Administrative Staff Members: Brian Furuto, Carol Hoshiko, Ann Ishida-Ho, Mona Lee, Nawa’a Napoleon, Patricia O’Hagan, Louise Pagotto, Leon Richards, Charles Sasaki and Joanne Whitaker

Members Absent: Patricia O’Hagan and Leon Richards

Guests: Bob Franco, Mary Hattori, Karl Naito, Sunyeen Pai and Dawn Zoni

Information/Reports:

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 and B for travel requests for the weeks of February 18 and February 24.

Marketing Plan Update - Carol
Carol and Louise Yamamoto met with several focus groups to receive input on the marketing plan. Separate meetings were convened with Mona and the counselors; the Deans; and the Enrollment Management and Marketing Work Group. Work is being done with the business office on the language for the RFP for designing the marketing brand and producing video clips. They are working with Ron Takahashi and Grant Sato on KFVE. The goal is to funnel all marketing efforts through OCCR. The marketing materials should be out before the summer.

Brian noted that there is a procedure and form to fill out before a camera crew can film on campus. This is a mandate from the External Affairs Office and the Office of General Council from the UH system. There are physical liabilities as well as privacy issues. There is a $150 fee and it takes at least 5 days to receive approval from the system office.

C. Discussion Topics:

ACCJC Recommendations - Sunny and Joanne
Joanne and Sunny reported on their accreditation training in Los Angeles.

- Rubrics for institutional effectiveness: the requirement is sustainable continuous quality improvement level in Program Reviews and Proficiency Level for SLOs
- Distance Learning Policy: institutions offering distance education must meet state authorization in states where the institution is not physically located. KCC participates in a group that provides state oversight of distance education called SARA (State Authorization Reciprocity Agreement)
- Substantive Change: reports are up-to-date
- Institutional Set Standards: OFIE is responsible for these
- Annual Fiscal Reports to the ACCJC, due March 31, 2014, will have more narrative areas in addition to the fiscal reports. Business area will need to report on potential liabilities as well.
• The college website must list the agencies that students can contact to report grievances. The new website will launch on March 24 and this will be discussed at that time.

Brian did a presentation on resource allocation and planning framework. He offered a policy on Planning and Assessment Integration with Resource Allocation (PAIR). This policy serves as a framework for a transparent and participatory planning, assessment and resource allocation process. In this proposed policy, the following are the governing bodies: Staff Council, Faculty Senate, Student Congress, Kalualani and the CAC (Chancellor’s Advisory Council). The four AGOs (Authorized Governing Organizations) shall evaluate all resource requests, make additional requests if necessary, and transmit their priorities to the CAC for consideration in the development of the college resource allocation plan with final approval by the Chancellor.

A form to track allocation requests from the department chairs, to the deans, and to the VCs was proposed. A charter for the CAC and an internal budget timeline were also presented. Finally, forms for FY2015 and FY2016 budget requests as well as a five-year budget projection form were introduced.

The Cycle will still be in effect but with revisions.

D. Updates

• Listening Tours:
  o March 3, 2014 @ 12:15-1:15 p.m., Kalia 201 - LLL
  o March 14, 2014 @ 1-2 p.m., Kalia 203 - Math
  o March 17, 2014 @ 12:15-1:15 p.m., Kalia 202 - Arts and Humanities
  o April 14, 2014 @ 12-1 p.m., Kauila 104 – Health Sciences
  o April 17, 2014 @ 12-1 p.m., Kopiko 102 – BLT
  o April 21, 2014 @ 12:30-1:30 p.m., Ka ‘Ikena - Culinary

Next Meeting:
Monday, March 3, 2014 @ 1:30-3:00 p.m.

* 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 after April 1.

Submitted by: Joanne Whitaker
2014-2-24_Admin_Staff_Council_Minutes