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: Leon Richards, Esben Borsting and Dawn Zoni

Guests: Veronica Ogata, Sunny Pai

Louise Pagotto moderated the meeting as the Chancellor was traveling for the college.

**Hurricane Preparations: Brian Furuto**
The college is preparing for the possibility of heavy rains and wind this week due to Hurricane Iselle and Hurricane Julio such as placing sandbags to prevent water flowing into the ‘Ōhi‘a building.

**Travel Requests: Louise Pagotto**
The Administrative Staff Council reviewed travel requests.

**Enrollment Management and Marketing Update: Carol Hoshiko**
The latest enrollment numbers are down 3.9%. Social media is receiving the most traffic by students and we are increasing our presence. In this week’s Midweek, there is an article about KapCC in the Business Roundtable section. On the KapCC website, the OCCR has a toolbox which includes forms for ideas for news releases, experts on campus, and newsworthy items.

**Assessment Management System (AMS) and CAPs: Sunny Pai & Joanne Whitaker**
In July, the Chancellor suggested possibly purchasing an AMS for the college with the carry over funds from the previous Title III grant. A meeting of stakeholders across the campus was convened to discuss whether it would be feasible to decide on a system by the middle/end of August. The Faculty Senate had passed a resolution to recommend that KapCC should immediately begin the process of selecting an assessment management system (AMS). Therefore, a decision was made to ask five vendors to demonstrate their AMS at KapCC. A list of criteria will be sent to the vendors to focus their presentations to our needs. The vendors are: TK20, Tracdat, Taskstream, LiveText and eLumen. A schedule of presentations will be sent to the campus.

Important issues to consider are:
- There is a tight timeline to choose the AMS – we don’t want to rush into a decision.
- A culture of compliance vs. true improvements in assessment.
- Computer software will not fix our problems
- Does the budget support the ongoing expenses?
- Do we have time to properly vet the system?
- What if we acquire a system and we are unable to secure an assessment coordinator?
- The system needs to be hosted and maintained remotely.
- The implementation needs to be planned very carefully.
The system needs to make the work easier on the faculty. It is important that the system is compatible with Banner and Kuali curriculum management. A position needs to be created to implement, maintain and update the information.

**Course Assessment Plan (CAPs): Sunny Pai**
The goal is to assess all competencies by spring 2016. There are 751 courses and 6,300 competencies. The strategy for the accreditation report is to say that all courses have been assessed. The broader issue is not to lose sight of the purpose of the assessment. It is to improve student learning and not to comply with accreditation.

**Kekaulike Information and Student Center: Joanne Whitaker**
The center will be open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m.

**Budget Update: Brian Furuto**
With the budget deficit, there will be a reduction in lecturers, casual hires, overloads, student hire costs and electricity costs. Budgets need to be watched carefully. Deficit spending will not be allowed. Cost savings for electricity are being considered.

**Cannon Club**
Auxiliary Services did a great job cleaning up the Cannon Club.

**Convocation**
This year’s convocation on August 21st will feature poster presentations by STEM and Respiratory Care students and a Queen Kapi’olani Student Success Campus panel discussion moderated by Veronica Ogata.

**Announcements**
The Touch of Aloha training sessions were discussed. In the future, training involving Hawaiian themes should be discussed with Kalāualani. A good conversation came out of this process.

The new C3T manager, Stan Bickman, will be coming to campus on August 18th and his office will be ʻŌhiʻa 103.

The Academy for College Excellence’s Five-Day Experiential Learning Institute (FELI) was held on campus July 28-Aug. 1. It was a conference around lighting a fire of learning in your students.

A general campus brochure and rack cards are being produced for marketing purposes.

* 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
2014-8-4_Admin_Staff_Council_Minutes