Native Hawaiian Values and Culture: Nawa’a Napoleon
‘aka ‘aka - laughter
‘aka aka – clear vision

Travel Requests: Brian Furuto
Travel requests were discussed.

Marketing and Enrollment Update: Carol Hoshiko
The marketing initiatives have been stalled, as the purchase requisitions were not processed. There was a verbal complaint about the microsite. The Associate VP for Administrative Affairs convened a meeting to discuss the use of Mix Plate Media for the microsite. It was explained that our enrollment was trending upward and that there were 380 conversions within a one-month period. The contract with Mix Plate Media ended at the end of May. There was a discussion as to how to continue with the marketing efforts and how to transition the operation of the microsite to the KCC web team.

The Administrative Staff Council agreed to handle all conflicts and disagreements in the following manner: when there is a problem, work with the person or the person’s supervisor. If there is no resolution, all parties need to agree to ask the Chancellor for a resolution.

20 Heald students with their families came to the open house at KCC on June 6. Enrollment is up for the summer session and slightly up for the fall. More on enrollment management is forthcoming.

CAC Meetings and Student Services Leaders: Brenda Ivelisse
Chancellor Advisory Council (CAC) meetings are one of the few ways to get communication out to the campus. CAC members are heavily from the academic areas and a request was made to include key members for student affairs and other areas. It was decided to invite Shirl Fujihara, Merrissa Brechtel, Michaelyn Nakoa, LaVache Scanlan and Sheldon Tawata to CAC. From August 1st, Sharon Rowe and Karen Boyer will become new chairs for the outgoing Colette Higgins and Paulette Williams, respectively. Shannon Sakamoto will be the new Student Congress advisor for Kalani Fujiwara.

Budget Items: Brian Furuto
- At the next CAC meeting, the Chancellor will address the budget recommendation presented and voted on at the May 8th CAC meeting.
- There was a discussion on the use of p-cards. On one hand, requisitions take a long time to process and p-cards can be more efficient. The Vice Chancellor for Administrative Services will determine what the current policy is on the
distribution and use of p-cards. Decisions will be made on who needs a p-card and who should have one.

- There was a moratorium on spending in June to balance the books for the end of the fiscal year. However, the college is in business 12 months of the year and a complete moratorium is not possible. Areas such as the Honda International Center and OCET (Continuing Education) offer programs continuously over the summer and are the most impacted.

**Report on Native Hawaiian AA Liberal Arts Degrees Conferred: Charles Sasaki**

From academic year 2012-13 to 2013-14, the number of AA Liberal Arts Degrees for all students increased from 545 to 850 student or a 55% increase. The Native Hawaiian AA Liberal Arts Degrees increased from 63 to 140 students or a 122% increase.

- One-year increases are actually a multi-year effort
- Faculty don’t always know how individual efforts contribute to institutional metrics.
- A consistent and unchanging vision of (transfer excellence) implies other successes (retention and graduation)

In 2010: Reposition A&S for Excellence in Transfer
In 2011: Teach about metrics; launch Vanguard Learning Initiative
In 2012: Launch AA with Concentration
In 2013: Launch Reverse Transfer
In 2014: Launch “Save 1 Student” Campaign

In Fall 2016, an initiative will offer classes in a different ways such as shorter “semesters” (8 week classes? Other alternatives?).

**Community (Public) Service Courses: Ann Ishida-Ho**

Some faculty would like to volunteer to present what they do in the classroom or to present research they are conducting to the public for free. An obstacle is how do we market these courses to our community? Where do we teach the courses? Is the Chapel appropriate?

The Chapel would be good for walk-in traffic during the weekend but it may be too noisy. A 2-day series on Queen Kapi’olani or faculty jam sessions have already been suggested. There are no chairs in the chapel so participants would need to sit on the floor. Free public service courses engage the community and introduce them to the college. Another possibility is ‘Ōhia 118. There will be one pilot course and then an assessment as to whether it should be continued.

**Chancellor’s Report on China: Leon Richards**

China’s economy is booming. Two agreements on our international structured and guided degree pathway programs were signed with schools in China. The students must complete one year at KCC and one at their school. Students from China will attend KCC for business, hospitality and culinary. Food security in China is becoming a problem. They are also looking to increase creativity, critical thinking and innovation in their students. The two agreements are with a college and high school in Beijing and Hubei Province. For the high school, we are developing a degree pathway to transition from high school to college. For the college, 22 students will go to the Big Island first for astronomy and then will attend at KCC.

**Administrative Staff Updates: Admin Staff**

- Kekaulike Information Service Center will be doing training this summer and they are offering reduced hours on Friday for a short period of time.
• Student Services are being asked to consider their budgets carefully and make cuts if possible.
• The Dean of College and Community Relations attended the Neighborhood Board 3 and 4 meetings.

* 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
2015.6.8_Admin_Staff_Council_Minutes