Title: Chancellor’s Administrative Staff Council Minutes  
Place: ʻIlma 202A  
Date: Monday, July 21, 2014  
Time: 1:30-3:00 p.m.

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

Members Absent: Ann Ishida-Ho, Louise Pagotto and Charles Sasaki

Guests: Bob Franco, Shirl Fujihara, Conrad Nonaka, Veronica Ogata and Shirley Tsukano (for Ann Ishida-Ho)

Travel Requests: Brian Furuto
There were no travel requests.

Enrollment Management: Dawn Zoni
Enrollment for the fall is down 5.5%. The enrollment numbers are showing a slow and steady improvement across the system. However, all but one campus is showing lower enrollment numbers from last year. 500 students are still planning to attend the New Student Orientation at KapCC. It is likely that the enrollment numbers will improve 2%-3% in the beginning of August. Postcards were sent to students in June. Emails have been sent to students who registered but have not paid. A second email will go out this week, as these students will be purged from the system on Friday.

Marketing: Carol Hoshiko
Many students have been interested in KapCC after seeing the television ads and Star Advertiser newspaper insert. A campus brochure and rack cards are being produced. Carol has met with Veronica Ogata for her input.

Student Success Initiative Update: Veronica Ogata
The Chancellor has asked the Student Success Council to create an action plan and tie it into the 2015-2021 University of Hawaiʻi System Strategic Directions. They are getting quotes from vendors for the new furniture. Esben Borsting, Title III Coordinator, and the Chancellor will be giving the final approval. The signs and furniture will be purchased and on campus before September 30th. Annie Wong, Student Congress representative, provided helpful insights to the Council. The initial plan was to purchase three mobile charging stations. Annie reminded the Council that the need was for a universal charging station to be compatible with all devices. The decision was made to pilot one charging station for feedback before purchasing the other two.

There are four major pathways across the campus. Each pathway has a Hawaiian name and a story behind the name. The stories will be shared at convocation.

Budget Recommendations: Brian Furuto and Shirl Fujihara
Since 2011, the college’s expenses have been higher than revenue. In FY 2013, the deficit was $2.450 million; in FY 2014, the deficit was $1.637 million; and for FY 2015, the projected deficit is $2.048 million. This does not include the impact on revenue from tuition as a result of lower enrollment numbers.

One of the expenditures is tied to our Performance Measures from the UH Strategic Initiatives. There are five Performance Measures: Degrees and Certificates Achievement, Native Hawaiian Degrees and Certificates Achievement, STEM Degrees and Certificates Achievement, Pell Grant Recipients, and Transfers to four-year institutions. Every year, we
pay the system approximately $806,000. If we meet 100% of our Performance Measures, the system pays the $806,000 back to the college.

In 1990, the general funds provided all the funding for salaries. Now, only 90% of the salaries are covered. The rest of the funding comes from the Tuition and Fees Special Fund (TFSF). The faculty pay raises were covered by an appropriation from the legislature. However, the College is paying approximately $1.5 million in paybacks.

On the revenue side, the college only received a rental fee from 7% of those who rented the college facilities. We should be more consistent in charging a rental fee for those who are outside of the college. Another way to cut expenses is to cut our electricity costs. The college has actually reduced our kilowatt hour usage but the energy costs have increased. One possibility is to consolidate the use of the buildings in the summer. We will not be able to install additional solar panels as the college is not allowed to enter into a PPA (purchase power agreement). We have little control on the rise of electricity costs but we can do a better job in reducing the use of electricity.

At the last meeting, a decision was made to make changes to improve the finances. All options for cutting the budget are on the table. An email will be sent to the campus regarding our financial situation and the need for $2.048 million. Nine out of the 10 campuses are having the same budget problems. UH Mānoa is having a hiring freeze and no salary adjustments. They are planning to cut the budget $10 million this year and $10 million next year. The system is considering other budget controls. For instance, if a campus runs a deficit, the amount may be charged to the budget in the following year. The campuses will be under greater scrutiny. The Governor is considering instituting a “hold back.” Every quarter, 2.5% of the funding will be held back. It is important that we proactively cut the budget.

Budget Allocation Decision from the ARF (Allocation Request Form) Process: Leon Richards
One allocation request received the highest ranking from all four AGOs (Authorized Governance Organizations). The allocation request was a computer inventory management system. The CAC (Chancellor’s Advisory Council) Budget and Planning Work Group met twice to discuss the options to fund the ARFs. In light of the budget deficit, if any of the ARFs were to be funded, another item in the current budget would need to be cut. The recommendation from the CAC Budget and Planning Work Group was, “Due to the shortfall, no requests using general or TFSF (Tuition and Fees Special Fund) 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.” At the June 24th meeting of the Chancellor’s Advisory Council, the CAC voted by a show of hands to endorse the recommendation by the Budget and Planning Work Group.

The Chancellor’s response was a memo to Mary Hattori, Karl Naito and Esben Borsting stating that $100,000 from Title III funds will be allocated for the inventory management system. This is part of the campus’ Technology Plan and also part of the centralization of computer purchasing and maintenance. There are currently 41 computer labs on campus. The inventory system will not only keep an inventory of the computers on campus, but will also compile data on computer usage. Even though only one ARF was funded, grant funding may be considered for the other high priority allocation requests. A copy of the memo will go to the CAC and the CAC Budget and Planning Work Group.

Council of Chancellors Meeting Update: Leon Richards
The agenda and handouts from the Council of Chancellors meeting were sent to the Administrative Staff Council. The Chancellor asked the members to read the final draft of the 2015-2021 UH Strategic Directions, version 15, and send any comments to Joanne Whitaker by Friday, July 25th. As in past strategic plans, there are four strategic directions and under
each are tactics with outcomes. The KapCC strategic plan must align with the UH Strategic Directions. The Office of the UH Community Colleges will add specific metrics to the plan. The Board of Regents approved the UH Strategic Directions in principle.

Other agenda items:
- In October 2014, Title IX training will be held at Leeward.
- Hawai‘i and Kapi‘olani Community Colleges have the largest student fee balances. These are for Student Congress, Board of Student Activities and Board of Student Publications. We will work with them to use these funds for our students.
- A few scholarships for students are not being awarded as the criteria for the scholarship is no longer applicable. They will need to be repurposed.
- Sustainability summits have been held at many campuses. There will be a system-wide workshop in California around sustainability.
- A Veterans Affairs task force has been established to focus on veterans’ tuition waivers.
- Computers that are on unregistered servers put the college at risk for breaches. UH Mānoa’s ITS requires that all servers be registered.

Announcements:
- A special thank you to Gordon Man who has been spending extra time keeping the Cannon Club lot safe.
- Convocation is on Thursday, August 21st at 9:00 a.m. at the ‘Ōhi‘a cafeteria.
- A group of Kapi‘olani Community College Ambassadors is being formed and will have its first meeting this summer.
- The next KCC Advantage (Chancellor’s Newsletter) will feature the recent WiPC:E conference.
- If you receive a phishing message, please forward it to phishing@hawaii.edu.

* 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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