Title: Chancellor's Administrative Staff Council Minutes  
Place: `Ilma 202A  
Date: Monday, December 15, 2014  
Time: 2:30 p.m. – 3:30 p.m.

Administrative Staff Members: Brian Furuto, Kelli Goya, Carol Hoshiko, Ann Ishida-Ho, Brenda Ivelisse, Salvatore Lanzilotti, Linka Mullikin, Nawa’a Napoleon, Patricia O’Hagan, Louise Pagotto, Leon Richards, Charles Sasaki and Joanne Whitaker

Members Absent: Louise Pagotto and Leon Richards

**Enrollment Management and Marketing: Carol Hoshiko and Brenda Ivelisse**

728 registered students were purged from the system for non-payment. As of today, 5,360 were registered. Enrollment is down 6.9% from last year. The application deadline was today.

For the KCC brochure, one layout was chosen. The microsites are being produced to accompany the website.

**Budget Update: Brian Furuto**

As of November 30, 2014, 42% of our budget is left. 50% of budget allocations were to be given out in the spring. However, the amount may be decreased and there may be a moratorium on spending.

**Electricity Usage: Brian Furuto**

On Dec. 20 and 21, there will be limited AC. From Dec. 22-24, the AC will be on from 8am-3pm. From Dec. 25-Jan. 1, there will be no AC except for Naio and Lama. On Jan. 2, the AC will be on from 8am-3pm. From January 5, the AC will be on from 7:30am to 8pm. There is a possibility to limit the hours for labs or consider closing on Sunday.

**Holiday Closures: Brian Furuto**

Human Resources and Business Office will be closed from Dec. 24 to Jan. 2.

**Administrative Staff All-Day Meeting: Joanne Whitaker**

The all-day meeting will be on Friday, January 9 at College Hill to discuss the Strategic Plan.

**Convocation Agenda: Joanne Whitaker**

Details of the convocation agenda were discussed.

**Continuing Education: Ann Ishida-Ho**

Two programs are leaving continuing education on January 5. The public culinary courses will be going back to the Culinary Arts Department. Health courses will go back to their departments as there are accreditation requirements that are handled more effectively in the departments.

* 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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