A. Information/Reports (for Transmission):

1. Enrollment Management

   Top 30 classes offering 200+ seats are all geared to Health Sciences. Manoa is retaining the students that once took classes at KCC; we are down 6% in this area. CTE is up 1% and non-residents are up 7%. We could accommodate only 63% of freshman for English and 54% for math. We will adjust capacity for spring semester. We need more English 100 classes.

   Advisors are doing a great job guiding students toward the basic classes; we do not have enough of what they need, e.g., English and Math and top classes as listed in the hand-out, e.g., Zoology, Psychology, Chemistry, Spanish, etc.

   Responsibility: Chancellor asked Mona for top 35 classes low enrolled classes; and 200 classes top and bottom 35 classes in terms of enrollment.

   Students need to get all classes needed before they transfer.

   Discussion:

   We need more faculty and rooms. Can we hire faculty for spring?

   What effect do reverse transfer and auto admit have on transfer rates. This year the 2\textsuperscript{nd} year classes were smaller. If students are transferring, where are they going? West Oahu is the only campus that is up; however our student transfers to Manoa are increasing.

   How do we plan and track our student behaviors so that we can determine what classes we should be offering? What are the new trends that will help us build our schedule?

   We need to have a more in-depth understanding of our own students because students at other institutions are staying home.

   Responsibility: Louise Pagotto will report on Teaching equivalencies in areas of high demand by students at the next Admin Staff meeting.
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. Debrief: August 22, 2013 Convocation - Leon, Louise, Bob, Kelli
   Bob reported possibility of doing the work electronically using iPads and computers – we received good feedback re: the 9 Recommendations.

3. PPAC Debrief for 9/3/2013 Agenda & Recommendations (Rec. 9) – Bob, Salvatore
   **Agenda:**
   - Recommendation 9: Clarifying and Strengthening role of PPAC
   - Recommendation 1: Budget Cycle
   Responsibility: Sal will send agenda to PPAC

4. Follow Up Report – Update Schedule; Things to Do; Issues - Bob, Sal
   **Responsibility:** Bob will make a schedule of dialogues for Recommendations for the campus.

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.

   Leon will work with Jeff Arbuckle.

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.

   Responsibility: Esben will report on September 3, 2013

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.

Carol has sent a draft plan to all Admin Staff and has next steps listed. She suggested the need for an 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.

Need to schedule 300 and 400 training.

Building coordinator – what are characteristics; someone usually in building, willing to help, evacuation plan and lock down plan clear, know everyone who has office in building.

Need each classroom with evacuation and lock down instructions.

Need communications plan for the Emergency Plan. People look at it; are encouraged to comment on it; edit and revise, and distribute.

**D. Announcements to Read:**

1) *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.

2) **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 ʻIlma and ʻOhia/ʻOhelo Buildings.

   **Responsibility: Frank Haas** will check as to whether or not this is an enterprise activity.

3) **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:**

Conrad: stated that they are starting the sixth annual Restaurant Week Hawaii, November 18-24, 2013, recruitment. This event supports the Culinary Institute of the Pacific at Diamond Head. For details please visit: [www.RestaurantWeekHawaii.com](http://www.RestaurantWeekHawaii.com)

Patricia: Hosted first forum on Hawaii health system and job training. KCC is working with JABSOM for training, especially in Community Health Worker.
Carol:  - Ran a workshop on Saturday for UHCC Health IT program.
    - Thursday going to Economic development strategy meeting.
    - Need archeological plan before can release bid for construction of CIP.

Salvatore:  Sent non-smoking and tobacco-products-free-campus information to all faculty, staff, and students. There has been a rise in students using e-cigarettes on campus even though they are prohibited as a tobacco-product. More education may be necessary.

*For accompanying documents and/or for access to all Administrative Staff Council minutes and documents please go to 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
2013-8-26 Admin_Staff_Council_Minutes_fin