A. Information/Reports (for Transmission):

1. Enrollment Management - Mona

Mona presented the enrollment numbers at present for fall 2013. All CCs are down in enrollment. We have trimmed the number of sections from last year based on enrollment; now we may need to add classes based on current data regarding student demand for specific courses.

Mona outlined enrollment initiatives for financial services, such as combining processing services for Veterans benefits, UH Foundation (UHF) Scholarships, and federal Financial Aid into a Financial Resources Unit in order to maximize amount of funding provided to each student; Establish a .30 FTE assignment from an existing KISC position to assist the college in distributing all 90+ UHF scholarship funds; and financial aid mini-lab for financial aid training with handbooks to be provided to all counseling and peer leaders once the lab is completed.

2. Update re: Emergency Preparedness Courses - Milton

Milton will update the Admin Staff Council on Admin Staff completion of FEMA courses.

Milton distributed a draft list of Admin Staff and the courses they have reported as completed. Milton will update the list to show all courses completed.

3. KCC courses taught in the high schools (Kuilei) - Sheldon (10 minutes)

Sheldon Tawata presented information concerning KCC's Dual Enrollment Program:
Below is a summary.

Dual Enrollment Data:
AY 2009-10 = 53
AY 2010-11 = 64
AY 2011-12 = 65

Fall 2013:
15 at KCC
13 at Kaimuki HS taking PACS 108
4 Jump Start Students (2 from Farrington and 2 from Kaimuki)

Future:
ENG 100 at Roosevelt High School in Spring 2014
Kaimuki HS is interested in starting a Middle College type partnership with KCC

Running Start and Early Admit students typically attend 4-year universities/colleges after they graduate from high school. We have the opportunity through these dual enrollment programs to attract more of these students to continue their studies at KCC after they graduate.

FYI, Gillian Desmond, a Roosevelt High School student that had a perfect score on the ACT will be a KCC Running Start student in the Fall taking MATH 205.

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.

N/A

3. Update: Accreditation Follow-Up Report & Technology Plan - Salvatore
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.

Technology Plan is under revision with Kevin Andreshak by August 13, the Administrative Council Retreat and the second draft by the Convocation.

Reviewed the Follow Up report schedule update.

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.

Suggestions from the Admin Staff for changes in PPAC include:
- PPAC will have work groups and all members will be on at least one work group.
- Establish a place to deposit PPAC-related documents; the PPAC needs a concierge.
Responsibility: Mona, Charles, and Salvatore will finalize the agenda

*5. Accounts Review for Budget Management - Kelli Brandvold, VCs, Deans.
   a. Kelli B., VCs and deans will update the Council on their efforts to review account codes to ensure costs are being properly charged and accounts are properly funded, e.g., review of personnel name, position number, Employment Agency Code and the account code to which the position is being charged.
   b. Milton will report on the clearing of account codes, i.e., 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.

Responsibility: Deans and VCs, using the August 5 payroll list as baseline, the list will be used by deans and VCs to compare to the organization charts and budget sheets. VCs and deans will identify changes needed in personnel assigned to each area. Deans and VCs will submit changes to HR through form SF1, using the last box on the SF1 to change the organizational charts.


Mona distributed the annual cycle of the integration of budgeting with planning and program review. This is a cycle that the College has been using but has never placed in writing as a formal cycle. It will be used to manage all scenarios. Minutes must be taken during the process. The College will clarify how budget and planning are integrated to faculty and staff.

Issues during discussion included:
- College-wide items, e.g., technology, should funding be taken off the top or be part of the Admin CPR?
- What areas should be separated from total discretionary funding as a college-wide effort, i.e., some things may be taken off the top others may not?
- Clarify how the Institutional Improvement Matrix is integrated with the budget cycle.
- How can we ensure information is flowing through CPRs into the Technology Plan?
- Reorganize IIM by time slots.

Mona, Frank, Anne, and Sal submitted a visual of how the Budget cycle is integrated with planning and program review.

7. Teaching Equivalency Implementation - VCs and Deans

Discussion concerning annual teaching load for department chairs.

Responsibility: VCs and deans will review TEs load.

8. Admin Staff Retreat Agenda - August 13, 2013 - Leon

Responsibility: Anne, Louise P, and Kelli will organize the agenda and a venue, etc.
Raphael presented a website concept for the College. CELTT is establishing a mobile friendly site with the design changes proposed.

Raphael suggested the need for five areas on the webpages to be make them student friendly: Home, About KCC, Campus Life, Admissions, and Academics

Raphael asked for clarification concerning marketing, as sometimes there is contradictory information between KCC and UHCC.

What is posted in the College’s name on Twitter and Facebook? Who is in charge of determining what can or should be posted? Does the College need someone to oversee what is posted on Twitter and Facebook sites; there needs to be routine posting for continuity.

**Responsibility: Raphael** will make recommendations concerning management of Twitter and Facebook information and what information should be shown on the six screens that have been installed in public spaces on campus.

10. August 22, 2013 Convocation Agenda: **Proposed:** Accreditation Update - Leon
- Announcements – welcoming faculty, AGOs, UHPA
- "Pathway Presentation/Panelists for Convocation" – Kelli
- Accreditation – Introduce document and Review (small groups give feedback)
- Intro new faculty and Service Awards

**Responsibility: Leon will finalize the Agenda**

C. Future Issues:

1. **8/12/2013:** Kevin Andreshak and Mary Hattori will discuss the iPad Cart project.

2. 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.

3. 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.

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

D. Announcements to Read:

– *Please Read – PR Issues* - updates will be sent by Louise Y via email

a. 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), possibly 8/20.
b. There will be no campus visit by President M.R.C. Greenwood.

*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
2013-8-5_Admin_Staff_Council_Minutes_final