Title: Chancellor’s Administrative Staff Council Meeting Minutes

Place: ‘Ilima 202A

Date: Monday, October 27, 2014

Time: 1:30-3:30 p.m.

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

Members Absent: Ann Ishida-Ho and Dawn Zoni

Guest: Kelli Brandvold, Brandon Chun, Lori Ferrera, Sheldon Tawata and Cathy Wehrman

Title III: Kelli Goya

There will be three renovations in the first year of the grant.

1. ‘Ōhi’a: the first floor redesign of the assessment office and the ‘Ōhi’a 118 auditorium
2. Mokihana: redesign of the building to accommodate CORE, Second Language Learning and Teacher Prep Courses
3. ‘Iliahi: Kahikoluamea second floor redesign to create two additional classroom spaces

The Vice Chancellors will oversee the budgets. The Kōpiko building will be renovated in the spring and will need to be coordinated with the other renovations. Follow-up meetings will be convened to discuss space, relocation of classes during the renovation, and the order of the renovations.

Early College High School MOA (Memorandum of Agreement): Sheldon Tawata

College classes have been offered at Kaimuki High School for several years. Kaimuki High School was awarded a grant from Hawaii P20 and the Harold Castle Foundation to pay for KCC courses. In Spring 2015, the grant will pay for students’ tuition and fees. Before Fall 2014, Kaimuki High School was paying the students’ tuition. Over half of Kaimuki High School students are eligible for free lunch and enrollment is declining as families are applying for geographic exceptions (GEs) to study at other high schools. This dual enrollment program is helping Kaimuki High School by attracting more interested and qualified students. 40 new students were given the COMPASS test at Kaimuki and more are in the pipeline. Last year, the Department of Education (DOE) was asked to propose an early college high school program. The MOA proposes offering two classes this year, three next year and more classes in the following year. The grant ends in 2017. In the MOA, instead of the grant paying for the students’ tuition and fees, it will pay a flat fee of $6,000 per course to cover the salary of the faculty with a minimum class size of 10 students. The MOA is between the DOE and the Community Colleges.

The finalized MOA will be delivered to the Chancellor. Questions will be addressed at the next Council of Chancellors’ meeting. The goal is for students to have the option to attain an AA degree after they graduate from high school.

Title IX Next Steps: Title IX Team

The Title IX coordinator will be the new Vice Chancellor for Student Services. The deputy for the students will be Brandon Chun and the deputy for employees will be Kelli Brandvold. In addition, investigators will need to be identified and trained. Training may be provided by the system. In that case, 10-15 people per campus will be able to be trained. A revision of the UH policy will be sent to the campuses and a similar policy will be developed for the community colleges. The deadline for the new policy is November 1st.
Next steps: There are three goals: 1) create a culture of awareness on the campus; 2) develop policies, forms and procedures; and 3) provide training for investigators. Policies, forms and procedures will need to be consistent with the other community colleges. The Vice Chancellors for Administrative Services (VCAS) will be meeting to discuss how to standardize procedures. If the Vice Chancellors from the community colleges ask the individual colleges to create their own procedures, the VCAS will create a first draft. The Title IX team will meet next week to discuss the details and they will report back to the Administrative Staff Council.

Enrollment Management and Marketing Update: Carol Hoshiko
The Marketing Plan had four goals, tactics, objectives and outcomes. Goal 1: Develop and launch a new branding campaign and integrate the brand into social media sites and in print. Goal 2: Continue to serve as a one-stop center in disseminating information to the College. Goal 3: Promote the college as a destination of choice via TV ads, general brochures, newspaper inserts and postcards. They will use microsites to access target markets. Although enrollment didn’t increase from last year to this year, the college experienced greater exposure. Goal 4: Strengthen relationships in the community. A distinguished alumni award chapter was established.

What’s next: The ad in the Honolulu Star Advertiser Midweek East Islander (East O’ahu Community News) included a reminder about application deadlines. The same half-page format was used. It was printed on card stock and will be posted around campus. It will also be uploaded to the website and social media sites. Students who applied but didn’t take the next step to register will be placed in a telephone bank and called. Postcards were mailed to First Year Experience students.

A message will be sent to the KCC community that all social media sites will need to be approved by the Office of College and Community Relations (OCCR) and CELTT.

Kalaulani Conference – October 25: Nawa’a Napoleon
The focus of the one-day conference was to “awaken the kite” or to rise above to see what is needed on campus. The three guiding principles of Hawai’i’s Papa O Ke Ao were leadership development, community engagement, Hawaiian language and cultural parity. After discussing the three principles without referring to the Papa O Ke Ao recommendations, our College’s ideas were developed and were inserted into the Papa O Ke Ao plan. The purpose is to integrate this into the KCC strategic plan. Any recommendations will need to be measured and assessed.

Kalaulani will be scheduling a meeting with the UH President.

Budget Status: Brian Furuto
The Administrative Staff received their first quarter budget status reports. The Interim Vice Chancellor for Administrative Services (VCAS) requested that the budgets be watched carefully and that each area stays within their yearly allocation. A suggestion was to have a moratorium on air conditioning during the winter break.

Kōpiko renovation update: The College was able to work with the contractors to minimize disruption to instruction. After November 3, several meeting rooms will not be available for use, such as Kōpiko 209AB, as it will be used by faculty during the renovation. The major work will be done during the holiday and spring break. The project will continue through the end of the spring semester. A chiller and connection point for air conditioning will be installed using the current duct system. However, additional ducts connecting the two buildings will be installed. More information will be disseminated after the work schedule is finalized.
Travel Requests:
Travel requests were generated on a spreadsheet, emailed to the Administrative Staff Council for review/information on October 14 and 21, and forwarded to the Chancellor for approval. Please refer to 10.14.14 Appendix A and 10.21.14 Appendix B. There were no travel requests for review today.

Announcements:
- Friday, November 7, all day, ACCJC Evaluation Team Site Visit, ‘Ilima 202A
- Monday, November 10 at 2:30pm: VPCC John Morton Visit
- Friday, November 14: UHCC 50th Gala
- After November 15, 2014: Evaluations of Administrative Staff with the Chancellor addressing the Executive Administration Assessment Report
- Wednesday, November 19: Alumni Event

* 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
2014-10-27_Admin_Staff_Council_Minutes