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: Ann Ishida-Ho, Louise Pagotto and Salvatore Lanzilotti

Guest: Kelli Brandvold

Native Hawaiian Values and Culture: Nawa’a Napoleon
Kānāwai Māmalahoe by Kamehameha I
E nā kānaka, e mālama ʻoukou i ke Akua
(O my People, Honor thy Supreme Being;)
A e mālama hoʻi ke kanaka nui a me ke kanaka iki.
(Respect alike (the rights of) people great and humble)

Travel Requests: Brian Furuto
Travel requests were reviewed.

Heald College Update: Brenda Ivelisse
KCC collected over 500 inquiries and 40 applications from last week. It has been determined that we will be able to accept unofficial transcripts. We have been told that if a Heald student transfers to the same program of study, they would need to repay the Heald student loans. If they transfer to a different program even if several credits transfer, the loan will be forgiven. To determine whether students are applying for the same program, CIP codes at the 6 digit level will be used. Unfortunately, there is no blanket approach to the financial aid issues for each student. Each situation must be handled case by case. If the student has been separated from the school for more than 120 days, her/she will need to pay back the loans. Students are experiencing difficulty accessing their transcripts. KCC counselors will be given permission to make decisions on student applications as there is no additional information right now.

An open house is being planned at KCC to provide more information to the Heald students. The UHCC website is being updated constantly with FAQs. The Chancellor has written a letter to the students. The three Deans will also send a personal letter of invitation.

KCC Enrollment Report for Summer & Fall 2015: Brenda Ivelisse & Carol Hoshiko
Enrollment for the summer is up .4% with 2,153 enrolled. Fall enrollment is down 3.3% for the fall with 3,991.

The microsite seems to be working. 78% of the activity were new viewers, 21% were returning viewers to the microsite. Funds to continue the microsite through the fall application period are needed. Plans are being discussed to transition the operation of the microsite to the KCC webteam.
UHCC Marketing Team is convening a one-day retreat on how to reach our students. They are willing to come to KCC to present. A possibility would be to present at a Chancellor’s Advisory Council (CAC) or Vice Chancellor Advisory Council (VCAC) meeting. The findings are that students do read their emails. During the first 6 weeks, they will read all the emails. Then we inundate them with emails and they stop reading. How do we use this information to achieve our objective?

**Vacancy Update: Kelli Brandvold**
- Tier 1 – There are 18 positions, 9 are filled.
- Tier 2 – 14 positions must be filled by Nov. 1. If full time faculty are hired, an equal number of lecturer hour must be reduced.
- Tier 3 – 13 positions must be filled by May 1, 2016.
- Tier 4 – There are 11 positions. Recommendations and timelines will be forthcoming.

**Reorganization Discussion: Leon Richards**
The Vice Chancellors and Deans were asked to submit their proposals by Friday.

**Administrative Staff Updates: Admin Staff**
- May 14 – important budget meeting. There are new procedures for the 5-year budget sheet.
- HOST had a graduation reception at the Halekoa Hotel. Many of the students are international.
- There will be a pinning ceremony for ADN and LPN Nursing and EMTs. Another cohort of SHA (School Health Aide) students will be graduating.
- There are a number of student conduct and Title IX cases.
- DSSO updates need to be included in the syllabus. Information will be sent now and 3 weeks before the semester starts.
- The rack cards are on hold for now. The Farmer’s Market canopy is arriving.
- There have been meetings to incorporate the AANAPISI proposal into First in the World grant.
- We have contracted with a pest removal company to remove the chickens on campus. 6 traps have been broken. Two chickens have been trapped so far.
- Cleary webinars are available every 3 weeks. Attendance is optional but encouraged. Brian Furuto will be conducting the first two training courses on Cleary.
- There are major changes to the budget and procedures for repairs and maintenance (R&M). KCC has about $35 to $36 million of deferred maintenance.
- Annual security training, which is their only professional development, will be at Leeward CC.
- OCET is sending people to a conference in Florida.
- We are half way through the first year for the Title III grant. An interim performance report was submitted. There will be a meeting with everyone who will be affected by the renovations during the first week of June.
- The Native Hawaiian Council and students met to offer ideas for the Title III, Part A grant.
- Hawaiian Studies was moved to ‘Olapa and Hawaiian language to Manele.
- The Chancellor will be traveling to China on May 18 – 31. He is going to the Freeman students’ graduation in China and to evaluate the program.
* 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
2015.5.11_Admin_Staff_Council_Minutes