Native Hawaiian Values and Culture: Nawa’a Napoleon

A chant for Commencement:
Lamalama i Makapu‘u
Ke ahi o Hilo

Lamalama (sparks) i (at) Makapu’u
Ke (the) ahi (fire) o Hilo (fire chant for Kalakaua and Kapiolani)
(They named the fire Hilo)

Travel Requests: Leon Richards
Travel requests were discussed.

Vacancy Update: Tier 1 & 2 and Possibly Revising the Vacancy Guidelines: Kelli Brandvold
Tiers 1, 2, 3, and 4 were discussed.
There was a discussion on revising the vacancy guidelines. A possible revision would be for
all vacancy requests to be submitted by the Dean, accompanied by the SF-1, and then
brought before the Administrative Staff Council for discussion. Another option would be for all
vacancy requests to go to the Chancellor first before discussing it with the Administrative
Staff Council. Requests must be made a week prior to the meeting. Kelli Brandvold will
provide a quarterly vacancy report.

Update & Implementation Plan for Revenue Generating Units & OCET: Brian Furuto
The plan for revenue generating units will be implemented next spring, and the auditors have
approved the plan. Decisions on what percentage to charge the revenue generating units will
be discussed.

Developmental Education Update: Louise Pagotto and Brenda Ivelisse
The placement of students is an ongoing discussion. Some committee members are not in
favor of using high school GPAs or self-reporting. Placement tests such as Accuplacer, Ed
Ready, and My Math Test are being considered.

Facilities are a potential issue for KCC. Leeward has a dedicated math lab equipped with
computers and staffed with peer mentors where students can come in for help throughout
the day

Budget Update: Brian Furuto
The Vice Chancellor for Administrative Services stated that the amount being spent for
lecturers was over budget.

* 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.