Title: Chancellor’s Administrative Staff Council Minutes
Place: 'Ilima 202A
Date: Monday, April 13, 2015
Time: 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: Brian Furuto, Louise Pagotto and Charles Sasaki

Guests: Kelli Brandvold, Brandon Marc Higa and Amy Patz Yamashiro

Native Hawaiian Values and Culture: Nawa’a Napoleon
Ha’ahea: Heo means pride in who you are and what you do and Ha’a means humble.

Taskstream Demo: Amy Patz Yamashiro
A demonstration of Taskstream’s Assessment Management System (AMS) was presented. There is also a Learning Achievement Tool, which assesses the individual student learning through activities. It can also include an eportfolio. The demonstration was focused on the AMS. The system is designed to mirror the course learning reports. An assessment cycle was presented.

Vacancy Update: Kelli Brandvold
There are over 40 positions in Tier 1, 2, and 3 with some positions already filled. There will be a spreadsheet showing each vacancy, when the vacancy occurred and a timeline by which the position needs to be filled. There are 12 vacancies in Tier 4, which will go through the vacancy process outlined in the vacancy guidelines distributed on September 25, 2014. There are 3 secretarial positions that will not go through the process as it was established at the meeting that the needs to the department were essential. Timelines for each of the four tiers will be distributed to the CAC.

Title III Part A Grant: Brandon Marc Higa
The AANAPISI grant and the next Title III grant are both part A and an institution is only allowed one part A grant. The AANAPISI’s average grant amount is $1.2 million while the Title III grant amount is $4 million over five years. As KCC has received the Title III grant in the in 2005 and 2009, the decision was made to apply for the Title III grant. Last year, we received a Title III, part F (renovation grant) for $10 million over five years.

The focus of Title III has changed. They are looking at the College’s persistence rates and 3-year graduation rates. This includes reverse transfer. There are also two competitive preference priorities: Priority 1 is academic tutoring and counseling programs, and student support services. Priority 2 is online courses, online learning communities, and online simulations. If a competitive preference priority is cited in the grant application, additional pages are allowed to describe the strategies around the priority. The grant must also stay within the federal guidelines of “Allowable activities”. If what is proposed is not in the allowable activities list, the proposal will not be funded.

Kalāualani’s Core Council has asked for the opportunity to write the grant under the guidance of Brandon Higa from the Office for Institutional Effectiveness. The deadline to submit the application is June 9. Title III is an institutional grant but is designated to serve Native Hawaiian serving institutions. The application must be tied to data and best
practices and be aligned with our strategic plan. There should be a theme and a focus such as improving the completion and graduation rate of Native Hawaiians, increasing the number of Native Hawaiians getting degrees and certificates, and enrolled in the institution. The comprehensive development plan shows our weakness and gaps. In the grant, we need to describe the activities that will be developed to address these weaknesses such as Just in Time or wraparound services.

Travel Requests: Brian Furuto
Travel requests were presented and discussed.

Enrollment Management & Marketing Update: Carol Hoshiko & Brenda Ivelisse
A small group is meeting to create an enrollment management framework, which will be presented to the Administrative Staff Council. The framework seeks to connect all the initiatives and program already offered at the College.

For marketing, there are radio and television ads, presence at the farmer’s market and a new view piece for the College. Google ad words and Facebook are being used to increase our online presence. At the CAC Enrollment Management and Marketing Work group meeting, there was a discussion on KCC’s brand.

Financial Aid Allocations: Brenda Ivelisse
There was a discussion on non-need-based (merit-based) awards. A minimum of 8.8% of tuition revenues from the previous academic year shall be awarded in need-based aid. Starting in AY 2015-2016, Chancellors are to determine the amount of tuition assistance for non-need-based aid. The minimum amount we were required to award is $158,875. In 2014-2015, we awarded $192,618. These are student engagement, student learning and student achievement grants.

Administrative Staff Retreat: Leon Richards
Were there large themes or areas of focus? How do we reposition the College to respond to the UH system and UHCC strategic directions 2015-2021?

- Initiatives around Student success: Student Success Center, tutors, and developmental education?
- Sense of cohesiveness – how do we work together on common goals or initiatives? This will strengthen and focus our work. How do we work together to move an initiative?
- There is a need for collaboration. Workforce development – how can continuing education and the for-credit area of the college work together? How can we be more responsive in preparing people for the workforce?
- Maka hana ka’ike – focusing on the good that has been done. The Manele building could be the center of AA in Hawaiian studies.

The focus for the College is student engagement, student learning and student achievement for success. Do we need a new structure to reflect student services, community service, academic support and administrative services? We need to provide an atmosphere that is conducive to learning. We need to provide a safe environment with Title IX, Cleary Act and student conduct. We need to reach out to the community.

How do we help the large number of students who need development education? Those students need services such as tutors, mentoring, Just in Time and wrap around services. How do we package these to impact students?
* 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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