Travel Requests: Brian Furuto
Travel requests were submitted to the Administrative Staff Council for review during the weeks of June 9, 16, 23 as well as today, June 30, via email. (Refer to 06.09.14 Appendix A, 06.16.14 Appendix B, and 06.23.14 Appendix C, and 06.30.14 Appendix D.)

Marketing – TV ads: Carol Hoshiko
Matsumoto and Clapperton produced six 30-second videos. The final versions were shown at the meeting. Brandon Higa helped with casting and Colette Higgins and Keith Kashiwada did the voice overs. The ads send the viewers to GoKapiolani.com where there is a landing page and quick links site. A newspaper ad will be in the Star Advertiser in July. A suggestion was to put the videos on YouTube and Vimeo.

Strategic Plan Update: Bob Franco
The University of Hawai`i Community College system office has provided a concept paper for the 2015-2021 Strategic Plan. It focuses on indigenous-serving communities and sustainability. The system is working on the specific metrics. The work on Kapi`olani’s strategic plan will begin in the fall. Both the UHCC and campus strategic plans will align with the institutional effectiveness measures and ARPDs.

Grants: Bob Franco, Charles Sasaki and Esben Borsting
The college recently applied for two grants: a new Title III grant and the First in the World grant. The First in the World grant is for $3 million over four years and it focuses on innovation. The title of the grant is “Tradition and Innovation: Undergraduate Research across Cultures and Curricula”. The grant application started by explaining KCC’s historical focus on innovation and moved to the innovation of integrating Hawaiian epistemology in undergraduate research. There are three types of undergraduate research: STEM, place and community-based research and an undergraduate research option (faculty can focus on a small group of students to do undergraduate research in addition to teaching a research intensive class). Nawa`a Napoleon, Colette Higgins, Maria Bautista, Hervé Collin and Lisa Kanae were acknowledged for their work on this grant.
Arts & Sciences received two grants; a $50,000 grant for STEM from Kamehameha Schools, and an American Association of Community Colleges (AACC) MentorLinks grant. The MentorLinks: Advancing Technological Education program, supported by the National Science Foundation is designed to help colleges develop or strengthen technician training programs in STEM fields through mentoring, professional development opportunities, and technical assistance. The grant is for engineering technology program development in the Pacific.

There was a discussion on the need for a long-term lease at Leahi. If there were more space, the college would be eligible for other grant funding possibilities. The goal would be to renovate the Sinclair building to provide more space for STEM and the health sciences programs.

The Title III grant is a $10 million grant for five years with $7.5 million for renovation and $2.5 million for programs. The proposal is for targeted renovations to create a success campus and culture that advances research-based high impact student support and teaching practices, improved evaluation systems, and fiscal stability.

The proposed renovations by year are:
Year 1: ‘Ōhi’a, ʻIlima and ʻIliahi buildings
Year 2: Lama second floor for a reading and writing center
Year 3: ‘Ōhi’a and Mokihana buildings. The Mokihana renovation is to create a Center on Responsive Education (CORE). This project may be moved to year 2 to align with a CORE grant.
Year 4: Manono building
Year 5: Kauila building to increase health sciences lab space.

Three grant-funded positions were requested: a learning assessment coordinator, wellness coordinator, and community-based coordinator. There was a discussion on centralizing space management across the college to optimize room usage.

**Enrollment Management: Dawn Zoni**
As of June 16, fall enrollment was down 11%. Currently, enrollment is down 8%. 600 students have yet to complete the new student orientation so there may be more students who will register. Summer enrollment numbers are down 5.9%. Summer Session II starts July 7. There was a discussion on extending the deadline for fall applications to give students a longer period of time to register. The current deadline is July 15th with late registration until August 1st.

**Chancellor’s Advisory Council (CAC) Budget Recommendations: Joanne Whitaker**
The CAC Budget and Planning Work Group met twice and voted not to fund any of the 53 new allocation requests with General Funds or Tuition and Fees Special Funds (TFSF). One request for an inventory management system for technology was ranked highest by all four AGOs (Authorized Governance Organizations). The recommendation by the CAC
Budget and Planning Work Group and adopted by the full CAC was “Due to the shortfall, no requests using general or TFSF funding will be approved. The request for an inventory management system will be supported as long as it can be funded using other resources, such as Title III.” This request was part of the college’s technology plan. The vote was sent to the Chancellor. At the CAC meeting, it was stated that several of the new allocation requests were required under a federal law mandate or required for program accreditation or program sustainability; therefore, funding was required. The Chancellor asked the Vice Chancellor for Administrative Services to review the requests and investigate whether the requests require funding. These requests will be sent to the Deans and Vice Chancellors for confirmation before the Chancellor makes final budget decisions.

* 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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