Introduction: Brandon Higa as the new Staff Council Chair: Leon Richards
On October 1st, the two-year term for the new Staff Council started. There are 14 officers from bargaining units 1, 3, 4, and 8. Membership to Staff Council will now include Human Resources, exempt secretaries, casual hires, and RCUH employees. Helen Hamada is ex officio, and she is assisting in the planning process. The Council is reinstating the professional development fund and staff recognition awards. In addition, they are ratifying the bylaws.

The questions before the Staff Council are what can they do to make things better for staff at KCC? How does the college interact with the Staff Council? How does the Staff Council interact with the students? They may create a scholarship for students.

- There are ways for Staff Council to participate at the College such as giving input to the strategic plan and the ACCJC 2018 self study. Staff can volunteer for graduation and the health fair.
- Supervisors need to work with staff and their schedules, so they can participate in meetings and activities around campus.

President Lassner’s Thoughts on Hawai‘i Papa o Ke Ao: Nawa’a Napoleon
On September 18, President Lassner convened a meeting with the Hawai‘i Papa O Ke Ao. There was one representative from each campus. On October 2, VP for Community Colleges John Morton convened a similar meeting. Another Native Hawaiian Council is the Pūko’a Council. Kalāualani is focusing on grounding the campus in the genealogy of the Native Hawaiians from the past up to Queen Kapi‘olani. It is important to consider the Native Hawaiian way of celebrating graduation, orientation, and convocation. This should distinguish KCC from the Colleges on the mainland.

Travel Requests: Leon Richards
Travel requests were reviewed.

Your Kapi‘olani Experience – All Campus Open House: Ann Ishida-Ho and John Richards
There will be an all-campus event on November 6 called Your Kapi‘olani Experience. The event will showcase the programs (credit and non-credit) that KCC offers, and it is an opportunity to thank the community for its support. From 4-6pm, visitors will be able to “tour” the different programs or “villages”. There will be five villages with a variety of demonstrations and interactive activities:

- Health Sciences,
- Arts and Sciences,
- Business, Legal, Technology, Culinary and Hospitality
- Continuing Education, and
- International Café

A culminating event will take place at 6-7pm in the cafeteria.
Administrative Staff Updates

For the Developmental Education transition in the fall 2016, 13 task groups are working on issues that need to be fixed. For example, the COMPASS test, the test used for placing students in math and English, will need to be replaced. The English department will pilot an Accelerated Learning Program (ALP) next semester before it is required in fall 2016. Math 75 will be offered in high school.

One of the issues to consider is how to accommodate the students who are 3 levels below College-level courses. Idea possibilities include implementing iCan or Just in Time programs. In fall 2016, only one semester of math developmental education will be offered, and the second semester will be college-level math with tutors.

- The Vice Chancellor for Student Affairs (VCSA) is working with students of concern, student conduct cases, and Title IX complaints. On KCC’s website, scroll to the bottom of the homepage, and click on, “Report a Concern”. Once filled, the form will go to the VCSA Office. The VCSA encourages all on campus to report incidents as it is the law. The safety of the students takes precedence over FERPA. The Behavioral Intervention Team (BIT) has been active in reviewing cases.
- The Board of Regents approved the Hospitality Advanced Certificate. The IT Advanced Certificate is in provisional status.
- The KCC microsite is being transitioned to the KCC website team.
- The C3T, round 1 grant is finished. The outcomes were successful. Sally Pestana, Louise Pagotto, and Patricia O’Hagan were acknowledged for their work on the C3T grant.
- Veronica Ogata, Grant Itomitsu, Nawa’a Napoleon, and Merrissa Brechtel met to discuss different ways of scheduling courses for students. A proposal will be created for fall 2016.
- The Office of Continuing Education and Training (OCET) are considering revisiting their relationship with PCAT.

Special Guest: ACE Fellow Vipin Gupta and Dean Lawrence Rose for California State University, San Bernadino

Vipin Gupta met with the Administrative Staff to discuss improving transfer success. He is researching the issues that the leadership team was grappling with, both challenges and opportunities, and what that implies for the 4-year universities.

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/) under Groups, Administrative Staff Council.

Submitted by: Joanne Whitaker
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