Title: Chancellor’s Administrative Staff Council Agenda
Place: 'Ilima 202A
Date: Monday, April 27, 2015
Time: 2:30 p.m. – 4:30 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: Patricia O’Hagan

Guests: Kelli Brandvold

Native Hawaiian Values and Culture: Nawa’a Napoleon
Koho means bottom tip of the paddle. Hoe means paddle. Koho also means choice. You have a choice to dip your paddle in the ocean and propel your canoe forward. Your ancestors may have dipped the paddle in the ocean in the same place. This ties your actions to the past.

Vacancy Update – May 1st Deadline for Tier 1: Kelli Brandvold
Kelli reviewed the vacancies that were filled and the ones that were pending. The deadline to fill positions from the tier 2 vacancies is November 1, 2015. It was reinforced that in light of the budget situation, if an instructional faculty member is hired, there must be a correspondent reduction in lecturer hours. The Vice Chancellor for Administrative Services will work with the Deans and Vice Chancellors to reduce lecturer hours. Tier 4 includes all the vacancies from December to the present. The Vice Chancellors and the interim director for the Office of Continuing Education and Training will discuss the tier 4 vacancies and submit their recommendation before the Chancellor’s Advisory Council meeting on May 8. For tier 4, no “critical to fill” request forms will be required.

Travel Requests: Leon Richards
The travel requests were discussed.

Heald College Closing: Leon Richards
At the ACCJC symposium, there was a discussion with the ACCJC President and the Chancellor of KCC and Honolulu CC regarding the closing of Heald College. The U.S. DOE had contacted ACCJC and asked them to identify colleges that could help the students at Heald to possibly complete their education. A letter was sent from ACCJC to the UH Community College system asking the CC’s to be meet with the students at Heald College on April 29 and 30 to answer questions regarding possible transfer. Heald College is accredited by WASC Senior College and University Commission. The Chancellor asked the Vice Chancellor for Student Affairs and Dean of Hospitality, Business and Legal Academic Programs to lead a team to assist Heald students. After meeting with the students on April 29 and 30, KCC is offering more information on KCC’s campus on Friday at 10, 12 and 2pm at the cafeteria.

Administrative Services Updates and Reminders: Brian Furuto
• There will be a mandatory meeting for Administrative Staff Budget planning on May 14 at 2-4pm. About 3 weeks ago, the Board of Regents (BOR) required all campuses to submit expenditure plans. The expenditure plans for FY 2016 was submitted to Vice President Morton. For FY 2017, the BOR will be asking the College for detailed expenditure plans, program by program.
• CELTT is working on the centralized IT procurement plan for FY 2016. Procedures from pre-order, order, to post delivery are being developed. There will be 5-6 questions that will need to be answered when ordering to show critical need. If CELTT approves the purchase, the purchase will be processed in KFS. This will include any purchases such as lab computers to ipads. The software KACE was used to inventory all the technology on campus. However, a barcode scanning system is needed to track the item to the owner.

• Information and Communication: If meetings are missed it is the responsibility of the person who misses the meeting to retrieve the information from the meeting.

• March 16 was the deadline to make purchasing requests. The requests after the purchasing deadline are approximately $45,000. The deadline will be about the same time next year.

• There are major parking issues behind the Ilima building. Only three cars should be parking behind the building: the Chancellor's car and the two state cars. Tickets will be issued soon.

• A pest control company will be contracted to remove the chickens from the campus as there have been complaints from the neighbors and campus community.

• The approval of KCC's tobacco policy has been delayed. UH Mānoa had received approval on their no smoking policy from their campus and the three unions and had announced the beginning of the policy as July 1. The UPW employees filed a grievance. The process of addressing the grievance is ongoing. KCC has been asked to be flexible with the August 1 start of our no smoking policy and we will be notified when to submit our request. Our health awareness campaign will proceed as planned.

**CCC Meeting Update: Leon Richards**

• In light of the legislature's suggestion that they may appropriate the FY 2016 allocations to the university system in a lump sum, the Board of Regents (BOR) requested that each campus submit their FY 2016 operating budget. KCC's Vice Chancellor for Administrative Services had instituted a detailed operating budget for each area starting in FY 2015, which made it possible for us to provide the information to the BOR expeditiously.

• $6.5 million will be set aside for performance-based budgeting.

• The University had set a tuition increase schedule and this year the tuition was going to increase by 7%. There is a possibility that the BOR may lower this to 3% or 5%.

• In the past, if a faculty member while in service to the college earned a Ph.D. or other terminal degree, the faculty member was able to apply for a step increase in their salary automatically. There has been a change to the policy. The faculty member will need to show the impact the degree had on the faculty member, the college and the students. The decision on whether the faculty member receives a salary adjustment will be decided individually and based on equity and merit.

**ACCJC New Standards Symposium Summary: Joanne Whitaker and Leon Richards**

• The ACCJC's focus is moving from compliance to improving the quality of education

• The goal is equitable education for students receiving instruction from any mode such as distance education. There must be the same student learning outcomes and comparable student services for online students and on campus students.

• The College’s mission statement will define the parameters by which the college will be evaluated.
In addition to the continued reporting on student learning outcomes, there will be an additional focus on student achievement and institutional set standards. Colleges will need to show how they are working to improve course completion, retention, graduating with a degree, certificate and/or license and job placement.

- There is a new focus on innovation.
- Institutional integrity is a new section.
- As so many courses may have a large number of lecturers teaching the course, there will be more focus on part-time faculty.

**Administrative Staff Retreat Themes and Next Steps: Leon Richards**

Draft themes were passed out and there will be a discussion on May 11.

**Administrative Staff Update:**

- There was a suggestion to include community events in the student planner.
- Student Affairs:
  - 370 graduates have been confirmed for the commencement ceremony on May 15.
  - Merrissa Brechtel is now the operations manager for Kekaulike Information Services Center.
  - Faculty senate has nominated two faculty members to be the new faculty advisor for Student Congress. Student Congress is in the process of interviewing each of them.
  - Faculty are encouraged to wear regalia and participate in the ceremony.
- The Dean of College and Community Relations attended the Neighborhood Board 3 and Board 5 meetings. Board 3 had concerns about businesses or vacation rentals increasing their presence in the neighborhoods. Board 5 was concerned about the homeless in Kaimuki. Both neighborhood boards were in favor of KCC’s sustainability efforts on campus.
- The Accreditation Council for Business Schools and Programs (ACBSP) has accredited the Business, Legal and Technology Programs.
- Peter Quigley at the UHCC system office is creating a system wide student success council. He is convening all the vice chancellors for student affairs, the vice chancellors for academic affairs and representative faculty together to form a committee.
- There is a concept paper on changing the faculty evaluation process.

* 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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