Admin Staff Members: Esben Borsting, Nawaa Napoleon, Bob Franco, Kelli Goya, Frank Haas, Milton Higa, Carol Hoshiko, Ann Ishida-Ho, Salvatore Lanzilotti, Mona Lee, Conrad Nonaka, Patricia O'Hagan, Louise Pagotto, Trude Pang, Leon Richards, Charles Sasaki, and Dawn Zoni

Members Absent:

Guests:

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona

Discussion after Mona's presentation re: decrease in enrollment included the following:

- What is the percent of online courses we offer in relation to all courses?
- Now that we have made it easier for students to transfer, how many students are leaving the college as transfer students per semester?
- What classes do we need to add back in order to meet the needs of students?
- Which are the classes that most are increasing or decreasing in enrollment?
- Should an instructor teach all of his/her courses online? What are the problems with faculty who only teaching online?
- We need to look at what Kauai is doing and look at some of the guidelines.
- Laulima is not syncing fast enough.

Responsibility: Louise P. and Mona will begin addressing these issues at the VCAC.

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/format 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 Update & Directions - Leon

The following items were discussed at the 9/3/2013 CAC meeting:
- Name change to PPAC was voted on a number of years ago. Last groups added included HIC, HR, and Business Office.
- A disappearing task force will be asked to look at membership and representation. It will present its suggestions to the CAC. In 2004 there were 17 members; presently there are 41.
- Working Groups – Leon is looking at the College’s Strategic Plan as the basis for the working groups. Ask working groups to follow the codified planning/budgeting cycle that has been developed from past practices (see attached The Cycle.
- Improve Communication – Leon announced that he would meet with AGOs monthly, sharing with them the opportunities and challenges faced by the College as well as issues being faced by them.

- Leon will change the dynamics of the Admin Staff Council meetings, e.g., 1st and 3rd Monday meetings with VC and Dean of Continuing Ed. 2nd and 4th Monday meetings with the full Admin Staff.

- College and Community relations will work out of the Chancellors office. This includes Carol, Louise and Mary who will work out of what is presently OfIE Offices. OfIE will be moving to Ohia.

Kelli, Mona, Esben – Executive to the Chancellor has been named and is coming to us in October. Highly recommended by the committee.

- The College will be hiring and re-describing a secretary position. That person will have a space in Louise Yamamoto’s office for emergency preparedness.

Comments included:

COMMUNICATION – it will be good to have a schedule for the campus dialog. A schedule could be used as evidence to provide for WASC. Leon has sent a message to the AGOs regarding the campus dialog and communication.

We need to make a list of topics and dates and an Integrated Communication Plan.

For items relating to Student Congress please route through Mona for the CAC meetings.

3. Board of Regents for Community Colleges (Ota, Chair) - Leon

- Met on August 25th and will not meet again until October.
- October meeting will take place after the due date of the report.
- September 9 is the deadline for the Follow Up Report to go to the VP UHCC.
- There will not be a separate report from the VP of CCs office. All we need to do is insert the UHCC information from the VPs office.
- The VP UHCC is working with UHPA on recommendation #3. (Assessment of Faculty and SLOs)

BUDGET – Milton will be meeting with VCs for further allocations that the CCs will be receiving. Very little will be coming to KCC.

VP UHCC office is calculating how much money was spent on accreditation. All CC campuses spent over $180,000.00 on visitations.

4. ACCJC Follow Up Report – Update Schedule; Things to Do; Issues - Bob, Sal, Louise

We are finalizing the Follow Up Report. All responses are written and editing is occurring. Susan Murata and Louise Pagotto edited the responses. The OfIE office is coordinating the integration of the nine recommendations into one report.
C. Future Issues:
N/A

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 ʻIlima and ʻOhia/ʻOhelo Buildings.

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:

ESBEN = #2 recommendation is important
- How can we support the roll-out of the marketing plan?
- Look at Esben’s report and provide feedback (see attached 2013-9-3_Data_and_Findings_HI_WF_Assess_re_Progam_Enroll_Growth.pdf)

*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
2013-9-3_Admin_Staff_Council_Minutes_rev_fin