A. Presentation:

1. EMSI Data – Workforce Data - Scott Murakami

EMSI is a workforce development company which provides projection data on occupations. Mr. Murakami presented an overview on how to best use EMSI data. Many campuses have used the data for Perkins Loan requests and it could be used for permanent program justifications. The Office of Continuing Education and Training (OCET) could use the data for tactical planning purposes. The program can produce data showing the jobs available in 2014 and can project the job market in future years providing a percentage of change. Specific parameters can be set such as geographical area and time period on a particular occupation. This information can be used to shape strategic outcomes.

The UH system has one license. If there are specific inquiries, we would contact Scott or Sheryl Doi at the UH System Office. A question was asked whether someone from KCC could be an intern to learn EMSI. Sheryl Doi is the person to contact in this regard. The information would be valuable for the program review process and for reinforcing required skill sets for occupations.

B. Information/Reports:

1. Enrollment Management - Retention, Graduation - Mona

At this point, enrollment for spring 2014 is -3% behind spring 2013. Last week, 600 students registered. There will be two new student orientations (NSOs). A more accurate projection of enrollment will be available next week. This data came from the UH Institutional Research Office (IRO) website, which produces data in real time.

C. Action Items and Updates:

1. Convocation Agenda - Leon

The theme for the convocation is “Looking Forward – The Road Ahead”. Year 2014 celebrates the 50th anniversary for the community colleges becoming part of the University of Hawaii system as a result of the Community College Act of 1964.
The tentative agenda will be:
9am – 10:45am: General meeting
11am –12pm: Cluster meetings
12pm –1pm: Break
1pm: Department meetings

2. Declining Enrollment Solutions - Leon
   a. Print Materials
   b. Social Media Marketing
   c. Live Representatives in H.S. to support Sheldon
   d. Offers of Scholarships

Carol Hoshiko is putting together a series of reports for fall 2014 and beyond to address these matters.

3. Role of the Admin Staff Council - Leon
   Membership and Meeting Frequency
   More discussion will take place at the next meeting.

4. 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. Charles Sasaki, Herve Collin, Mae Dorado, Susan Murata and Joe Overton were approved for travel. See Appendix A for the details.

5. Implementing SAO guidelines - Brian
   HCC’s Unit Assessment Manual – Brian Furuto

As recommended by the ACCJC accreditation standards, non-academic and administrative units will be required to develop data collection methods to assess service area outcomes (SAOs). In many of the administrative units, this not only includes students but faculty, staff and administrators. Baseline and benchmarks will need to be developed. These are for areas such as registration, financial aid, business office, HR, auxiliary services and security. This is similar to academic support that uses service-learning outcomes (SLOs). The SAOs will be compiled by unit not by function. This is for any services that impact the customers’ (students’) experience. The goal is not only customer satisfaction but to also implement processes for improvement.

Action Step: Brian Furuto will draft a unit assessment manual for KCC with feedback from his departments. More will be discussed at future meetings.

D. Other Items:

1. The Evaluation Team Report was submitted to the ACCJC. We will provide a response to the ACCJC Commission documenting our progress since the Follow-up Report, which will be included in the materials for the January 8-10 ACCJC Commission meeting.

2. The Office for Institutional Effectiveness (OFIE) will be closed on December 13-19, 2013 for the second phase of moving to their new office.
3. The Freeman Foundation gave $400,000 for the study abroad program to China, Japan and Korea.

4. Bob Franco reported that a 1,500 square foot early learning center was opened in Waikiki. The Teagle Foundation grant for $270,000 was given for general education reform.

5. Christmas caroling in commemoration of Lina Doo will be on December 12, 2013, 2:30-4:30 p.m.

6. If there is an emergency situation on campus, call 734-9900 or 911. Procedures for an emergency preparedness plan will be revised and communicated to the community.

* 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
2013.12.9_Admin_Staff_Council_Minutes