Call to Order: Louise Pagotto. Acting Chancellor

Native Hawaiian Values and Culture: Nawa’a Napoleon
1. No hea mai ‘oe? Where are you from?
No_____ mai au. I am from _____.
2. Ke noho nei ‘oe i hea? Where are you living?
Ke noho nei au i _____. I live in _____.
3. ‘O wai kou inoa? What’s your name?
‘O ____ ko’u inoa. My name is _____.
4. Hana ‘oe i hea? Where do you work?
Hana au i ke kula nui kai ‘O Kapi‘olani. I work at Kapi‘olani Community College.

Travel Requests: Brian Furuto
Travel requests were discussed.

Administrative Services Update: Brian Furuto
A revenue-generating policy was proposed and has been signed by John Morton. All the revenue-generating program procedures are in line with internal audit guidelines.

Any area that collects a fee or charge for a service is a revenue-generating area. A process flow for each of the areas will be needed. The UH System created categories to standardize the process for consistency in reporting.

UH Mānoa is going through a major reorganization. One proposed change is to eliminate the Chancellor position at UH Mānoa. The areas would report directly to the President. There are other changes that will impact how the community colleges do business with the UH System.

Hawai‘i Papa O Ke Ao & Senate Resolution 97: Nawa’a Napoleon
Hawai‘i Papa O Ke Ao meets once every month. Eight members from the President’s Emerging Leaders Program will be working with them on:
1. Faculty Orientation
2. Strengthening the educational ‘auwai for students coming from Immersion.

There was a Title III supplement grant (from the System) to hire a position to assess all Title III grants with specificity to Summer Bridge, FYE, and Student Centers.

Hawai‘i Papa O Ke Ao is taking an inventory on:
1. Hawaiian language, studies and culture-related courses
2. Hawaiian support programs
3. Faculty and staff statistics

Senate Resolution 97 has had four sessions and is discussing:
1. Actualizing cohesive system-wide Hawaiian medium and ‘Ôhelo Hawai‘i academic programs.
2. Ensuring leadership and capacity for ‘Ôhelo Hawai‘i
3. Instituting policies and accountability systems advancing ‘Ôhelo Hawai‘i

The Kalāualani Council will be meeting in January to discuss:
1. How do we link Nu‘u Model to Hawai‘i Papa O Ke Ao, SR 97 and KCC Strategic Plan
2. Culinary Institute of the Pacific
3. Title III linked to Hawai‘i Papa O Ke Ao, SR 97, KCC Strategic Plan, Student Success Council recommendations and Kalāualani vision and mission.

Enrollment Update: Brenda Ivelisse
28 days before the first day of instruction, there are 5,593 students enrolled, which is up 4.3% from the same time last year. The rest of the community colleges are showing lower enrollment currently. Student semester hours (SSH) is up 3%. The system goal is a 5% increase in enrollment over all the 10 campuses. Student Affairs is looking at developing strategies and action plans on recruitment, persistence and graduation.

Revised CAC Work Groups Charge and Membership: Joanne Whitaker
Revisions have been made to the charge and will be sent to the Chancellor for his review. A suggestion was made to add a CAC sustainability Work Group but incorporate the one that is already in existence.

What is the best way to support the Culinary Institute of the Pacific implementation? Guidance from the Chancellor is needed.

Revised Vacancy Guidelines: Louise Pagotto
Revisions were made to the vacancy guidelines and will be sent to the Chancellor for his review.

Title III Spring - Summer 2016 Renovation Update: Kelli Goya
All the bids for construction will go out together on January 4. Renovations to Iliahi and Ilima are priorities as they are classrooms. The goal is for construction to begin on March 1. Renovations to the Ohia building may be pushed to a later date. All construction must be completed before the fall semester.

Spring 2016 Convocation: Joanne Whitaker
The agenda for the spring 2016 convocation were discussed.

Developmental Education Update: Louise and Brenda
There was a demonstration of My Math Test as a math placement tool, which was well received.

* 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
2015.12.14_Admin_Staff_Council_Minutes