Title: Chancellor’s Administrative Staff Council Agenda
Place: ‘Ilima 202A
Date: Monday, December 28, 2015
Time: 1:30-3:30 p.m.

Administrative Staff Members: Maria Bautista, Brian Furuto, Kelli Goya, Carol Hoshiko, Ann Ishida-Ho, Brenda Ivelisse, Salvatore Lanzilotti, Nawa’a Napoleon, Patricia O’Hagan, Louise Pagotto, John Richards, Leon Richards and Joanne Whitaker

Members Absent: Brian Furuto, Kelli Goya, Carol Hoshiko and Louise Pagotto

Native Hawaiian Values and Culture: Nawa’a Napoleon
No_____ mai au. I am from _____.
Ke noho nei au i _____. I live in _____.
‘O ____ ko’u inoa. My name is _____.
Hana au i ke kula nui kai āulu ‘O Kapi‘olani. I work at Kapi‘olani Community College.

Travel Requests: Leon Richards
Travel requests were discussed.

Enrollment Update: Brenda Ivelisse
The head count currently is 6,502 students, which is -1.3% from last year.

Additional Board of Regents (BOR) Meeting Date: Joanne Whitaker
The BOR will be meeting at KCC on March 24, 2016, and a new date of October 20, 2016, was added. A suggestion was to present the strategic plan in March and the Quality Focus Essay, required for accreditation, and tie it to the strategic plan, for the October meeting. The Quality Focus Essay is a report on newer college initiatives such as the Culinary Institute of the Pacific. This reports gives the Colleges an opportunity to set goals and possible benchmarks.

Convocation 2016 Update: Joanne Whitaker
The convocation agenda was discussed and solidified.

COC Follow up: Leon Richards
• Alumni engagement: How best to engage alumni? KCC has an alumni chapter. How do we get them more active?
• President’s Emerging Leaders Program: The application process will go through the campus. The Executive Assistant to the Chancellor will be the contact person who will spearhead committee with the four Authorized Governance Organizations (AGO): Faculty Senate, Student Congress, Staff Council and Kalāualani.
• Should the system have an Ombudsperson/Chief Diversity Officer/VP for Hawaiian Affairs?
  o The suggestion to hire an Ombudsperson came from student government. Who does the person report to? How much authority would that person have? It may be redundant to the Student Affairs role for grievances and HR’s role for faculty/staff. If there are questions around an issue, then the ombudsperson would be helpful. When there was an ombudsperson in the past, the unions were concerned. If there is a complaint against one of their members, what is the process? An Ombudsperson could be asked to resolve problems before it gets to the level of a formal complaint. The person would act as a mediator. It would be another unbiased person to consult. That person would guide the complainant through the process, not bypass the process.
o Chief Diversity Officer: The person would develop programming to ensure that federal regulations are met. Are the needs of all people (race, gender, sexual orientation, age, etc.) being met?

o VP for Hawaiian Affairs: This person would move initiatives forward. How does that person support the Pūko‘a Council and Hawai‘i Papa O Ke Ao? An example of the role for the VP for Hawaiian Studies, for the issues around Mauna Kea, the President could designate the VP the responsibility to address it.

All three positions are about being represented at the executive level. A request was made to ask the President to share why the 3 positions were being considered.

• Course evaluation concept paper: A system-wide course evaluation. Currently, faculty evaluations are sent to the Office for Institutional Effectiveness, then directly to the faculty only and then they are destroyed. Should the department chairs or others have access to them? A committee has been formed to look at evaluations. There is a suggestion to have a common core of questions for the entire system, questions on the College or Program, questions on the Course/Department/Program and then to the faculty member for specific questions.

• Registration using Star: The Vice Chancellors for Academic and Student Affairs are meeting to discuss implementation. Graduation requirements are in Star. Should someone be named on our campus? Star will need to be programmed, building the majors in the system so that when a student looks at their major, they can see all the classes required for that major and the class schedule.

• Ad Astra shows how classrooms are being used. Nine additional classrooms (126 slots) are needed for the co-requisite model for English and math in the fall 2016. Many of our classes are offered between 9am and 3pm. It will be necessary to offer classes from 8am-6pm. Some classrooms will not be available due to scheduled renovations and some classrooms are underutilized. To implement the co-requisite model for English and math, there may be a need to shift the number of 200 level classes to 100 level classes.

• Kuali Curriculum Management: We are doing away with Curriculum Central this spring.

• Emergency planning and management. President Lassner would like an MOU with the UH system and law enforcement, prosecutors, etc. A suggestion was made to implement building monitors to help clear buildings in an emergency and to assist disabled people. Our campus safety and security specialist is revising the emergency plan at KCC.

• Distinguished alumni award: President Lassner would like the campuses to have more input. Send your nominations for distinguished alumni to the Executive Assistant to the Chancellor. The Chancellor’s office will verify if that person is an alumnus of the College.

• UH Alumni Association: Currently, there are no community college alumni on the board. Send possible nominees to the Executive Assistant to the Chancellor.

Morocco and Korea Update: Leon Richards

Morocco is in the process of starting community colleges. There is a large youth population and tuition is free at public universities. However, there is a large population who are not able to get in to the university. The Chancellor attended a conference in Morocco with 55 representatives from different countries. As KCC is teaching Arabic, the Mohammed V University in Rabat, Morocco, has invited students to visit Morocco for 2-3 weeks.

For Korea, the Freeman’s donated an additional $400,000 for another cohort to Asia. The Korean students did an excellent job. Eleven students were in the Korean study
abroad program. Should there be a program for Native Hawaiian students tied to the 290 course?

**Developmental Education Update: Brenda Ivelisse**
The Vice Chancellor for Student Affairs has been tasked to pull together the case management piece on the co-requisite math and English courses. The placement process is being resolved. Now, details are being discussed.

John Morton has available funds to implement the co-requisite model. Funds are also available to develop CTE-specific math and English courses. The campuses are asking for math and English courses that are applicable to the students’ majors.

**Administrative Staff Updates**
- The OCET Director is asking for the four continuing education areas on the campus to consolidate.
- The Dean for Arts and Sciences announced that they are currently hiring ICS faculty.
- There is a new State law on smoking. How will it be addressed on campus? The Campus Safety and Security Specialist and Vice Chancellor for Student Affairs are meeting to discuss.

* 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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