Title: Chancellor’s Administrative Staff Council Agenda  
Place: 'Ilima 202A  
Date: Monday, April 6, 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:  
Guest: Kelli Brandvold  

Native Hawaiian Values and Culture: Nawa’a Napoleon  
Haumāna means student. (māna – masticated food) (hau – light piece of wood)  

Travel Requests: Brian Furuto  
One of the travelers is student Melanie Keliipuleole who has been invited by the Council on Undergraduate Research (CUR) to participate in the 19th Annual Posters on the Hill event on April 22, 2015 in Washington, D.C. Melanie’s undergraduate research project was only one of 60 projects selected from approximately 500 applications. She is the first student from the University of Hawai‘i System to participate in this prestigious event!  

Commencement Update: Brenda Ivelisse  
A request was made for faculty and staff to volunteer to assist in running of the Commencement ceremony. The faculty are also asked to participate in the ceremony. Regalia must be ordered soon. The budget for Commencement was to keep expenses under $25,000. Currently, the actuals are just above $17,000.  

Administration Directory on KCC’s Webpage: Joanne  
Edits to the final draft will be collected by the Executive Assistant and sent to the web team.  

E/M Assessment: Leon Richards  
According to President Lassner’s February 19 memo, the 360 assessment results will be received by April 30th. The narrative self-assessments are due to the Chancellor by May 18, 2015. The Chancellor will submit his assessments to President Lassner and Vice President Morton by May 29, 2015. The Chancellor asked the administrative staff to align their future goals to the four strategic directions from the UH system, UH Community Colleges and the KCC Strategic Directions 2015-2021.  

Healthy Campus: Patricia O’Hagan  
The American College Health Association (ACHA) has recognized KCC as demonstrating a commitment to achieving Healthy Campus 2020 goals and objectives. We are one of twenty campuses with this distinction and the only College in Hawai‘i.  

Tobacco Policy: Salvatore Lanzilotti  
At the March 9th meeting of the Administrative Staff Council, there was a discussion on the tobacco policy in response to the University of Hawai‘i’s newly created policy. UH’s policy requires each campus to either designate smoking areas or establish a non-smoking campus. The Administrative Staff Council decided to continue as a non-smoking campus.
At the tobacco policy task force meeting, Student Congress requested that any action on the tobacco policy be tabled as a student survey was in process and closing in a few days. The survey included a question on smoking on campus. A decision was made to hear the results of the survey before proceeding. However, if the campus continues to implement a non-smoking policy, it will be the responsibility of each person on campus to remind each other of the policy.

**Status on Filling Vacancies and New Vacancies since January: Kelli Brandvold**

At the Chancellor’s Advisory Council meeting on January 27, 2015, the Chancellor stated that positions in tier one must be filled by May 1, 2015, or the positions will revert back to the Chancellor’s office. If these positions are not filled by June 30, 2015, the positions will revert back to the Vice President for Community College’s office. Two of the positions are not actively in the process. Tier 2 and 3 positions included all the positions allocated or reallocated up to December 21, 2014. Tier 4 positions will include all the positions from January 1, 2015 until now.

The Chancellor made the decision to start the process to fill the three secretarial positions from Tier 4 as the need for support is great. The Chancellor will report this to the Chancellor’s Advisory Council at their next meeting.

**Administrative Staff Retreat Follow-up: Leon Richards**

The overriding consideration in the process is that each decision must be made to optimize student success. A question was what is the definition of student success. Agreeing on the definition will guide our thinking. A decision was made to align the Student Success Report with the UH System, UHCC and the KCC Strategic Directions 2015-2021. The strategic plan defines the measures for student success. For instance, how many students will finish developmental English and math in one year? How many students graduate, transfer and go into STEM fields. Another measure is to close the gap for Native Hawaiians, Filipinos and Micronesians.

On April 29, John Morton will make a presentation on the UH Community College Strategic Directions and benchmarks will be defined. Student success is now outcome based. Most of accrediting bodies are moving more toward outcomes.

The Administrative Staff will use the broad themes from the Strategic Directions to guide the process. Another idea was to ask the faculty what the students need and consider consulting the English and math taskforce.

**Administrative Staff Updates**

- The Title III interim coordinator is working on renovations with CORE and Mokihana. Other renovations are to Ilima 202B and C and the Maida Kamber Center. Ilima 202A will also be renovated. The room is used as a meeting room as well as an Emergency Operating Center. The renovations will include equipping the room for that purpose. The second floor of the Iliahi building is also being considered for renovations.
- This week, proposals for Perkins grants will be pulled together.
- Hybrid courses for American Samoa are being considered for respiratory training. The hybrid model for clinical courses is an important development moving forward.
- KCC radio announcements will be running this month. There are two dates to talk about KCC at the farmer’s market. Volunteers are needed to highlight departments. The new view piece is out. The microsite and view piece compliment each other.
• The Pūko’a Council is meeting to determine how they will respond to the telescope on Mauna Kea.

**Chancellor’s Report: Leon Richards**

All the campuses are looking at tough budget problems. Feedback from faculty and staff is that the dialogue on budget issues should be on the administrative level. Henceforth, in open meetings with faculty and staff, we will refrain from talking about the budget.

The Chancellor requested that the Great Lawn be watered. Originally, Student Congress provided the funds to seed the lawn. Also, the compass will be restored. It was a gift from the Voyaging Society and needs to be maintained.

As KCC is a community college, the College will remain open to the community.

* 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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