Welcome: Vice Chancellor for Student Affairs Brenda Ivelisse
The Chancellor welcomed Ms. Ivelisse to the College.

Native Hawaiian Values and Culture: Nawa’a Napoleon
‘Ano lani, ‘Ano honua: ‘Ano lani is a spiritual being and ‘Ano honua is the earthly manifestation of the being. The Admin Staff Council shared how the people who had passed away manifested themselves to us in physical form.

ACCJC Evaluation Report: Leon Richards
The ACCJC Evaluation report was positive. They repeatedly mentioned the College’s openness, transparency, teamwork and progress. The Evaluation Team was well prepared, responding directly to details in our Follow-Up Report. The ARF budget process and 5-year budget plan was instrumental in our success. The next steps are to prepare for the annual report in March and the Midterm Report in October and to start aligning our processes with the new Standards.

Memo from President Lassner: Leon Richards
President Lassner sent a memo to the all ten Chancellors reminding them to meet with their authorized governance groups regularly.

Enrollment Management and Marketing Update: Carol Hoshiko
As of today, enrollment for spring 2015 is down 10.3%. The application deadline was extended from Dec. 1 to Dec. 15. There was a discussion on whether to extend the deadline past December 15th.

• For new students it was good to extend the deadline
• A hold was placed on continuing students until they met with a counselor to create an academic plan with Star. An academic roadmap is part of the Strategic Plan to encourage students to persist towards program completion. An academic plan will map out the appropriate courses and the sequence to take the courses for the specific program. Should the hold be suspended to allow the students to register? The Vice Chancellor for Student Affairs will look into it.
• It is difficult to determine the number of classes to provide when registration is extended.

It is important to increase marketing for new students and eliminate barriers for new and current students. Other marketing efforts:

• There were two marketing campaigns: “Don’t Be Late” and “Do It Now” to encourage students to register.
• The landing page and quick links are available and social media is being used.
• Website ads and banner ads are on KHNL and television ads are on KITV.
• There is a booth at the Farmers Market to showcase KCC.
• The rack brochure will be in three languages.
• Photos are needed for the general campus brochure.
• Targeted OPM (Other Peoples’ Media) are being used for Filipino, Pacific Islanders and others.
• Post cards and plans to contact those who registered previously but didn’t attend.
• Make copies of the TV commercials on DVDs to hand out to prospective students.

Convocation - January 8: Joanne Whitaker
The two main topics for convocation are student success and the new Assessment Management System, Taskstream. A discussion on the agenda was discussed.

Travel requests: Leon Richards
A brief summary on each travel request was presented.

Updates from the Administrative Staff Council
• OCET (Office of Continuing Education and Training) submitted a 5-year business plan to the Chancellor.
• WAC Japan: Art Exhibition of Kotonashi is Dec. 4-10.
• Faculty Senate is reviewing over a 100 curriculum proposals. They asked for an extension to submit catalog information to February.
• There is a possibility that KCC will host the First Folio of Shakespeare in 2016.
• A $100,000 grant was awarded to Culinary from Mr. and Mrs. Hondo to expand the outdoor cooking area in the back of the cafeteria.
• There have been discussions with Kamehameha schools to create and facilitate a STEM center.
• A grant was received for New Media Arts.
• The ANAPISI grant will be released in January. It will provide funds for direct support to students (a student affairs grant).
• EMT and ABN classes are having a graduation.
• Kaiser Permanente and Jabsom are interested in a Gerontology program.
• A decision will need to be made on the Just in Time Program.
• A person is needed to oversee Title IX, Clery Act, VAWA investigations and reports.
• The interim Title III Coordinator presented the projects and renovations at the Kalaualani meeting.
• Kalaualani had a retreat where they brainstormed ideas for the campus. A report will be sent out to the College for input for achieving their goals.

Chancellor Report on the Trip to India: Leon Richards
Four Chancellors/Presidents from around the nation were invited by the State Department to go to Delhi for a higher education dialogue on community colleges. India is committed to establishing community colleges. They have research one universities and polytechnic universities. However, large segments of the population are not being prepared for the workforce. There are 750 million youth under the age of 24. Many Asian countries have declining populations: Japan, Korea and Singapore. There are not enough young people to support their economy. India can provide the workforce for these countries.

They were working with the central government. India has a highly structured higher education system. Approval is required by the government. There are common exams through the country. The University of Mumbai has been approved to offer Associates
degrees. Hopefully, this may be a possible framework for use throughout India. The community colleges will focus on 10 sectors. Each sector is a different subject such as Hospitality and Tourism and Automotive. The community college will create a model and it will be the model for all 28 states throughout India. The courses will be able to be articulated with American schools. The government in India has allocated $320 million to fund this project. All proposed initiatives need to address the rich diversity of the country and their caste system.

* 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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