Administrative Staff Members: Brian Furuto, Ann Ishida-Ho, Mona Lee, Louise Pagotto, Trude Pang, Leon Richards and Joanne Whitaker

Members Absent: Trude Pang

Brian Furuto, Administrative Services, Interim Vice Chancellor and Joanne Whitaker, Executive Assistant to the Chancellor were introduced.

Responsibility: The Chancellor will organize an off-campus chat with Brian, Joanne and the Administrative staff.

A. Information/Reports (for Transmission)

1. Enrollment Management – Retention, Graduation - Mona Lee

Registration for Spring 2014 opened last night. There were 12,000 SSH (student semester hours), with 300 seats taken. Last spring, enrollment was 8,000 students with the goal of staying above 8,000 students for this spring. Mona will work with the Deans regarding adding and cancelling sections. Friday is the last day for assigning sections.

40-50 sessions were hosted to introduce new students to 3-semester plans, which were loaded into STAR. 1,000 students attended, which was 75% of the new students. Information on class enrollments can be taken directly from STAR. Advising is producing good results, which creates the opportunity to plan early.

The Chancellor noted it was important to fit the classes to the students' needs. Coordination was needed with Brian Furuto and HR to determine the deadlines for lecturers in regards to payroll and budgeting issues. More data on enrollment will be available at the next administrative staff meeting. The next step is to focus on recruitment for fall 2014. Requests were made for budget sheets to reconcile reports for vacancies. Administrative services reports were being processed in December.

B. Action Items and Updates:

1. Travel Requests - Brian Furuto

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.

Brian reported no travel requests. Brian will be asked to report on travel requests for information only to relate these requests to programming.

2. ACCJC Follow Up Report - Leon Richards
An official letter was received saying ACCJC did receive KCC’s report. However, no date has been scheduled for the site visit. There was a discussion that two teams could be sent: one to Honolulu and the other for the other five campuses. The site visit is expensive for the college and there was a question on whether it was necessary as there were no major issues. There is a possibility that a site visit will be scheduled with little notice.

3. Budget and Budget Allocation - Leon Richards

Budget allocations have been delivered to Mona Lee, Louise Pagotto and Brian Furuto. Continuing Education’s budget was being photocopied and will be delivered today. The budget for marketing will be determined after Carol Hoshiko develops a marketing plan tied to Mona’s reports regarding enrollment trends. The Chancellor requested that any changes or corrections to the budget allocation be directed to Brian.

4. RTRF Allocation - Leon Richards

A memo was received from John Morton giving KCC $223,522 with a carry-over amount of $145,702, totaling $369,244. This was based on a grants, development and administration document. There was a correction to the Chancellors account. The correct amount is $181,224. These funds are allocated for “research and training”. As KCC is not a research institution, the funds are used for education, specifically to seed grants and travel.

5. Title III: Prioritize and Reallocation of Carry-Over Funds - Leon Richards

There is a $1.5 million carry-over of funds. Esben Borsting has created a detailed handout on the Title III objectives and will finalize the Title III proposal. A preliminary allocation is to give $600,000 to technology, $500,000 to Student Success, $150,000 to finish the Manele building and $75,000 for other improvements. The library testing center will receive $150,000.

6. General Announcements: - Leon Richards

The Chancellor noted the student congress met on Saturday and discussed the proposal of a technology fee.

The UH Foundation discussed the capital campaign with the college campuses. The University is in the quiet phase of a capital campaign to raise $500 million. So far, $166,900,000 has been raised, which is 33% of the goal. The quiet phase will move to a public campaign when 50% of the goal has been reached. Each campus has a campaign goal.

Groundbreaking will take place in the spring semester while the legislature is in session.

D. Other Items:

1. Mona reported the workforce violence training session was going well. It was well attended and the questions were good.
2. Ann Isihida-Ho requested GL accounts for Continuing Education and needed the sub codes for the accounts from Brian today. *Destiny* roll out is on November 25th.

Question: Are the revenues going to one account?
Responsibility: Brian will research and communicate the procedure.

Ann also requested more marketing assistance.

3. Brian asked if KCC had a crisis management team. Mona responded an administrative team was responsible for planning and response. The EMT emergency management team responds to a crisis. At the last meeting, the campus public safety committee put the name of the committee on hold. The use of “public safety” was the issue, which overlaps with the executive team. Carol will be present a final report and send it to Brian.

When a student issue (such as a suicide threat) arises, who responds? There is a crisis support team on campus and Allyson Tanouye, Director for the Center for Student Development and Counseling at UH Manoa is consulted. There are good procedures in place.

4. Louise reported on UHCC IPRC (Instructional Program Review Cadre). The deadline is December 15th to examine the metrics on the health of the programs. There is also a need for the Liberal Arts Deans to examine whether there are overlapping programs in the three degrees: AA, AS and ASNS. Department Chairs were reminded to send their reports to the Deans by mid November.

Enrollment growth report was $131,037 for 285 credits compared to fall 2006. The data is used to track the enrollment in classes to determine which new classes should be added.

Responsibility: It was decided to continue the Wednesday morning meetings with the three Vice Chancellors and HR to talk about processes and ensure transparency.

**Upcoming Events:**

1. John Morton will be visiting KCC on November 19th at 2:30 p.m. to 4:30 p.m.
2. The Board of Regents will be on campus in April or May
3. The spring convocation is January 8, 2014. A decision on the program theme will need to be determined.

* For accompanying documents and/or access to all Administrative Staff Council minutes and documents please go to Quill, Governance: Shared and Participatory ([http://quill.kcc.hawaii.edu/page/governance](http://quill.kcc.hawaii.edu/page/governance)); under Standing Councils, Administrative Staff Council.

Submitted by: Joanne Whitaker
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