Chancellor’s Administrative Staff Council Agenda

Place: ‘Ilima 202A
Date: Monday, December 7, 2015
Time: 2:30 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 and Leon Richards

Guests: Dusty Bailey and Alissa Kashiwada

Call to Order: Louise Pagotto. Acting Chancellor

Conference Rooms: Brian Furuto
Next spring, beginning in February to June, there will be only two conference rooms to use: ‘Ilima 202A and Lama 111A. If additional rooms are required, programs that have their own conference rooms will need to be contacted directly.

Travel Requests: Louise Pagotto
Travel requests were discussed. There may be an issue with the 12 students attending the ACERT conference as tuition and fees special funds are being requested for the trip.

Enrollment Update: Brenda Iveliesse and Carol Hoshiko
There are 35 days before the first day of spring instruction. Enrollment is up by .2% from the same time last year. The head count is 5,667 students. The UH System is down 2%. A spike in registrations is expected in January after the holidays. Over 700 students have inquired about the college through gokapiolani.com.

On-Campus Recruitment Guidelines: Brenda Ivelisse and Dusty Bailey, Job Placement Coordinator
As there were no guidelines in place for on-campus recruitment, Dusty Bailey presented guidelines to the Administrative Staff Council. The guidelines are best practices for recruitment from National Association of Colleges and Employers (NACE). A suggestion was made to include timelines such as the employer application must be in two weeks before they come to campus.

There is a possibility of a job fair at KCC in April in the cafeteria. Dusty is coordinating with the other College to not overlap with them or employers will not be available. Students can also go to Job Center Online to find jobs: http://uhcc.hawaii.edu/jobcenter/. How do we get input from the employers as to what they are requiring of our students? Many comments are for soft skills such as dressing appropriately and coming to work on time.

Assessment of CAC Work Groups: Louise and Joanne
The CAC work groups have been convening for a year and a half. Are they working as well as they should? For the CAC Accreditation and Assessment Work Group, a suggestion was made to take out the word “assessment” from the title as the work group assesses the process instead of outcomes. The new ACCJC Standards should be addressed in the Accreditation Work Group.

The CAC Enrollment Management and Marketing Work Group has a different function from the Enrollment and Retention Task Force as the task force is focused on making practical improvements and looks at streamlining operations. A request was made to clarify the goals of the work group and to review the membership.
The CAC Budget and Planning Work Group met twice to make a recommendation on the ARF process and also met to discuss the Strategic Plan and Sustainability Plan. Suggestions were made as to what the work group could discuss at other times such as getting updates on how the allocations are being spent. The CAC Technology Work Group has requested additional members to round out the work group.

In conclusion, there is a need to clarify the goals of the work group, to crystalize the wording of the charge and to review the membership. A suggestion was made to redirect all the work groups to address the new ACCJC Standards as part of their charge.

Are there work groups that are missing? Should there be a Student Success work group, a workforce, healthy campus, sustainability and/or continuing education work group? Should there be an entrepreneurial work group that focuses on projects such as the Culinary Institute of the Pacific?

Joanne, Salvatore, Louise will work together to recommend changes to the Administrative Staff Council.

**Revised Vacancy Guidelines: Louise Pagotto**
Louise will edit the current vacancy guidelines.

**AACC’s Award of Excellence: Joanne Whitaker**
Should KCC apply for the Student success award? The suggestion will be brought to the Student Success Council.

**WSCUC Assessment Leadership Academy (ALA)**
One of the assessment coaches will need to be replaced. That person should apply for ALA. The application deadline is February 15, 2016.

**Developmental Education Update: Louise Pagotto**
The System-wide Student Success Council endorsed placement recommendations. After November 2016, Compass will not be available. If a student is coming from high school, the goal is to place them at the highest level in English and math depending on 2.6 cumulative GPA or a B grade in their last English and math course or from their ACT, SAT or Smarter Balance scores. The scores and grades will be self-reported. Tests to replace the Compass test are Accuplacer, Ed Ready or My Math Test. For English, if there are no test scores or high school record, a writing sample will be required. The scoring of the sample has not been determined at this time.

It was noted that the new system would have to be in place by February to be implemented by Fall 2016. Courses that have math 24 and 25 as prerequisites will need to be changed as the College will not offer Math 24 and 25 from the fall.

Students will be required to take a college level math and English course in their first 30 credits instead of in the first year. This will relieve some of the need for additional classrooms as an estimate of nine additional classrooms was needed initially.

**Administrative Staff Updates**
- In the spring, KCC will staff the Farmer’s Market on a rotating schedule.
- Rack cards are going to be produced and will be ready for the spring semester. TV and radio spots, Facebook and Google ads will be aired. A calendar will be provided as to when the ads will come out.
OCET Summit: Ann Ishida-Ho
A draft OCET summit agenda was presented to the Vice Chancellors, Deans, Alissa Kashiwada and Executive Asst. to the Chancellor.

* 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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