The Chancellor welcomed new interim Dean of Arts and Sciences Maria Bautista to the meeting.

Native Hawaiian Values and Culture: Nawa’a Napoleon and Veronica Ogata
Veronica and Nawa’a expressed their mahalo for the kōkua for the Ne’epapa Kalāhū event.

Kō – to fulfill, to complete, to come to pass, to win a dispute, to become pregnant
Kua – back, intransitive verb, a person carries their child on their back.

Travel Requests: Brian Furuto
Travel requests were discussed.

Marketing and Enrollment Update: Carol Hoshiko and Brenda Ivelisse
The current number of students enrolled in KCC is 7,778, which is down -1.7% from last year. KCC is reaching a point where there will most likely be no steep decline in enrollment. The enrollment management and retention task force will look at trends and fill rates. There was a concern last week regarding insufficient entry-level courses for students. International education and English for Speakers of Other Languages (ESOL) were all filled. Knowing the trends will help us anticipate what is needed.

Vice President for Community Colleges, John Morton, asked the Vice Chancellors for Student Affairs to examine how the medical hold for the TB test and the MMR vaccination affected enrollment. Unless a student receives the medical clearance, they are not able to register. Throughout the UHCC system, we potentially lost 3,222 students due to the hold. Record holds are the greatest hurdle to registration. More conversations are needed to discuss this topic. A TB test and MMR vaccination is required by law. There is a communication problem as students are not told about the medical hold until it is too late. John Morton will consider solutions.

The Farmer’s Market is a great channel for KCC to reach out to the community as many people come to the booths with questions about the college. Approximately 40% of the visitors at the Farmer’s Market are international and 60% are local. KCC’s presence at the Farmer’s Market raises awareness. The Chancellor outlined several ideas:

1. On the Farmer’s Market banner, we need to spell out “Kapi’olani Community College” Farmer’s Market instead of KCC Farmer’s Market.
2. We need to record who is coming, compile the questions that they are asking and provide better information to the visitors.
3. It is an ideal place to showcase our campus because people are already gathering.
The Chancellor outlined a proposal suggesting a college representative be present at the Farmer’s Market every Saturday. We will ask each academic department to represent the college each week. The Office of Continuing Education and Training (OCET) should be present about twice a month and possibly student services.

Enrollment: There are fewer students at KCC, but they are taking more credits. The New Student Orientation (NSO) will be evaluated on its effectiveness.

**Synergy Design Update: Joanne Whitaker and Carol Hoshiko**
There will be no further contracts with Synergy Design. If CELTT determines that there is a need, then CELTT will contract services.

**CIP Update: John Richards**
Dean Richards requested input on the Culinary Institute of the Pacific (CIP) initiative. The CIP presentation was made at the cluster meeting and UH Foundation, and it will be presented at the CTE Deans meeting. At this point, the response has been enthusiastic.

**Budget: Brian Furuto**
Preliminary totals for FY 2015 shows $43.8 million in revenue, $32.7 million for payroll, $40.1 million in expenses, and 4.1 million in transfers to the UH system. There is a deficit of $567,960. The ending cash balance is $2.2 million, with $755,761 in encumbrances and 1.4 million in unencumbered cash balance less deferred revenue. The College has improved financially, but we need to continue improving. The College is required to have 5% and 16% in reserve. Summer session tuition and the Office of Continuing Education and Training (OCET) revenues are kept in the Community College Special Fund. The College pays around $500,000 for the CIP bond.

Budgets for each department and unit were distributed. Instead of watching each line item, the areas are allocated a lump sum, which can be used with the department chairs and unit heads discretion. However, no additional funds will be allocated if the areas overspend their allocation.

Lecturers are now being paid from general funds. All personnel should be paid for by general funds unless they were hired under another category. Overtime, overloads, and casual hires are paid with Tuition and Fees Special Fund (TFSF). General funds do not pay for operating costs.

The FY 2016 budget will be received from the UH system mid September. It is important to watch the number of lecturers that are hired and to cancel low enrolled classes.

57% of classes are 100%+ full  
72% of classes are 90% full  
80% classes are 80% full

**Financial & Operational Oversight of Revenue Generating Programs: Brian Furuto**
A meeting with the UH System Fiscal Officer will be convened to discuss the new procedures for revenue generating programs. Each area will need to create a budget. The Board of Regents is watching the University regarding the revenue generating areas.

**Administrative Staff Updates:**
- Dusty Bailey is the new job placement/career services coordinator.
• TB and MMR requirements are on the KCC website, but it needs to be in a more prominent place. A process is needed to follow up with students regarding these requirements.
• We are ending year one and beginning year two on the Title III grant. There have been discussions on tutoring. Tutoring will move to the Lama library for Math and English. Title III will support the tutoring for the campus. There needs to be a centralized overview on how many students are being served and the metrics. All tutors should be certified, and a program needs to be developed for training. Tables, chairs, and whiteboards are needed and cannot be bought through Title III.
• The air conditioning schedule will be the same in the fall.
• Contract security will be used until the 3 security vacancies are filled.
• Tyra Szalakiewicz is the new Safety and Security Specialist
• The CIP groundbreaking is on September 8. Kalāualani asks the administrators to join the procession from KCC to the CIP site.
• On Nov. 6, there will be an open house to showcase the Office of Continuing Education and Training (OCET).

* 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
2015.8.24/Admin_Staff_Council_Minutes