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

Members Absent:

Guests: Veronica Ogata

Travel Requests: Brian Furuto
Travel requests were discussed and no further action was needed. See 04.07.14 Appendix A and 04.14.14 Appendix A.

Accreditation Update: Joanne Whitaker
For the budget cycle, the Allocation Resource Forms are being compiled and was due to the VCAS on April 11th. The budget requests should go through the department chairs and the Deans should prioritize the requests before sending them to the vice chancellor who will also prioritize the requests. The VCAS will add these prioritizations and will send them to the AGOs on April 17th. The AGOs will review requests and make recommendations by April 25th. The CAC will review and make the final budget recommendations to the Chancellor on May 2nd. A suggestion was made for the entire CAC to be the budget committee this year. Going forward, the CAC will designate the budgeting group from its membership. Eventually all resources, even grants, will be included in the budget cycle.

All five recommendations have completed their first draft and they are in different stages of edits. The second draft is due on April 30th.

Student Success Center: Veronica Ogata
The college felt it was important for students who were taking foundation courses to complete them in the first year. This led to the creation of a Student Success Center Committee chaired by Veronica Ogata. The idea of a Student Success Center transitioned to a Student Success Campus. The Committee’s report was developed with input from across the campus; faculty and students. The Faculty Senate unanimously approved the report on April 7th. They will do a presentation to the Board of Regents on Thursday, April 17th.

Enrollment Management and Marketing: Carol Hoshiko and Mona Lee
After reviewing three RFPs, Synergy Design was chosen to develop our brand, marketing and communication. Synergy Design will offer brand strategies to increase enrollment and to improve our internal means of communication. They have suggestions for our website. Another company is being selected for the television spots, to be broadcasted during the cooking shows featuring KapCC’s chefs.

Marketing is in the forefront and enrollment data will report on the results. The enrollment is down in fall and in the summer. Weekly changes can be tracked and can
send feedback to Synergy Design. There will be a many-pronged approach including brochures, rack cards, direct distribution, and email blasts.

**Website**
Raphael will meet with Carol’s marketing team and other administrators. Is it possible to link to the old site for important documents? Can there be a landing page for registration?

**Healthy Campus Initiative: Patricia O’Hagan**
There will be a task force to focus on a healthy campus initiative.

**Graduation**
Regalia will be worn at this year’s graduation.

* 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](http://quill.kcc.hawaii.edu/page/governance)); under Standing Councils, Administrative Staff Council.

Submitted by: Joanne Whitaker
2014-4-14_Admin_Staff_Council_Minutes