Native Hawaiian Values and Culture: Nawa`a Napoleon

"He kānaka ka pīkoī ko kalāhū"

Kānaka means a person, Pīkoī means something that floats in the water or the center of the olu (center of growth in the fruit), and kalāhū means the area around KCC. The meaning of the phrase is, "This area (KCC) has people who keep others afloat". In other words, people at KapCC help others to float (rise up) or find their center of growth.

Travel Requests
There was one travel request.

Enrollment Management & Marketing Update: Brenda Ivelisse and Carol Hoshiko

Today’s enrollment total is down 1.7% from last spring, which is a decrease of 132 students. Some of the reasons for the decrease in enrollment is a few of the students changed their home institution and returning students were having a few problems registering. The focus will be how to support our students. The application deadline was extended three times. During that period 710 more students applied and 610 were accepted and admitted. On December 12th, 728 students were purged from the system for non-payment of tuition. The next day, 151 students applied online. The data will have to be analyzed to create a retention model. A possibility is to reward students or give them incentives for applying early.

What data is important to know? Information was requested on which groups decreased, in which geographic areas and age groups. Reports on both SSH (student semester hours) and headcount are important. Is the number of courses increasing or decreasing? What are the fill rates? How many low enrolled courses are there? Some CTE courses need to run with low enrollment because the course is required in the major or a lower number of students in a class is dictated by accreditation agencies. The accrediting body relies on the needs of the clinics to determine the number of students in a cohort. If the program is the only one in the State, it will need to continue.

Classes will need to have over 2/3s enrollment or the class will be cancelled. Also the date the class is cancelled will need to be carefully considered. Class enrollment maximum numbers need to be published.

Enrollment numbers will need to be tracked by program as well. Should the college continue offering the program if it is under-enrolled? Metrics are needed to answer the question. How do we reach our target populations? We will contact students who attend popular universities and colleges on the mainland to encourage them to enroll in the summer.
New CTE Dean John Richards: Louise Pagotto
Mr. John Richards was the founding director of the Miami Culinary Institute at Miami Dade College. He developed the culinary program and the facilities from the ground up. He has an MBA. His most recent position was at Easter seals developing programs for students with special needs. There will be a welcome coffee hour for him on Friday, Feb. 6 at 10 a.m.

Agenda for President Lassner’s visit on Feb. 3: Leon Richards
The administrative staff council discussed possible initiatives to present President Lassner during his visit to the College. An agenda will be discussed and finalized at the next meeting.

Council of Community College Chancellors’ Meeting – Jan. 16: Leon Richards
Items discussed:

- VIRIDIS Learning - Viridis Learning provides educators and workforce organizations with a one-stop case management system that empowers administrative workers to tangibly measure and interact with students’ progress through education, certification, and onward through the employment process.
- Accreditation midterm report – the midterm report should cover all the recommendations and show the College’s continuous improvement.
- Fall 2015 enrollment strategies – Enrollment has been decreasing. Who is not coming? Adult population? High school graduates? Which high schools are we targeting? High school students are encouraged to pursue college through programs such as Running Start, Jump Start and Early College, which offers college classes at Kaimuki High School.
- UHCC strategic directions – The final draft will be completed after the March meeting. Representing KCC on the committee are the Faculty Senate Chair, Student Congress Chair, the Director of OFIE and the Chancellor. All the Chancellors requested that the baselines and benchmarks be reconsidered. The Chancellor asked for feedback from the campus.
- UHCCP 5.028: Academic Residency Requirement for Graduation – This is a draft policy. Students must take 12 credits in the major at KCC, excluding general education to graduate from KCC. For certificates, 20% must be taken at KCC.
- UHCCP 5.205: Notation of Credentials - If a student earns a CO (Certificate of Competency) or CA (Certificate of Achievement), the student needs to be notified. All academic subject certificates must be listed on their official graduation records. Exception: Students can request to leave the certificates off their records. The college needs to set a deadline as to when the student can make this request.
- Vacation payout pool – the Federal Government is stating that we need to use the same procedures on vacations for a contractual employee as an employee of the college.
- State of Hawaii service awards – in the past the State provided the pens and koa bowls for service awards. Now, each campus will needs to include it in their budgets or provide a different gift.
- APT performance evaluation and special compensation adjustment – A decision was made to grant special compensation for outstanding performance by APT but the award was restricted to half of what was spent last year. The option is to award 2%, 4%, 6% or 8% compensation.
- Employment training fund: UHCCP 8.102A - professional development for incumbent workers
• UH Foundation Capital Campaign Update – the community colleges were asked to set a campaign goal. For KCC, there is a $15 million goal. The college has raised 87.4% of their goal.

**Council of Chancellors’ Meeting – Jan. 16: Leon Richards**

- Draft Sustainability Policy – Send comments to Bob Franco by the end of January. Conference on Sustainability will be held on Feb. 26-28.
- Outcome and impact on the recent arbitration - If a faculty member was hired in a position and was promoted and a tenure-track position becomes available, the faculty member must be offered that position.
- Background checks and suitability clearances for BOR appointees – By federal law, BOR appointees must have a background check and suitability check before they are offered the position. Depending on the position, the person will need to pass 12 categories. Lecturers and graduate assistants will also need to have a suitability clearance.
- There will be annual student assistant hourly wage increases
- RCUH – an internal audit is in process. Special fund accounts are being scrutinized.
- Flagpoles – UH Hilo and Hawaii CC are required to have two flagpoles to fly the U.S. and Hawaiian flag on separate poles.
- The university does not have a policy on consensual relationships. A committee will be organized to discuss this issue.
- Smoke free policy EP 10.102 – Each campus can choose either option 1 or 2. Option 1: designated smoking and non-smoking areas. Option 2: a smoke free campus in consultation with the community and unions. This policy does not include e-cigarettes.
- UH Strategic directions – final meeting on the strategic directions will be in April.

**Other Items:**

- Definition of STEM in performance based funding benchmarks – There are two STEM definitions. The colleges are required to report on both. STEM 1 is the standard UH definition. STEM 2 is the homeland security definition and includes health programs.
- Each Campus is to establish a student success committee. Reading is no longer being used in a metric as an assessment of an institution. The ARPD in reading will be eliminated.
- ETF funding – all ETF (Employment and Training Fund) proposals will be executed by ORS (Office of Research Services).
- UH Hilo is interested in creating pathways with KCC.

* For accompanying documents and/or access to all Administrative Staff Council minutes and documents, please go to the Ohana website, [https://ohana.kapiolani.hawaii.edu/groups/administrative-staff-council/](https://ohana.kapiolani.hawaii.edu/groups/administrative-staff-council/) under Groups, Administrative Staff Council.

Submitted by: Joanne Whitaker
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