out on existing programs.

   Draft marketing plan from vendor – Frank Haas. Have tag line that is being vetted on campus and tested.
CPRs are supposed to be used to determine if program is meeting needs of workforce. Need to refine the CPR process – should anything be cut, changed, added to make our programs more aligned with workforce needs. (Frank H.)

**Responsibility: Esben, Frank, and Carol** will conduct joint presentation to the Admin Staff Council on these issues, e.g., targeting Native Hawaiian, STEM, 49+ students, etc. after Susan Lee’s presentation on August 20 so that they can see what the UH system campaign focus.

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

4. **Update Emergency Management Plan Work Group** – Carol H.

Emergency Management Plan group met today to finalize the plan. Need Emergency Management Committee, emergency management coordinator, building coordinators, more people on Emergency Response Team, need date for spring field test, need expert to evaluate college ability to lock down.

**Responsibility: Carol** will work with Sal to give an update on the issues stated above.

**D. Announcements to Read:**

Please read all Recommendations 1-9 (sent on Sunday) for discussion on Tuesday.

**Others:**

Leon reported on the Council of Chancellors that include a variety of issues:

- If the Legislature is not forthcoming with funds for UHPA contract then campuses will have to cover the costs.

- Manoa wants more funding for athletics. Council of Chancellors did not approve.

- West O‘ahu asked for additional funds for its general fund operating base.

- Legislature – do not expect anything; expectation is budget restriction.

- BOR – moving to Committee structure – some committees already established. Items will be assigned to committees.

- Regents have asked for public forum on financing public higher education. Therefore there will be a community forum: Public Higher Ed Forum – led by Linda Johnsrud – *Hawaii Public Education Higher Ed Forum – who pays, who benefits, what has changed?* November 1, Friday, at the East West Center.

- Directions for the University – Second Decade, HGI, Strategic Plan Compliance for financial aid.
UHPA wants to open negotiations now.

Student workers compensation – suggestion = 3% pay raise across the board. Meaningful pay is the issue.

President has asked all campuses to review Temporary unbudgeted positions – remove off of general funds. Legislature will make sure that Temp positions are not supported by G funds.

Other Items:

Charles assumed MKC responsibilities and LP is now responsible for Catalog

Lori Sakaguchi has returned to BLT and Melvin Jadulang will move into her position.

STEM students were honored at City Council for their accomplishment on the national level.

Trude – Internal reorganizing at CE – fine tuning the structure developed since last August.

Patricia - Last cohort of former nursing curriculum just finished; all nursing students will now complete the new curriculum.

Louise - Looking at account codes so that everyone is in appropriate organization chart. They have all EAC codes and account codes for all faculty.

Frank Haas – discussion with TIM school; HTA wanted CCs to Manoa – articulation of courses; TIM took courses and does not want to articulate. Therefore, proposal to go to U of New Mexico. KCC looking to do 300 level courses and will work with West Oahu.

Carol - Homeless encampment on CIP site. Community wants something done about this.

*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
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