Native Hawaiian Values and Culture: Nawa'a Napoleon
For the Culinary of the Pacific (CIP) Groundbreaking ceremony, Kalāualani will be marching from Kīlauea Ave. by the Olapa building along the Ne'epapa path to the north, south, east and west corners of the CIP site to connect the College to CIP.

Travel Requests: Brian Furuto
Travel requests were discussed. The VCAS noted that travel documents needed to be filled out completely.

Budget: What are in the CCSF, RTRF and Conference Center Accts.: Brian Furuto
In addition to the general fund (G-fund) and Tuition and Fees Special Fund (TFSF), there are other funds: Community College Special Fund (CCSF), Research Training and Revolving Fund (RTRF), Student Activities Revolving Fund and Conference Center Revolving Fund. Tuition from the summer semester is deposited to the CCSF. However, the UH System is asking the community colleges to transfer the money out of CCSF.

Additional items from the Vice Chancellor for Administrative Services (VCAS):
• There are new guidelines on revenue producing programs. 10-15% will be deducted from the revenues to support the program.
• There was a discussion on the water main break in Kaimuki and campus closure on August 28, 2015. It is important that all faculty, staff, students and administrators at the College evacuate when there is a campus closure.
• A reminder was issued to fill out the facility request form when using KCC facilities during non business hours. Official business hours are 6:00 a.m. to 9:00 p.m., Monday through Friday.
• A campus security authority list was distributed with contact information, in case of emergencies.

Marketing and Enrollment Update: LaVache Scanlan and Cory Ando
An enrollment and retention task force has been convening to audit the pathway for students. Student services are identifying what works and if there are obstacles for students.

Cory Ando did a presentation on increasing our yield rates. Yield rates are the percentage of students who enroll at a university after being accepted. KCC’s actual yield is 62.72%.

If we know that a large number of students register in August, we may decide to delay the cancellation of classes. The fall 2015 initiative to increase yield rates was executed in two rounds.
Round one - July 27, 2015:
- 2,330 students were contacted through various methods by department representatives (CTE only)
- For Arts & Sciences students (included unclassified students, emails were sent out and phone calls were made by the First-year and Transfer-year experience programs
- 510 students registered, cancelled their applications or deferred to spring 2016.

Round two – August 3, 2015:
- 2,107 students were contacted by the College through email
- 842 students registered, canceled their applications or deferred to spring 2016.

Some of the issues for students are financial problems and not having enough time to get the immunization clearance. Plans for the future are to simplify the acceptance letter and increase the frequency of communication to the students. For spring 2016, there will be a pilot to text students. There is a need to understand our students’ behavior and adjust accordingly. Another idea is to identify a counselor for each student. An engagement hub could be created targeting first year students.

LaVache Scanlan did a presentation on the New Student Orientation (NSO). A strong foundation in the first year is important. We needs to get the students enrolled but persistence and completion are equally as important.

NSO was delivered in three parts. 2,010 students took part in the NSOs. It was required for all incoming students who have never been to college.
- NSO part 1: getting started. Compass placement test, financial aid and health clearance.
- NSO part 2: was split into two sections – one for liberal arts and the other for the rest of the students. Part 2 is for advising and registration to ensure students are placed in appropriate first year courses. The advising sheet has been streamlined. Students were encouraged to take English and math but there were not enough classes. Students are introduced to STAR. A pilot group will register on STAR in Spring 2016.
- NSO part 3: engagement activities. Official welcome, workshops, campus resource fair, CTE (Culinary Arts and HOST) program orientations.

The COMPASS placement test will no longer be used in fall 2016. High school transcripts may be used for placement. ACT and SAT also will be used for placement.

For future planning:
- Work with Kuilei to offer NSOs at Kamehameha, McKinley, Roosevelt, Kalani and Farrington.
- More collaboration with BOSA on part 3.
- Encourage more students to register in STAR.
- More collaboration with counselors on Part II and III
- Revise the acceptance letter

All 3 parts are mandatory. There was a question on the level of participation. This is the Just in Time model, breaking the information into chunks. Should we offer Part 3 after school starts? Part III was the most attended. The Resource Fair was difficult to organize, as all are busy. There has been a lot done for parts 1 and 2. Is there something that works more efficiently? In 2009, there were 12 orientations in the
summer. Student would attend one session and get everything. They would check in and leave. Then they implemented Parts 1 and 2. Part 3 could be administered by students.

An attempt was made to combine Parts 1 and 2 but it was too much information. How are we measuring the effectiveness of the NSOs and is this a good use of time? Do we know if the students are retaining the information? Are students persisting better? Can we work smarter, not harder? Would a video be just as effective?

For fall 2016, all students will need to take college level English and math in the first year so it may make registration easier. A suggestion was to consider offering 8-week classes instead of the 16-week traditional class.

**ACCJC Midterm Report Feedback: Joanne Whitaker**
A request was made to send any feedback on the ACCJC Midterm Report by Friday, September 4, 2015.

**Administrative Staff Updates**
- Any students of concern need to be referred to the Vice Chancellor for Student Affairs. Counseling cannot be legally mandated for a student.
- There will be a meeting with an architect on September 1, 2015, for the Title III renovations. Planning is needed for the renovations in January. Where will classes be located during the renovation?
- Grant Sato won the Taste of Korea competition. Linh Hoang, Carol Hoshiko and John Richards will work on the fundraising around this award.
- Study hub in the library has been opened for tutoring. This is part of the process to centralize tutoring across campus. Faculty are also encouraged to spend their office hours there. What math tutoring should be offered in the library versus in STEM? STEM counseling is for advanced math courses. More discussion is needed to clarify.
- Farmer’s market – KCC presence is important. A schedule will be put together to staff the KCC booth each Saturday starting on October 3, 2015.

* 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/](https://ohana.kapiolani.hawaii.edu/groups/administrative-staff-council/)) under Groups, Administrative Staff Council.

Submitted by: Joanne Whitaker
2015.8.31_Admin_Staff_Council_Minutes