Chancellor’s Administrative Staff Council Minutes

Ilima 202A
Monday, March 16, 2015
1:30 p.m. – 3:30 p.m.

Administrative Staff Members: 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, Charles Sasaki and Joanne Whitaker

Members Absent: Carol Hoshiko and Brenda Ivelisse

Native Hawaiian Values and Culture: Nawa’a Napoleon
Kuamo’o means spine or the bottom side of the canoe. Can we see all of us as the backbone of the college?

Updates and Reports: Brian Furuto
Travel requests were discussed.

Operations: Brian Furuto
There was a discussion on the ARF (Allocation Request Form) campus town hall meeting. Should it be included in next year’s budget cycle process? Nawa’a will get feedback from the other AGOs (Authorized Governance Organizations).

Vice President for Community Colleges John Morton approved a security uniform for across all the campuses. The uniform is black on black and the proposal is going to the union for approval.

OCET (Office of Continuing Education and Training) Strategic Plan: Ann Ishida-Ho
A brief history on OCET was presented. There were three program areas in 1997: business, computer and international business and languages. Today there is still a high demand for training of employees. OCET was decentralized in 1997, recentralized in 2006 and decentralized again in 2009.

What is the focus of the programs? The idea is to brand OCET as the global talent development office. They are considering post-graduate programs, business, applied language and culture and IT (cyber security training). They are developing internships with JTB and Jalpak. They are in discussions with JTB to offer scholarships for non-credit students. OCET is not providing personal enrichment courses at this time.

OCET is working with the Office for Institutional Effectiveness to develop assessment tools. All courses that are being developed will conduct pre- and post-tests and there will also be an employer survey. The survey will inquire if the training advanced the employees’ skills on the job. What other customized training can we provide? OCET is a commercial enterprise and they are striving for a steady increase in revenues. There is a need for stronger branding for OCET, which will be launched in August.

The Kupuna Education Center will be moved from OCET to Health in June. Culinary courses will be housed in the Culinary Arts department due in part to the use of the kitchen facilities and the Health courses will be housed in the Health departments due to accreditation standards. International courses will be housed in the Honda International Center and OCET registration will be handled by KISC.
Program Review Policy K5.202: Louise Pagotto
The first cycle of program review started in 2013. The second cycle will start in March 2016. The policy will be finalized by the end of the academic year. It will be brought to the CAC (Chancellor’s Advisory Council) meeting on March 31st for feedback. One of the issues is what kind of data should be submitted? The cycle should line up with the strategic plans and academic, student and administrative unit reviews. Should CAC have oversight on program review?

January 20 is the deadline for course approval for the fall catalog submission. This deadline is regulated by STAR and scheduling.

Two Positions: Student Success Coordinator and Learning Commons Coordinator: Leon Richards
The Chancellor asked that comments be sent to Brenda Ivelisse and Louise Pagotto

CCCC (Council of Community College Chancellors) and COC (Council of Chancellors) Meetings: Leon Richards

• There was a 2015 Legislature update. For the biennium 2015-2017 budget, the Board of Regents may reduce tuition. Currently, there is a 7% increase in tuition for the fall. If the BOR changes the increase after registration, the Colleges will have to refund.
• There was a discussion on how to support Title IX and VAWA (Violence Against Women’s Act).
• CCID’s (Community Colleges for International Development) conference will be in Hawaii on July 10-13. The Community College system is hosting the conference, which will focus on an Asian Pacific Forum.
• John Morton’s presentation stated that starting in fall 2016, students must complete English and math foundation courses in one year.
• All student fees are being evaluated to see if the fees are needed.
• There was a sexual harassment policy presentation.
• Single transcript evaluation was discussed. When a student transfers from a community college to UH, the university does a transfer evaluation. If the community college accepts credits from outside of KCC, the university evaluates the credits again. The VCAA is putting a task force together to address this.
• Sustainability policy: each campus is required to develop or implement a sustainability policy. It will be integrated into our strategic plan.

* 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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