Administrative Staff Members: Brian Furuto, Frank Haas, Ann Ishida-Ho, Salvatore Lanzilotti, Mona Lee, Patricia O’Hagan, Trude Pang, Louise Pagotto, Trude Pang, Leon Richards, Charles Sasaki and Joanne Whitaker

Members Absent:

**Amendment to the November 4th Administrative Staff Council Meeting: The 2014 Spring Convocation (General Faculty and Staff Meeting) is on Thursday, January 9, 2014 (not Wednesday, January 8).**

**Action Items:**

1. ACCJC Site Visit - Leon Richards

The ACCJC will send a team of two people to the campus to respond to the follow-up report. The date for the site visit is Saturday, November 16th. The Chancellor is waiting for a call from Jack Pond to confirm the following:

- Who is the team chair?
- Confirm the date and time of the visit – hotel and transportation logistics will be arranged and confirmed with the team.
- What additional documents will they require? Who would they like to interview? Are there questions they would like us to address before the visit?

Kelly Fowler, Accreditation Liaison Officer is confirmed for the visit. The Chancellor requested Brian Furuto, Ann Ishida-Ho, Salvatore Lanzilotti, Mona Lee, Louise Pagotto and Trude Pang be present for the visit. Bob Franco who is completing his sabbatical leave will be invited to attend only if there is an important issue that needs to be addressed. This team will only be visiting our campus for one day.

With the Farmer’s Market on Saturday, there was a request for Brian to reserve parking for the staff and the visitors, possibly in Lot A. Logistical arrangements: reserve hotel rooms at the Kaimana Beach Hotel, reserve ʻIlia 202a for the meeting, request Ethernet set up for presentations and internet, arrange lunch, arrange for the visitors to be picked up at the hotel and present them with a small gift or lei. A tour may be a part of the visit. Brian noted that the ʻIliahi building will not have power that day.

The Chancellor has a presentation off campus at 10:00 a.m. He will begin with the team and leave for the presentation and will return immediately thereafter. Any inquiries for the team should be directed to Joanne. Brian requested notification of any areas of the college that needed to be addressed and asked that bulletin boards be updated, removing old announcements.

Guidelines on the follow up visit are published. The assumption is the team will identify the specific areas to which we will need to address.
2. Leadership Succession - Leon Richards

The KCC Advantage: Emerging Leaders: The Next Generation

Preliminary thoughts were presented on the anticipated retirement of administrative leaders. We need to begin a succession planning strategy to identify emerging leaders on campus. The Chancellor requested that an “intern” be considered in each of the following areas: academic affairs, student services and continuing education to mentor the next generation of leaders. The ACE program releases the faculty member from some of their current duties for a period of time. The experience will need to be hands-on to be effective.

Additionally, the Chancellor proposed hiring a person well versed in HR and Business Operations but assigned to the field to improve the processing of and to diminish the paperwork for the Deans and Vice Chancellors. This will provide them the opportunity to focus on larger initiatives at the college. The Chancellor will discuss specifics with Brian. Brian requested time to review current procedures before hiring for the position. The goal is to have someone in place in the spring semester.

3. Possible Community Advisory Board - Leon Richards

The Chancellor felt an advisory board has the potential of augmenting KCC’s presence in the community. Joanne is developing ideas and is getting recommendations of possible members from the KCC community. A draft mission statement is being created for the group. The Administrative Staff Council will be in discussion on the purpose of the board before members are determined. The expectations of the board must be clearer communicated to each member. The Chancellor would like representation from all areas of the college.

A one-page document will be distributed to the member of the Administrative Staff Council.

Submitted by Joanne Whitaker
2013-11-8_Amin_Staff_Council_Minutes