Native Hawaiian Values and Culture: Nawa'a Napoleon
Kānāwai Māmalahoe – Law of the splintered paddle
E nā kānaka (my people), e Mālama (care for) 'oukou (you all) i ke Akua (your God).
Kamehameha I was on the Puna shore and his foot became trapped. Someone came by and hit him on the head with the paddle and it splintered. He created a law to care for or help anyone who needs it, no matter what their social status. The penalty for not caring for someone was death.

Travel Requests: Leon Richards
Travel requests were discussed.

Heald College Update: Brenda Ivelisse
Three community colleges: Leeward, Honolulu and KCC, went to Heald College on April 29 and 30 to speak to students who are displaced after Heald College announced closing suddenly. Two Google docs were created to share information with the UHCC system. 481 students provided their contact information to us. On May 1, 80-100 students came to KCC. Many of the inquiries were for Medical Assisting, Dental Assisting and IT programs and some wanted information to switch to liberal arts. Students learned about the college and what we can offer them. Many thanks to the faculty and staff at KCC who mobilized quickly and were available to assist the Heald students.

The federal government is saying if a Heald student wants to continue in a similar program, they would have to pay back the Heald loans. If they change programs, even if some credits transfer, they won’t have to pay back their loans. The suggestions to the students were to contact the agency that granted the financial aid for information. The UHCC website will update the information and provide an FAQ section. Joint meetings will be convened to share information. A blanket statement cannot be given to the students. Each case must be addressed individually. Emails were sent to our congressional delegation to intervene.

What is our communication strategy for the next 2 to 3 months? A consistent presence is needed. How frequently will we contact them? An open house was suggested for students and their families to follow up on our program offerings and financial aid as many students were willing to change their majors. There may be a possibility of offering accelerated courses in the summer for these students if areas of need are identified.

Enrollment Report – Summer and Fall 2015: Brenda and Carol
An enrollment management plan is being created to focus the process. The team is looking at pathways and processes that are already in place. Advertisements are being
aired on KQMQ, the Bomb, KHNL and social media. People are being directed to the microsite. For the summer, enrollment is down 0.9% and in the fall, it’s down 3.5%

**Tier 4 Vacancies: Louise Pagotto**
Tier 4 positions are vacancies that occurred from December 2014 to April 2015. The Vice Chancellors and Interim Director of OCET (Office of Continuing Education and Training) are discussing the priorities of the vacancies, which will be sent to the Chancellor as recommendations. There was a question about the positions in the Kupuna Education Center. Revised job descriptions were sent to the Chancellor’s office.

**Community Newsletter/Master Calendar: Carol Hoshiko**
There was a discussion on creating a possible master calendar for the campus and a community newsletter to inform our external community of events and programs. Questions were discussed such as who is the target audience? Is this a calendar of events? An academic calendar? The Dean for College and Community Relations suggested creating an electronic newsletter and place it on the microsite. A printed version could also be made available. A suggestion was made to create separate Google calendars for fiscal, academic, events, etc. that is managed by one person. A deeper discussion will be scheduled in two weeks.

**CAC Budget & Planning WG Recommendation to the Chancellor: Joanne Whitaker**
At the Chancellor’s Advisory Council on Friday, May 8, the CAC Budget and Planning Work Group will be making recommendations on the OCET strategic plan and recommendations for funding the new allocation requests (ARFs). For the ARFs, the work group discussed the rankings made by the AGOs (Authorized Governance Organizations: Faculty Senate, Student Congress, Kalāualani and Staff Council) and chose to make their recommendations from the highest ranked allocation requests.

**Feedback on John Morton’s UHCC Strategic Plan Presentation: Leon Richards**
KCC’s strategic plan will need to reflect the UHCC strategic plan. There were two areas of focus: performance based funding measure ($6.5 million is set aside for performance funding) and metrics, which are similar to the last strategic plan. A new initiative is Innovation funding, which may look different on each campus. The campus-wide Student Success Council will use innovation funds for initiatives that come out of the meetings. The campus-wide Student Success Council is made up of all the Vice Chancellors for Academic Affairs, Student Affairs and representative faculty from each campus. One of the initiatives is around co-requisite remediation courses. Another will be around pathways.

**Admin Staff Updates**
- The Perkins grant process is close to being finished. Deans John Richards and Patricia O’Hagan were acknowledged for their work on the Perkins grant.
- Kalāualani’s new bylaws were signed.
- An informal survey about the ARF Town Hall was sent out to determine how the process could be improved.
- A letter of amendment from the U.S. Economic Development Administration extends the CIP project (EDA) to June 30th. This extends the start of the construction date.
- The timeline for the 5-year faculty review policy is changing. Faculty will be notified by September 1 to submit their reviews by Dec. 1. The faculty have already been informed informally.
• The 5-year curriculum review is being revised to include the faculty senate resolution on CAPs (course assessment plans).

• Two National Science Foundation (NSF) proposals have been submitted. One has moved forward for review. One proposal is for undergraduate research. The other is for the Integrated Innovation Institute. 5 institutions, KCC being one of them, are being highlighted.

• We are not able to apply for the AANAPISI grant. However a good proposal was developed to assist Filipino students. There is a possibility to use the proposal for the First in the World grant.

• Title III, Part A Grant: A Kalāualani meeting was convened as an open forum and then the core council met. Ideas were sent to OFIE and a budget was created. The focus will be on retention and graduation for Native Hawaiian students. Meetings with Department Chairs will be scheduled to gather input from across the campus. June 6 is the deadline to submit the grant application. Maui College wants to collaborate with us for the Title III collaborative grant.

• A process is being established to address students of concern and title IX violations. It is important to follow the process. The BIT (Behavioral Intervention Team) will be meeting to review all the patterns and cases from the past semester. EP 1.204 is clear on the definition of affirmative consent. More is needed to educate the campus.

• A health survey will be administered through OFIE.

• Three people came to KCC to talk about health cyber security for electronic health records.

• OCET will host an open house on Aug. 18, a day after convocation. Faculty, staff and OCET’s advisory council will be invited. OCET will share their direction and new programs.

* 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
2015.5.4_Admin_Staff_Council_Minutes