A. Information/Reports (for Transmission):

1. Enrollment Management - Mona

Mona reviewed enrollment status - the trend remains that we will have fewer students enrolling. There is need to determine what groups the College should focus its marketing efforts toward.

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.

2. PPAC Debrief for Recommendations and Clarify & Strengthen (Rec. 9) & Follow Up Report Update - Bob, Salvatore

a) After Charles reported on the themes of comments from members at the 2013/4/30 meeting Salvatore presented the Chancellor's vision for the PPAC (as the Chancellor was on medical leave). The presentation included the requirements of the ACCJC Recommendation 9 and a review of the governance structure established by the BOR as it relates to KCC. Finally, based on the results of the reflective activity assessment presented by Charles, the presentation included the Chancellor's proposals to clarify and strengthen the role of the PPAC: (see attached:
(1). Proposed to change the name of the PPAC to the Chancellor's Advisory Council (CAC) in response to suggestions to insert “advisory” into the group's name from the members on April 30, 2013 in order to clarify the role of the PPAC.

(2). The role of the PPAC as an advisory group in contrast to the AGOs which have BOR authority to advise and recommend in specific areas in the name of specific constituents.

(3). a. To clarify and strengthen the role of the PPAC members are reminded that they are responsible for two-way communication. The PPAC members play an essential role in the flow of communication between the Chancellor and the administration and the College's department-, unit-, and organization- members. It is important that PPAC members disseminate and clarify the information presented at PPAC meetings to their department-, unit, and organization- members and that they report information to the PPAC that is appropriate for the group to discuss or referred to the appropriate individual or group.

For example, the PPAC will receive a briefing of the state of the College at the beginning of each semester, e.g., budget, planning, enrollment, and other goals and objectives will be reviewed and discussions will occur concerning how to improve results. This information is to be shared with members' constituents.

(3).b. As much as possible, information will be sent to members from the Chancellor's office and VCs and deans will follow-up to ensure that members disseminate that information appropriately. This will reduce the amount of one-way communication at meetings, an issue mentioned in the 4/30 assessment.

(4). To clarify and strengthen the role of the PPAC the Chancellor will create work groups within the PPAC; also, disappearing work groups will focus on specific topics, e.g., membership and representation.

b) PPAC FEEDBACK from the group re: Chancellor's proposal:

- Point: requested that difference between VCAC and PPAC be clarified, i.e., policymaking at PPAC and operations issues at the VCAC and that the same presentations not be given at both meetings.
- Point: the PPAC needs to establish a cyclical pattern: meeting to set agenda for the year; meetings managed differently, having working groups with the best people in them, (need manager to manage groups).

- Point: meet once as an entire body at the start of the semester (like “state of the “state”). Then let the working groups work and when they are ready to report, the group comes together to review.

Response: the administration will reduce confusion between PPAC and VCAC roles and the issue of redundancy of presentations, e.g., we can do a better job at separating policy issues and operation issues when making meeting agendas to help clarify the differences between the two groups and we can determine where a presentation should be given, i.e., to one group or the other.

- Point: may need to revise the PPAC document.

- Question: concerning the role of the PPAC in relation to policy, planning, and assessment if the name is changed.

Response: These processes are going on all over the campus. For example there is assessment in departments & OFIE, planning in ARPD, CPR, etc., planning for LRDP. The PPAC will continue to advise the Chancellor on all the issues brought before it, including issues that concern policy, planning, and assessment. That is not changing. The name is being changed in response to the issue of clarifying the role of the PPAC, i.e., that it is “advisor” to the Chancellor.

In addition to the information generated by the reflective activity assessment, the members were informed that the Chancellor would review their comments and the proposals and present his decisions concerning the proposals to the PPAC at the September 3rd meeting. The Chancellor is considering six work groups and a membership/representation disappearing work group.

3. August 22, 2013 Convocation Agenda: Proposed: Accreditation Update
   - Leon

Executive Administration Assessment 2012-2013, ACCJC Follow-up Report

Bob, Louise, Susan, and Sal will present a briefing on the responses to the
nine Recommendations. Afterward, each table will be asked to respond to the following questions:

1. Does the narrative fully address the Rec?
2. What needs to be added?
3. What should be deleted?
4. What other suggestions does the group have for improvement of the narrative?

Bob will compile the comments and send them to those writing the Recommendation responses so that they can be integrated into the College’s response where appropriate.

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 HI re: KCC programs (7/8) Esben w/VCs & Deans

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 based on statewide workforce data.

3. Update Emergency Management Plan - Carol H

Suggested needs: Emergency Management Committee, emergency management coordinator, identified building coordinators, Emergency Response Team backup members, date for spring field test, 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:

1) Reminder: "Go Forward! Agree to Degree," tomorrow at 1:30pm in
`Ohi`a Auditorium. Because of a family issue, Susan Lee will not be here but Louise Yamamoto will roll out the System wide marketing initiative.

2) "Pledge Day at KapCC", September 5, 10:00am - 1:00pm. Cox Radio will be on site from 11:00am - 1:00pm for a live remote. Please encourage your constituents to be on site for crowd presence. Lots of giveaways. Pledge Day will be discussed in tomorrow’s "Go Forward!" presentation.

3) Special Luncheon by Hawai`i News Now (HNN), September 12, 2013. Every 2 years, HNN holds a luncheon for its corporate clients and partners. 2013 happens to be the biennial year for this event and KapCC’s CULN program will be preparing a special luncheon for 150 guests. Because of the number of guests attending, HNN is hiring its own valet service to help with parking. Please help by parking in faculty/staff stalls and kindly avoid parking in the visitors' lots behind `Ilima and `Ohia/`Ohelo Buildings.

4) AUW Softball Tournament
October 4, 2013, 5:00pm. After a brief hiatus, the tournament has returned and the venue is Les Murakami Stadium, UHM. VC Pagotto is our team’s contact.

Other Items:

*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
2013-8-19_Admin_Staff_Council_Minutes_rev_final