Title: Chancellor’s Administrative Staff Council Minutes
Place: Olapa 114
Date: Wednesday, May 28, 2014
Time: 2:00 p.m. – 4:30 p.m.

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

Members Absent: Patricia O’Hagan

Guests: Karl Naito, Veronica Ogata and Sunyeen Pai

**Travel Requests: Brian Furuto**
Travel requests were submitted for review during the weeks of May 12, 19, and 26 via email to the Administrative Staff Council and given to the Chancellor for signature. Refer to 05.12.14 Appendix A, 05.19.14 Appendix B, and 05.27.14 Appendix C.

**Student Success: Veronica Ogata and Leon Richards**
Veronica Ogata will be the Chair of the Executive Council for the Queen Kapi‘olani Student Success Campus Initiative. $125,000 of the funds from the Title III grant will be appropriated and must be used by September 15, 2014. The council will include a broad representation from across the college. They will present a report at the fall convocation.

**Title III: Esben Borsting**
The Title III Grant proposal is due to be submitted by June 2, 2014. This is mainly a renovation grant, which is up to $2 million per year for up to five years. The grant request will focus on renovations to improve or increase space on campus and the student success initiative. There is a possibility that two people, an assessment coordinator and another position to support student success, would be hired. It will be important to consider whom we are displacing to do the renovations and minimize the disruption. If the college receives the grant, it will be effective on October 1, 2014. We will need to prioritize what is most important to the college. CELTT will need to be involved early to determine technology needs.

In addition to these renovations, Phase 2 for Kopiko to build a storage facility is slated to start next year.

**Accreditation: Sunyeen Pai and Joanne Whitaker**
There was a discussion on addressing the recommendations for the Follow-Up Report to the ACCJC. The second draft of recommendations 2, 3, 4, 5 and 8 has been completed.
Documents are being gathered to show assessment of courses is an ongoing process. Course Learning Reports (CLRs) are due to the department chairs by May 19, 2014. The department chairs will send them to the Office for Institutional Effectiveness (OFIE) to aggregate the data. Course Assessment Plans (CAPs) are due to OFIE on May 31, 2014. Learning Assessment Schedules and Reports (LASRs) are due on June 30th.

Archiving the CLRs is problematic as each department uses different file names and folders. There was a discussion on acquiring an information or assessment management system to organize and aggregate data.

The lecturer and five-year faculty evaluation policies were created by the UHCC system and approved by UHPA. Each community college will create its own guidelines for the policies. The final draft of this document is close to completion and will be shared with the Chancellor’s Advisory Council (CAC).

The technology plan is not a CELTT plan but a college plan which will be vetted and voted on by the CAC. It will then be shared with the campus. $350,000 was allocated to upgrade and maintain the technology infrastructure of the college. What will technology look like in five years in education? The immediate concern is to replace computers to assist faculty in providing the tools they need for instruction. Once that is completed, a separate conversation will take place to discuss long-term goals. CELTT requested an inventory management system in the Allocation Request Forms (ARFs) to facilitate management of the technology on campus.

**Enrollment Management and Marketing: Carol Hoshiko and Dawn Zoni**

Enrollment is down 5.3% for summer. Fall is also trending down for all the community colleges.

For marketing, the Synergy Design team will be presenting brand design concepts. Synergy will also add marketing landing pages and possibly quick links to our website. Social media sites will also be a focus. They will be working with our web team. The scripts for the television spots were presented. The production of the videos will start soon and air by July 1st.

**Budget: Brian Furuto and Leon Richards**

Revenue for the college generally comes from two sources: general funds, which are appropriated by the legislature, and tuition and fees. The budget for FY2014 was approximately $40 million with $22 million from general funds and $18 million from tuition and fees. This year, the projected expenditures are $41.5 million, which means we overspent by $1.5 million. Last year, we were over budget by approximately $2 million. This deficit was covered by the tuition and fees reserve, which was depleted last year. This year, we will need to use a special fund; however, this deficit spending is not sustainable. Significant changes will be required. If new initiatives are to be funded, there will need to be a reallocation of the funds. There is no new money. Salaries are
the highest expenditures, followed by utilities. Energy management measures will be considered.

**WiPC:E Conference: Nawa’a Napoleon**
The WiPC:E conference was a collaborative effort with organizations such as OHA, Kamehameha School, UH Manoa and the other community colleges. In many cases, Kapi`olani volunteers stepped up and coordinated many events. Administrative Services did a great job on security and maintaining the campus.

**Commencement: Leon Richards**
Commencement was great this year. A few suggestions were offered such as asking the photographer not to take pictures of the graduates during the processional as it caused delays.

**Other Announcements**
The Chancellor will submit Executive/Managerial assessments by June 19.

Positions that have been vacant for two years and older must be filled by June 30th or they will be deleted. The process to mitigate the situation is nearly complete.

The Council of Community College Chancellors (CCCC) discussed freedom of speech on the campuses. There needs to be a space for people to pass out literature and interact with students. There have been discussions that free speech should be allowed anywhere on campus unless it impedes progress. A policy for all ten campuses will be drawn up.

* 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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