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: Brian Furuto, Ann Ishida-Ho, Joanne Whitaker

Guests: Veronica Ogata

**Travel Requests**

Travel requests were emailed to the Administrative Staff Council for review/information and given to the Chancellor for approval. See 08.11.14 Appendix A and 08.18.14 Appendix B.

**Enrollment Management and Marketing Update - Carol Hoshiko and Dawn Zoni**

As of today, KapCC’s enrollment is 300-400 behind last year’s count. One factor in the lower enrollment figures could be because the FYE was cancelled due to tropical storm Iselle. On the continental USA, being 6% down in enrollment seems to be the norm. KapCC is expecting 1500 -2000 new students this semester. Another 150-200 international students need to register and OCCR is receiving web feedback that there are still students who want to register at the last minute so the numbers should increase.

In each department, adjustments have been made, whether it be consolidating, adding or cancelling classes. If classes are cancelled, those classrooms will not be utilized and can be offered to other classes who need additional space.

Chancellor asked what impact the KapCC ads have had on enrollment, where the growth area is, etc. Synergy has been collecting data through the media; KHNL, Facebook, Google Adwords, etc. and they will be providing a full report to KapCC.

Each community college must increase enrollment by 1,156 students. Admin Staff members discussed the need to target high school students. There are nine Jump Start students who are part of the high school dual enrollment program. There should also be a push for out-of-state students.

Job placement is an important factor in attracting students. It should be a Priority 1 or 2. Workforce development also needs to be addressed. How does it fit? What kinds of certification are needed? It was suggested that KapCC have videos telling prospective students what each program actually prepares you for. Every unknown program can be educational to the public. Chancellor asked that lesser known programs be featured and Dean Hoshiko responded that the plans are in place and they just need to get started in the production of such videos.

**AANAPISI Video and Hurricane Debriefing**

Tabled for another day.

**PPEC Meeting – Leon Richards**

Nine out of 10 UH System campuses are now members of the Pacific Postsecondary Education Council (PPEC). Leeward CC is the only non-member. Presidents and chancellors of member institutions met in American Samoa where American Samoa CC President Seth Galeai also provided hospitality and a tour of the island.
The highlights of the meeting were:

1) The Department of the Interior will provide funding for three additional years to provide board training, and ESL training. There is a concern that there are not adequate numbers of ESL teachers available for the students so KCC will need to provide more ESL training for faculty of PPEC members.

2) An articulation agreement will be signed between UH Mānoa and American Samoa CC to accept students with the AA degree thanks to April Goodwin, program officer in the UH Mānoa VCAA office. VCAA Pagotto stated that the course equivalencies are in the KapCC database and the UHM database. The Chancellor suggested that the Kaua'i CC model be used; one year at KCC + one year at KapCC + Mānoa. Pacific Islanders would pay resident tuition due to scholarships.

3) Bob Underwood, president of the University of Guam, is asking for all PPEC members to support and become members (if they are not already) of Asian American Native American Pacific Islander Serving Institutions/Asian American & Pacific Islander Association of Colleges and Universities (AANAPISI/APIACU).

Chancellor's Executive Assessment - Leon Richards
The Executive Assessments will be sent out followed by one-on-one meetings with the Chancellor, after which additions can be made to the assessments.

C. Updates:

KCC Ambassadors – Leon Richards
KCC Ambassadors are lay people in the community who are willing to be spokespeople who promote the College. The first meeting of the KCC Ambassadors took place where 18 of the 23-24 people who were interested attended. At that meeting, their roles were discussed and it was made clear that they would be helping us tell the story of KapCC to the communities rather than act as advisors. They would focus not just on the Culinary Arts program but also on STEM, Business, Health, Arts & Sciences, etc. KapCC is the second largest campus in Hawai‘i, larger than Hawai‘i Pacific University. It is the largest school educating first- and second-year students. The KCC Ambassadors would be required to sponsor an activity and contribute funds to the campus. A list of the Ambassadors will be shared later.

Other Updates –

Mobile Intensive Care Technicians (MICT) program received accreditation due to the hard work of Mark Kunimune. The LPN program is currently working on their accreditation.

Maida Kamber Center has two new counselors.

Title III might be closing down. Outstanding items are being taken care of. The expected date to receive news of the status was August 18 but they are about one and a half weeks behind schedule.

KapCC STEM Summer Bridge program has received paid internships to study Kaho‘olawe. It has also received NSF Year 5 funding; $2 million in one year to spend.

D. Announcements

Convocation (General Faculty and Staff Meeting): Thurs., August 21, 2014 @ 9:00 a.m.

Clyde Sakamoto will retire after a new Chancellor is found for UH Maui College.

Native Hawaiian Core Counsel meeting will be held on Tuesday, August 19, 2014.
UHCC VCSA meeting will be held on Wednesday, August 20, 2014.

Title IX will be discussed at Leeward CC on October 20-21, 2014, 9:00 a.m. – 4:00 p.m.

In October, three ads will be posted in Midweek to push spring enrollment.

**Next Meeting: Monday, Sept. 2, 2014 @ 1:30-3:00 p.m.**

* 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: Alison Ohata
2014-8-18 Admin_Staff_Council_Minutes