A. Information/Reports (for Transmission):

1. Enrollment Management - Retention, Graduation - Mona

Update on targeted classes, e.g., English 100, Math 100 courses for spring semester.

There are now seven reports to define exactly what to do with Reverse Transfer student categories. Chad Yasuda from KISC is coordinating the reverse transfer processing for former KCC students.

A. 100% completion and ELIGIBLE reports:

1- Student eligible for Reverse Transfer AA and is continuing at 4yr campus – 286 students;
2- Student eligible for Reverse Transfer AA, however have dropped out of the 4yr campus this semester – 15 students;
3- Student eligible for Reverse Transfer AA, however have graduated from the 4yr campus this semester – 91 students;

B. 95% completion but NOT ELIGIBLE Reports:

4- Student NOT eligible for Reverse Transfer AA who have dropped out of college, however are within 5% of getting an AA. – 329 students;
5- Student Not eligible for Reverse Transfer AA who have dropped out from 4yr campus and are more then 5% from getting an AA – 152 students;
6- Student NOT eligible for Reverse Transfer AA who are graduating from the 4yr campus – 8 students;
7- Student NOT eligible for Reverse Transfer AA who and continuing at the 4yr campus – 13 students.

2. Student Publications - Mona

Dennis Kawaharada is overseeing the student publication journals. There will be three
new journals (Academic Writing, Creative Writing, and Science Writing), which will reflect the curricular diversity of the campus:

1. WAC/WI Journal – Ka ‘Imiloa: focus on academic and research writing in Humanities, Social Sciences, and CTE (Davin Kubota – faculty advisor);
2. Creative Arts Journal – Lē‘ahi: focus on creative writing and art – (Maiana Minahal – faculty advisor);
3. STEM Journal – focus on science writing and will feature 20 science poster write-ups from the last 5-6 years;
4. Student Reading/Publication Awards Ceremony being planned for spring 2014.

Mitchell Dwyer is the Kapi‘o Advisor (online newspaper).

Future Updates on BOSA and Student Conress will be provided at upcoming Admin Staff Council meetings.

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. Federal grants and RTRF travel should also be scrutinized carefully.
   
   Discussion on one of the travel requests resulted provided information concerning a project between KCC and the University of Mumbai. A roadmap for development of the Community College of Mumbai (CCM) and a Center of Excellence (COE) in Community College Development, Research, Teaching, and Leadership has been developed and submitted to the University of Mumbai leadership. Bob Franco is going to Mumbai to conduct follow-up work on the CCM and COE and to finalize writing of the Obama-Singh Initiative grant proposal, which is due Nov.1, 2013.

2. ACCJC Follow Up Report – Update - Bob, Louise P.
   Final copies from UHCC have been received. Susan Murata is gathering the signatures for the KCC Follow Up Report. We are awaiting word from ACCJC concerning how many teams will be visiting the UHCC system and when.

3. Admin Staff Revision Plan Implementation - Leon
   a. In October Admin Staff Council meetings will start the new schedule, i.e., on the 1st and 3rd week meetings the VCs and a representative from OCET will meet; 2nd and 4th the full Admin Staff Council will convene.

   The Chancellor will present a plan for the two groups next week.

   b. CAC – The Chancellor has requested the recommendations for the membership and representation from the disappearing work group. Without this information it is difficult to develop a meeting schedule. Currently, the schedule for CAC meetings remains the first Tuesday of the month.
Responsibility: Mary Hattori (chair) and the CAC disappearing work group - CAC representation and membership proposal is due.

Chancellor will begin monthly meetings with AGOs starting this week.

4. Emergency Plan ————————————- Carol
Update on ICS 300 training and implications for KCC.

- Need for training our "first responders," e.g., the security staff, maintenance staff, building monitors, etc. so that they can establish incident command in the "cold zone" and respond to the event. The EOC is staffed by the administrative staff in support of the incident command and the campus responders and first responders external to the campus.

C. Announcements to Read:

1) 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. Practice on Thursday 4:30 p.m.

D. Other Items:

1. C3T3 grant - CCs did not get a major grant of $25 million; but each state must get minimum of $2.5 million, which the UHCC office is sending to Kapiolani CC. A narrative and budget for the $2.5 million is due today.

We will start the projects here and then lobby to include them in C3T4 for expansion to other campuses.

2. Patricia O’Hagan proposed the date, March 14, for the College's Health Fair working with JABSOM and DOE. The purpose of the Fair is to generate student interest in KCC health programs and to promote KCC as a Healthy Campus.

3. Esben mentioned a webinar coordinated by US DOE - they are looking for more input concerning the direction of Title III.

4. Louise P. - Chief Academic Officers meeting on Wednesday - KCC is proposing a Certificate of Achievement in Dental Assisting.

A note to all department chairs was sent concerning ACCJC changing standards; Louise P. is hosting a meeting on general education standards - Friday at 12:00 noon, Naio 203.

5. Frank Haas announced that the new cafeteria manager will start work on Wednesday.

6. Mona Lee: a. Mini Financial aid lab to improve financial aid services at the college will
be staffed by peer mentors. The goal is to help some part-time students to become full-time by providing more funds.

b. New locations for the following services:

- Disability Support Services Office - Ilima 107
- Service Learning - Iliahi 117 & 118
- Mental Health Services - Iliahi 116
- Transfer Year Experience - Iliahi 127
- Kuilei High School to College Program - 128
- Military Veterans Program - Iliahi 129

- OfIE will move to Ohia 101 - 102 by end of September.

- Community Relations will move to Ilima 101 (Carol H., Louise Y, and Mary Inouye)

- Chancellor's exec assistant will start at the College on Oct 28.

- HR and Emergency Preparedness will use space in Iliahi 210.

*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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