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, Joanne Whitaker and Dawn Zoni.

Members Absent: Brian Furuto and Carol Hoshiko

Guests: Merrissa Brechtel, Bob Franco and Brandon Higa

Travel Requests: Joanne Whitaker
Travel requests were emailed to the Administrative Staff Council for review/information and then given to the Chancellor for approval. See 05.05.14 Appendix A.

Enrollment Management and Marketing Update: Mona Lee
The registration numbers are still tracking behind last year and this trend is seen at the other community colleges as well.

Title III Grant: Bob Franco and Brandon Higa
In the process of applying for the Title III grant, OFIE (Office for Institutional Effectiveness) will be updating the Comprehensive Development Plan. In the plan, it will state the college’s strengths, weaknesses, and plans for improvement. OFIE will be using the Kapi’olani Engagement, Learning, Achievement Model (KELA) to align the Institutional Effectiveness Measures (IEM) with the ARPDs (Annual Reports of Program Data). Data has been collected to address IEMs six (6) to twelve (12).

Fall 2013 cohorts who are new first-time home-based students, had a course success rate of 73.2%, which is the highest it has been, but it did not reach our benchmark of 75%. Reenrollment from fall to subsequent spring is 70.64%, which has been relatively the same rate for the past five years. Reenrollment from fall to next fall is 47.31% or 7,007 students who continued enrollment and were home-based at KapCC. 3,315 were enrolled at KapCC in fall 2012. Every year, the rate is steady at 47% or 48%. These students are leaving the college without a certificate or degree.

The good news is the number of Associate Degrees and Certificates of Achievement awarded increased from 702 in 2008 to 1,193 in 2012. However, the number of students who earned Degrees or Certificates of Achievement within three academic years was 10% in fall 2006 and 11.81% in fall 2010. Fall transfers from KapCC to a UH 4-yr institution were 377 in fall 2008 and 535 in fall 2012. The rates were around 10% for five years. In the Title III grant, we will show how we are targeting our strategies to increase these measures.

The grant will focus on student success initiatives and high-need students. The focus is on renovation and programming together. However, the larger portion of the grant will be on renovation. The grant is up to $2 million a year for five years. The average award is $650,000 a year. Esben Borsting is the project coordinator; Veronica Ogata and Michaelyn Nakoa will facilitate the student success initiatives; and Susan Murata and Krista Hiser will focus on the delivery of new programs in renovated spaces. Selected students will start as tutors, then mentors, and finally leaders, which will focus their time at KapCC for three years. Developmental course IS 109 will have 500 to 700 students.
As Title III’s main focus is to strengthen Native cultures, the AA in Hawaiian Studies should be highlighted. It will be important to consider our ARPDs and Institutional Effectiveness Measures.

**Commencement: Mona Lee and Merrissa Brechtel**

380 students will be participating in the commencement ceremonies on May 16. The procedures for the students checking in, the processional, and recessional are different this year. For the recessional, the students will pass through the door that was created for the 50-year celebration of the Community Colleges at the Capitol. The program has changed slightly and the faculty, Chancellor, Regent, and Vice President for Community Colleges will be in academic regalia this year. An idea was suggested to give the students an exit survey before the ceremony begins.

**Accreditation Update: Joanne Whitaker**

The second draft of the recommendations have been completed and reviewed by several people. The third drafts are due at the end of May. The first meeting of the Technology Work Group was convened on April 23, and the second meeting of the Accreditation and Assessment Work Group was convened on April 29. The Budget and Planning Work Group will meet to discuss the budget recommendations before the CAC receives them on June 24th. A retreat to address the recommendations will be on May 28th.

**Announcements: Leon Richards**

- The 360° performance evaluation assessments have been distributed. Performance evaluations from the administrators are due on or before May 19.
- There was an update on the hiring of Vice Chancellors for Student Services and Administrative Services, and Deans for Hospitality, Business, Legal & Technology and Health Academic Programs. For the Vice Chancellors, the paperwork has been completed and is waiting for approval at the UH Systems HR office. It will also need approval from the UH Budget office. Screening committees are being created. The two Deans’ paperwork was rewritten three times and is also in the UH HR office. The complication was that one of the Dean’s positions needed to go through International recruitment. The advertisements for the positions may be in June.
- There will be a meeting on Wednesday, May 7th focusing on undergraduate research, student success initiative and dream builders.
- Special announcement: KapCC was one of three institutions that was unanimously awarded for excellence by WASC for the Degree Qualifications Profile (DQP) project. 16 institutions did 10-minute presentations on using DQPs through voluntary learning communities to assess the quality of degrees or portions of degree programs. Two years ago, all the community colleges focused on the Hawaiian Studies degree and aligned the general education learning outcomes to DQP outcomes. The faculty mapped the courses to these outcomes.
- The WiPC:E conference is May 18-24. There will be 658 workshops during the conference. There will be no scheduling of KapCC classrooms and related facilities during the conference.

* 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
2014-5-5_Admin_Staff_Council_Minutes