Title: Chancellor’s Administrative Staff Council Minutes
Place: ʻIlima 202A
Date: Tuesday, January 21, 2014
Time: 1:30 p.m. – 4:30 p.m.

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

Members Absent: Ann Ishida-Ho

A. Information/Reports:

1. Enrollment Management - Retention, Graduation - Mona

The graduation report states that 745 degrees were conferred for fall 2013. A notable statistic was 228 reverse transfer AA degrees in liberal arts were conferred.

There are 7,891 students enrolled for spring 2014. It represents a 2% decrease in headcount enrollment and 1.11% decrease in SSH enrollment. The average credit load changed from 8.41 to 8.49. The year of our best enrollment was 2011. Comparing the enrollment numbers from years 2009 to 2014, we were the only community college campus that showed a net decrease in numbers.

There is a decline in unclassified and non-home based students. One marketing focus could be to non-residents and students living in the UH Mānoa dorms. There was a suggestion to possibly reinstate the shuttle to and from Mānoa. The non-resident and non-exempt non-resident population has increased while the number of veterans has decreased.

Are there any lessons learned for marketing? We need to spread the word that KCC is where you attend for degree completion and to transfer to a four-year institution. KCC needs to establish a relationship with the media. Also, we need to market specific programs and focus on age groups. ASNS and Arts & Sciences are showing growth and should be a marketing focus. HOST had a successful marketing campaign. We could use that as a model for the rest of the college. Our graduation numbers are high. KCC is the second largest higher education institution in the state. We are seen as a top two-year liberal arts college nationally. We offer inexpensive, quality education. Marketing efforts should highlight programs that are increasing while also assisting areas that have declined.

The good news about the college needs to be spread internally as well. A fact about the college could be announced every week on our webpage. This year celebrates 50 years the community colleges have been in the UH system. The announcements could be around the theme of 50 years of student and college success at KCC.

Action Step: The Office of College and Community Relations will post a fact about the college weekly.

2. HGI Campus Completion Score Card 2012-2013 - Leon

http://www.hawaii.edu/hawaiigradinitiative/campus-scorecards/

The UH System Academic Affair’s office is planning to adopt the HGI as a reporting requirement. There are 32 items and KCC is one of the best statistically. We show 22 positive changes out of 32.
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 Appendices A & B for travel requests for the weeks of January 13 and January 21, respectively.

   Brian reported further that the legislature will be deciding on whether to support the UH proposal to forgo new projects in lieu of renovation and maintenance (R&M) projects. The system is $111 million behind on R&M projects. All the systems’ budgets will be problematic. The faculty wage increases will put a strain on the budget. We are waiting to see if the legislature funds the salary increases. For the general fund, there is an outstanding utility bill for the UH system of $4.2 million.

2. Title III Designations - Bob
   KCC is designated as a Native Hawaiian Title III institution. We are also applying for the Asian American and Native American Pacific Islander-Serving Institution designation.

3. Accreditation Liaison Transition - Bob
   Gathering minutes from each standing committee and AGO is important for accreditation. To ensure we document these minutes, Bob suggested a documentarian.

   Action Step: Sal will ask his contact at the College of Micronesia for the standardized form they use to document meetings. He will work with Sunny Pai (ALO) to create a system to upload the information to a database.

4. Leadership and Executive Apprenticeship and Development (LEAD) at KCC - VCs
   The heart of succession planning is to create opportunities for faculty and staff to develop leadership skills through a structured program by enhancing peoples’ own talents and skills.

   For this to be successful, there needs to be visible commitment from senior leadership. It will be necessary to develop a timeline and clear steps. This is a structured approach with an apprenticeship model. The AGOs will be involved. The CAC working group on professional faculty and staff development will monitor the process.

5. Isamu Shinshiro Scholarship for Sustainable Technology Education & Training - Louise
   The Isamu Shinshiro Scholarship is given to programs with a sustainable technology program. How is “sustainable” being defined? KCC has only one program with sustainability in the title, which puts our students at a disadvantage. Should we give it a broader definition to include sustainable tourism, sustainability in culinary and the natural sciences fields?

   Action Step: Discuss with your chairs to create a list of appropriate programs that support sustainability.

6. Council of Community College Chancellors (CCCC) Meeting Update - Leon
   - The Council will ask for positions instead of contract workers for security guards as they are an important part of the community.
   - March 18, 2014 is the Governor’s proclamation of the 50th year of Community Colleges in the UH system.
   - Any position that is vacant for over two years will be automatically taken away permanently on June 30, 2014. There is a high priority to receive an accurate list of positions and fill them before the deadline.
   - In light of the tight budget situation, the number of lecture credits must be calculated carefully in determining the need for teaching positions.
The policy for teaching equivalencies for 11-month faculty is being scrutinized.

7. Administrative Staff Council members and meeting schedule - Leon
The decision was made for the Administrative Staff Council to meet on the first, third and fifth Mondays, with the second and fourth Mondays reserved for individual meetings or full meetings as necessary. The Chancellor reserves the right to call an emergency meeting, if needed. Each meeting will be scheduled for 1.5 hours from 1:30 p.m. to 3:00 p.m. The membership will be as follows: the Chancellor, Vice Chancellors, Deans, Office of Continuing Education and Training (OCET), Office of College and Community Relations (OCCR), the Native Hawaiian representative and the Chancellor’s Executive Assistant.

8. Chancellor’s Advisory Council members - Leon
The Chancellor’s Advisory Council members are as follows: The Chancellor, Vice Chancellors, Deans, OCET, Department Chairs, Unit Heads, CIP Director, Title III Representative, Counseling and Academic Advising Council (CAAC) representative, Human Resources, Business Office and Auxiliary Services heads, AGOs, Executive and Special Assistants, Accreditation Liaison Officer, and Student Services Coordinator.

9. Updates on problems/concerns/awards, etc. from the units - Leon

- Patricia O’Hagan is on the Governor’s task force on the state health care system. She is working on a grant to provide tuition assistance for health aides.
- Conrad Nonaka was invited by John Morton and Mike Unebasami to serve on the Governor’s agriculture task force representing the restaurant industry. He also received an invitation to participate on a team for a culinary cruise to China.
- Carol Hoshiko reported that Bob Franco attended the Neighborhood Board 5 meeting last Thursday and gave an update on the campus.
- Sal acknowledged the student services staff. He had a disabled friend who, after failing at Leeward, worked with our staff at KCC and is doing well.
- Louise Pagotto reported there is a task force on faculty evaluations. The UHCC, a few Vice Chancellors and union representatives are looking at using e-portfolios for faculty evaluations.

C. Announcements:
Nawa’a gave an update on the WIPCE conference. There are currently 1,000 people who have already registered for the conference on May 19-24, 2014, with 75% of attendants usually registering in April. There will be 732 presentations.

* 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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