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: Nawa’a Napoleon and Charles Sasaki

Guests: Kelli Brandvold, Conrad Nonaka and Sunyeen Pai

Travel Requests - Brian
Travel requests for the weeks of March 3, 10, and 17 were emailed to the Administrative Staff Council earlier for review/information/discussion. See Appendices with the respective dates.

Vacant Positions - Kelli Brandvold
There are 73 vacant positions including Continuing Education positions. 53 are in recruitment across the campus. Are funds available to cover these positions? The Vice President for Community Colleges office has told us not to fill permanent special funded positions. Out of the 73 positions, nine are special funded positions and they are in continuing education. In the past, paperwork was not completed. Therefore, work is being done to verify positions in each area. 34 special funded positions were removed from all community colleges by the legislature. 25 federally funded vacancies were also taken.

If positions have been vacant for more than two years and they are not filled by June, the positions will be removed. About 20 positions are less than two years old.

Culinary Institute of the Pacific (CIP) Update - Conrad Nonaka
The cost of phases 1 and 2 of CIP is $34 million. A month ago, a decision was made to scale back the project and the architects were asked to realign the documents. Now, the project has 3 phases. The Chancellor, Conrad, and others will meet with the Culinary faculty to update them on the progress. The design is the same, with no changes. The project is out to bid. If a contract is not signed by June 30, the college will lose $20 million on the bonds for the project.

Farmer’s Market Accident
There was an accident at Saturday’s Farmers’ Market resulting in one woman being killed and others hurt. The Farmers’ Market will be closed on Tuesday. There will be a prayer before the Saturday opening. Brian Furuto did a good job interfacing with the police, UH External Affairs and the Farm Bureau.

Accreditation Update - Sunyeen Pai
Both Sunny and Joanne attended Accreditation Liaison Officer (ALO) training at Rio Hondo College in February. Sunny was also on an evaluation team for Riverside City College. They networked with Pacific Postsecondary Education Council ALOs and Hawaii community colleges’ ALOs.

Two forums took place; a Faculty Senate forum on February 13 on SLOs, and a Student Congress forum on March 5 which discussed the technology plan. A third forum, a
Faculty Senate Forum on SLOs and faculty evaluations, is scheduled for April 9. A Staff Professional Development workshop was held on March 7 to discuss communication across the college. There has been continued work on the budget cycle, and Service Area Outcomes (SAOs) are being developed. The Annual Report to the ACCJC is due March 31, 2014.

Comments on the documents and forms were sent to the VCAS from the CAC after the March 6th meeting. There were nine (9) comments and eight (8) were positive. The next steps are for the faculty and department chairs to make allocation requests based on the ARPDs, which have been completed. A modified timeline will be produced. The whole process will be reassessed in December 2015.

Translating College Forms from English to Hawaiian - Joanne for Nawa`a

There was a resolution by the Pokua Council to translate forms to Hawaiian. The question was who should Nawa’a send the forms to for approval and implementation. It depends on the form. Once the decision is made as to which forms will be translated, they will be sent to the area in which they will be used.

Upcoming Events in April:

April 9 – Faculty Senate Forum
April 16 – Town Hall Meeting with the Chancellor
April 17 – Board of Regents meeting at Kap CC
April 21 – VPCC John Morton Visit