Title: Chancellor’s Administrative Staff Council Minutes
Place: ʻIlilma 202A
Date: December 16, 2013
Time: 1:30 p.m. – 3:30 p.m.

Administrative Staff Members: Esben Borsting, Bob Franco, Brian Furuto, Kelli Goya, Frank Haas, Carol Hoshiko, Ann Ishida-Ho, Salvatore Lanzilotti, Mona Lee, Nawa’a Napoleon, Conrad Nonaka, Patricia O’Hagan, Louise Pagotto, Trude Pang, Leon Richards, Charles Sasaki, Joanne Whitaker, and Dawn Zoni

Members Absent: Kelli Goya, Carol Hoshiko and Charles Sasaki

Guests: Susan Murata and Sunyeen Pai

A. Information/Reports:

1. Enrollment Management - Retention, Graduation - Mona
Nine-hundred sixty nine (15%) of enrolled KCC students were dropped Friday night due to non-payment. The enrollment is currently down -2.8% compared to last spring. The UHCC enrollment declined by 16% overall. Many students usually re-register over the next several days.

B. Action Items and Updates:

1. Travel Requests - Brian
Travel requests will be generated by Brian on a spreadsheet, emailed to the Administrative Staff Council for approval and included in the minutes. See Appendix A.

There is one faculty request for personal travel using personal funds. All faculty who are traveling in interval periods are required to fill out a no-cost travel request even for personal travel as the days are considered professional development days.

Action Step: Brian will find out whether this is still a requirement in the faculty contract.

2. ACCJC Commission Response - Leon
Sunyeen (Sunny) Pai will be the new Accreditation Liaison Officer (ALOs) starting January 1, 2014. Joanne will be working with Sunny and will be the ALO in 2015. Thank you to Bob Franco who was the ALO for ten years. He will assist in the transition. A letter was sent to the commission today in response to the Evaluation Team Report. The letter will be added to the materials sent to all 19 commissioners for the meeting on January 8-10, 2014. In the letter, we focused on what we had accomplished since the October 2012 and November 2013 visits. The Chancellor will not testify at the Commission meeting.

Looking forward, the Chancellor asked that we focus on fulfilling the objectives in the Follow-up Report and set a timeline for the Technology Plan. We need to continue working on the Student Learning Outcomes (SLOs). Sunny and Joanne will be asked to serve on an accreditation team to experience the process as the evaluators. Faculty and other administrators should be nominated to serve on an accreditation team as well.

3. TOEFL Test: New Requirements - Susan Murata
New requirements for TOEFL testing sites are to scan people who are taking the test with wand hand-held metal detectors. We were told it was to screen people for cheating. The consensus was that it is an invasion of privacy and as of January 1, 2014, KCC will not offer the TOEFL test on our campus. International students who attend KCC have already taken the test before coming here.

Action Step: Susan will ask UH Manoa to work with and refer students to other TOEFL testing sites.
The theme is “Looking Forward: The Road Ahead”. As part of the agenda, looking forward to the next 5-10 years, there will be a selected group of faculty presenting innovative ideas in their approach to student engagement, student learning and student achievement for success.

5. SAO Draft Guidelines Update - Brian
Brian presented a draft Kapi`olani Community College Administrative Unit Assessment Manual. An Administrative Unit is anything that is not directly connected to academics. Service Area is another name that can be used. The unit mission statement and goals are listed near the top to make sure it is in the forefront.

Action Step: Mona and Brian will refine the document before it is presented to the Chancellor’s Advisory Council (CAC). They will define which units should be included.

The idea will be to roll this out at the same pace, each service area developing their mission statement, goals and assessment tools. (The tactical plan describes the administrative units.) There was an older plan, which will need to be reviewed to determine if any aspects should be kept in the new plan. The purpose is to create a standard, measure the quality of service that is being provided and use the data to improve.

The emergency plan has 7 recommendations from the Emergency Management Subcommittee.

Action Step: Brian and Carol will do a presentation on the emergency preparedness plan at the next Administrative Staff Council Meeting.

7. Chancellor’s Report: Council of Community College Chancellors (CCCC) meeting - Leon
At the Chancellor’s meeting, there has been an ongoing discussion on summer session tuition rates. No changes have been made. Walter Bumphus, President and Chief Executive Officer of the American Association of Community Colleges, did a listening tour a year and a half ago and did a presentation at the Chancellor’s meeting. He introduced the term “undermatching”, which is sending low income, underrepresented, high-performance students to top tier institutions. Instead of looking at the GPA, they are considering other indicators of student success. This may tap into the students who would most likely be considering a community college. Mr. Bumphus was on campus when we presented the framed article on the STEM CanSat winners to John Morton. He was impressed by our students’ achievements. At the next meeting, the Chancellors will focus on strategic planning, the new sustainability policy and the 360 executive evaluations.

8. Board of Regents (BOR) Meeting – April 17, 2014 - Leon
There was a discussion on the theme for the presentation to the BOR. Connecting the theme from the Convocation on “looking forward”, one idea is to talk about the vision of the college especially for the long range development plan. With the BOR-imposed moratorium on new buildings, how do we keep moving forward? One way is to leverage our partner facilities such as Leahi Hospital. A title could be “Partnering for the Future”. We need assistance with moving the partnerships forward. This could include changes in policies or advocating to the legislature. We can do a presentation to talk about our vision for state of the art programs and asking the BOR for their help implementing the vision in the new economic environment. How can we expand our programs without growing our physical plant?

9. Leadership Succession - Leon
Action Step: Mona, Louise and Brian will create a position paper on succession planning.

This could include identifying key people as emerging leaders. Another approach could be to offer to faculty interning in an administrative position for a semester or year as a way to explore leadership opportunities.
C. Announcements:

1. New Teagle Grant - Bob Franco
The Teagle Grant is for $270,000 over a 3-year period to be shared by seven community colleges across the nation. The focus is on rethinking general education and learning outcomes. Each campus will create 10 courses in the humanities and other fields to build students’ commitment to civic and moral responsibility. Krista Hiser is the faculty leader.

2. KCC Culture of Evidence from OFIE’s Perspective - Bob Franco
There was a discussion on how to measure institutional improvement at KCC. A decision was made to measure institutional effectiveness by adding the totals from the ARPD effectiveness measures. Then, calculate the average aggregate score. Since the ARPDs are for the academic side, should institutional effectiveness measures include data from the non-academic side? There may be a possibility to use Service Area Outcomes (SAOs) to measure institutional effectiveness as well.

D. Other Items:

1. There was a request for ethics training for faculty who employ students outside of the college.

2. There will be a forum on campus safety in the spring with the dissemination of the emergency preparedness plan. A security contract has been signed and is effective until October 2014. Classroom management training is also a possibility to encourage faculty to identify potential problems early. A clear procedure during an emergency situation will also be communicated.

3. Vacancy Prioritization for Academic/Student Affairs - Brian
With enrollment down -2.8%, there is less revenue to fund positions, which may delay adding new positions. At this time, there will be no new net positions. If there is an area that is growing, should more support be allocated to those areas? Are we sufficiently funding positions and delegating space? There are two primary funds: general fund and tuition and fees. The total from both funds is approximately $42 million. Most of this is for payroll, $8 million is for the rest of the expenses. We may not be able to fill all the new positions. We need to be more conservative fiscally. If we add a new initiative, something has to be discontinued. Grant money can be problematic in funding positions since the funds are not usually sustainable.

* 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); under Standing Councils, Administrative Staff Council.

Submitted by: Joanne Whitaker
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