A. Native Hawaiian Values and Culture: Nawa'a Napoleon
Lamalama i Makapu'u ke ahi o Hilo
Hanohano mōlale ke ahi o Kawaihoa.

Hanohano (glorious) mōlale (Clear, unobstructed) ahi (fire) kawaihoa (location)

Travel Requests
There were no travel requests.

Revenue Generating Programs: Leon Richards
All revenue generating programs will be required to report in Kuali Financial System (KFS), and they will need to be reconciled with the Chancellor, the Vice Chancellor for Administrative Services, and the Business Office. Programs include parking, photocopying, library fees, and vending machines. There may be programs that are converted to a non-revenue generating area such as the print shop. The College will determine if the area provides services internally and whether it should be considered a revenue generating area. Draft procedures have been sent for the Office of Continuing Education and Training (OCET), facility use, and sales order entry.

Budget: Leon Richards
The Community College Special Fund (CCSF) account is being monitored. There are a variety of smaller accounts within the CCSF. Deficit accounts and programs will be eliminated. If an account is not assigned, the balance will be taken to zero and reallocated. No programs will be allowed to operate in the red.

Vacant Positions: Leon Richards
Positions that have not been filled in two years are swept by the Vice President’s Office. There are five positions from KCC that will be swept. The Chancellor will discuss the matter with the VP Office.

Developmental Education: Louise Pagotto
Each task force will be reporting on their areas tomorrow. Vice President Morton has set aside $400,000 for the implementation of the new development education model. At KCC, the new model will require an additional nine math and English classrooms. One possible idea is to require students to complete college level math and English within the first 30 credits instead of requiring it in the first year of college. This will accommodate part-time students. VP Morton has also set aside funds for developing CTE math and English curriculum.

Budget and other issues: Leon Richards
- The Governor restricted the budget to the campuses by 10%. However, the Governor requested to lower it to 5%, and the UHCC system office will be providing the 5%. 
• The Board of Regents approved the supplemental budget request of $1.25 million for equipment replacement for the community colleges.
• There are 12 vacant positions that were swept from all of the community college campuses. Each college can request the positions especially in the area of workforce development.
• The Legislature gave us 3 Title IX positions. Christine Chun (from the Attorney General’s office) was hired to manage “compliance”. The other two positions will be investigation officers.

Council of Chancellors Meeting: Leon Richards
• The UH Foundation did an alumni engagement presentation. Donna Gutierrez will be leading the alumni efforts for the community colleges.
• The application process for the President’s Emerging Leaders Program (PELP) is being revised. There will be more campus-based selection with an emphasis on under represented groups such as Filipinos, Pacific Islanders, etc.
• Missouri and beyond: There were protests regarding racial tension on the campus of University of Missouri. The football team refused to play, and the president resigned. Are underserved groups given an impactful voice at the University of Hawaii?
• The Vice President for Academic Affairs is working with a system-wide task force to change the course evaluation system. Four tiers of questions have been proposed: Institution level, College level, department or program level, and class level questions. The institution questions will be the same for the entire UH system. Programs will be able to create their own questions. The results of the department or program and class questions will be given to the department chair and instructor. Institution and program questions will go to the Deans. This is a major change in process. Instructors will now see their student’s comments. The proposed process has been sent to the union.
• By Fall 2016, all campuses will need to use Star for student registration. As Star will also determine graduation requirements, the College will need to ensure that information in Star is current and accurate. In addition, a sufficient number of courses must be offered especially for graduation requirements.
• Kauai CC and KCC have been selected to pilot the Kuali Curriculum Management System in spring 2016. A date will be proposed for a deadline to submit curriculum proposals as all approvals must be made by June.
• The procedure to elect a person as an Emeritus has been simplified.
• The university wants more input for the Distinguished Alumni Award procedure.
• This year, Good Friday and Kuhio Day is the same day. The university will determine the date for the additional holiday.
• Emergency planning and management has asked the campuses to hold an active shooter drill.

Administrative Staff Updates
• Because of the heavy rains, many of our buildings are leaking.
• The Office of Continuing Education and Training (OCET) did not receive a financial statement from the UH Community College system.

* 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
2015.11.23_Admin_Staff_Council_Minutes