Title IX Next Steps: Title IX Team
The Vice Chancellors for Administrative Services throughout the system may direct the process. If the information is not forthcoming, KCC’s Vice Chancellor for Administrative Services will draft guidelines and procedures for the College. Currently, employees at the College have a discrimination complain procedure (A9.920). It would be helpful to have a checklist with timelines for the process. A similar document is needed for the students.

Hawaiian Values: Nawa`a Napoleon
At the beginning of all Administrative Staff Council meetings, Nawa`a will instruct the Council on a Hawaiian value. The phrase “Ua `elepaio `ia ka wa`a” or “The canoe was flawed from the beginning” was discussed.

Accreditation Evaluation Team Visit – Nov. 7: Leon Richards, Joanne Whitaker and Sunny Pai
A draft agenda for the visit on November 7 was distributed. Last year, KCC met the accreditation standards for 3 out of 9 recommendations. The Follow-Up Report addressed the 6 recommendations that were partially met. The Evaluation Team requested a brief update on recommendations 1, 7 and 9 for which the College met the standards to show that the work has been sustained and is showing continuous improvement. The Evaluation Team suggested that addressing these recommendations would make the report stronger. The Chancellor encouraged all to read the report.

Enrollment Management and Marketing Update: Carol Hoshiko
This was the first day of registration. The KCC website was down briefly. This may account for the lower enrollment numbers from the same time last spring. There were 394 registered compared to 505 from last spring. There will be a “Don’t be late” marketing campaign with flyers, newspaper advertisements and social media.

The Office of College and Community Relations (OCCR) will be contacting students who applied and registered but did not attend last semester. Postcards will be sent, then an email, followed by a phone call. They will be working closely with Kekaulike Information and Service Center (KISC or Admissions, Financial Aid and Graduation).

OCCR has asked Kalualani for ways to reach Native Hawaiian students. There is a possibility to reach Native Hawaiians living in California. Another group are students who attend colleges on the mainland or UH Mānoa who may want to take courses over the summer.

Travel Requests
A brief summary on each travel request was presented. There were three travel requests. Susan Kazama will be traveling for ACCJC, Anthony Silva will be attending the WASC
Assessment Leadership Academy and Jan Fried will be attending a conference. The U.S. State Department has asked the Chancellor to serve on a five-person team as an AACC representative to India, which will be paid by the State Dept. He will also be continuing his work in Mumbai. He will be away from the College from November 15-30. There was a request to submit travel requests earlier.

Budget Update: Brian Furuto
The RTRF (Research and Training Revolving Fund) allocations will be distributed this week to the three Vice Chancellors, the director of OCET (Office of Continuing Education and Training), OFIE (Office for Institutional Effectiveness) and OCCR (Office of College and Community Relations). The RTRF are funds the College receives from grants.

Updates from Administrative Staff
• Bids for the Culinary Institute of the Pacific were open from October 31 to November 10 with a possible groundbreaking in January 2015
• There was a reminder to use vacation time before the end of the year if you have accrued vacation time beyond the rollover limit.
• During the holiday break between Christmas and New Years, a limited number of buildings will be open to conserve on electricity. If employees are planning to work, a facilities-use form will be requested. In general, if employees are working on campus during non-business hours, Saturday after 2pm, a facilities-use form should be submitted.
• November 26th is a Faculty Senate Forum on Title III. As the Chancellor will be traveling, there is a request to reschedule this forum.
• At the Vice Chancellors for Academic Affairs meeting (all the VCs for Academic Affairs throughout the System), the proposed productivity and efficiency metrics were presented. The VCs felt the projections were too high especially considering decreasing enrollment numbers. The Board of Regents Academic Affairs Committee is reviewing programs with 10 or fewer graduates. For each request for a new program, they ask to identify which program is being discontinued.
• Rob Johnstone who won the Aspen prize for community college excellence, worked with Institutional Research, Student Affairs and Academic Affairs people to promote strategic academic planning with the student success at the forefront. This is in response to the need for coherent academic programs with student support. There is a plan to bring Johnstone back. The data is being used to ask, “Are we asking the right questions?” For instance, fall-to-fall persistence increased but many students are not on a degree progression track. How do we get faculty involved in student success? KCC has a faculty driven student success council, which is positive for our campus.
• Deans search: the CTE Dean interviews are finished and recommendations have been received from the screening committee. For the Health Programs Dean, the position is closed and the applications are in. A search committee is reviewing the applications. Interviews will be conducted after finals week.
• UH Manoa has a free tutor program for math and educational readiness. It is an online service and it is open to everyone.
• Brainfuse hours have increased 1,000 hours over last year. Students are actively using the services.
• 25 applications have been received for the Wo Learning Champions with 6 applications from KCC. Applications will go to the International committee. 7 people will be able to go to New Zealand.
• An action strategy from the Kalaualani retreat was to get ancestry.com for the campus.
Announcements:

- Wednesday, November 5, 2014 at 6:10 p.m.: AUW Softball Tournament
- Friday, November 7, all day: ACCJC Evaluation Team Site Visit, Ilima 202A
- Monday, November 10 at 2:30pm: VPCC John Morton Visit
- Friday, November 14: UHCC 50th Gala
- After November 15, 2014: Meeting with the Chancellor regarding Executive Administration Assessment Report
- International Week – Nov. 17-20
- Wednesday, November 19: Alumni Event

* 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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