Title: Chancellor’s Administrative Staff Council Minutes
Place: 'Ilima 202A
Date: Monday, September 21, 2015
Time: 1:30-3:30 p.m.

Administrative Staff Members: Maria Bautista, 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, and Joanne Whitaker

Members Absent: Ann Ishida-Ho, Patricia O’Hagan, and Leon Richards

Guest: Bob Franco and Shirley Tsukano (for Ann)

Travel Requests: Brian Furuto
Travel requests were discussed.

Heads Up America: Obama’s College Promise Campaign: Joanne Whitaker
It was suggested that the UH Community College office be consulted before participating.

Student Services Update: Brenda Ivelisse
• Early College has contributed to student success. Nearly all Early College High School students (94%) passed the course and 51% earned an “A”. Six college classes will be offered at Kaimuki High School in spring 2016. Students in Early College are graduating high school at higher rates and are doing better in college. Although their classes are not on campus, Early College students have access to all KCC student services. If the program increases, what are the implications? What are the goals? What classes should be offered? A meeting will be convened next week to discuss and strategize how to move forward.

• The US Department of Education released a “Dear Colleague Letter”, which clarifies the difference between counseling records and FERPA records. There are rules as to when counseling records can be released and made public.

• The White House released the College Scorecard. The US Department of Education ranked all the higher education institutions. The data included in the information was released 2012-2013, and it is difficult to analyze. For instance, the students in the ranking were the 15% that had received federal loans (Pell or Perkins grants), not the entire student body. The 21% graduation rate was after a three-year period and only applied to students with Pell and Perkins grants. Should we respond to the college scorecard? There will be changes to the FAFSA as well.

Title III Part A Grant: Next Steps: Bob Franco
The Title III, Part A Grant awards the College with $4 million over 5 years. The purpose of the grant award will be to address four outcomes.
• Outcome 1: Address the UHCC performance measures, gap-closing measures, and time-to-degree measures.
• Outcome 2: Increase Native Hawaiian student engagement in Place and Community-based learning, increase the number of Native Hawaiian students in the Center on Responsive Education and transferring to the College of Education, improve career and employment for Native Hawaiian students, and improve Native Hawaiian CCSSE Benchmarks.
• Outcome 3: Strategically grow enrollment
• Outcome 4: Hawaii Papa o Ke Ao and faculty professional development

To achieve these outcomes, there will be several new hires: an Articulation Specialist, a Faculty Development Specialist, a Hawaiian Language Revitalization Specialist, a Native Hawaiian Financial Support Specialist, a Career Exploration Specialist, and a Fiscal Specialist. Position descriptions (PDs) and minimum qualifications (MQs) for these positions are requested by October 12.

UH Maui College part of the Title III Grant will provide for a Grants Development Office and position. This is an additional $4 million grant. This proposal was created by Kalāualani and the Student Success Council, and the grant becomes effective October 1, 2015.

For this round of Title III funds, it is important to showcase our continuous assessment regarding the effectiveness of the strategies, which include tracking job placements, enrollment growth, completion rates, etc., to show improvement to our measures. Before the positions are advertised, outcomes will need to be discussed with guidance from the Office for Institutional Effectiveness (OFIE). Hawai‘i Papa o Ke Ao is focusing on similar outcomes.

Native Hawaiian Values and Culture: Nawa‘a Napoleon

One of the words from KCC’s revised value statement is Kūloa‘a, which means lako or well-supplied. Are we ensuring that students are well prepared? Kū means to stand and is also the God of war.

Lab Operations: Brian Furuto

There are two issues with the labs on campus.

1. Hours of operation for labs: To reduce electricity costs and for security reasons, a proposal was made. For after hour and all day use on the weekends, lab monitors and students will be asked to sign in with the date and time. Lab usage will be tracked and compiled monthly to monitor how extensively labs are being utilized during off hours.

2. Student monitors are not employees of the college and need to be supervised by faculty or staff. If there is a problem, security should not be the responsible employee.

In addition, Administrative Services strictly adhere to the policies created for those who use labs after hours throughout the week, including weekends. After hour users are required to fill out a facility request form 5-days prior to their preferred scheduled lab date and time, or it will not be scheduled. All events include auxiliary services and security, which need to be scheduled in advance.

PLA (Prior Learning Assessment): Louise Pagotto

A new UH Community College policy defines the kind of PLA the college can issue such as using AP courses and the College Level Examination Program (CLEP). There are new fees for credit by exam. It used to be 100% of the course, but it was changed to 50%.

There is also a possibility of a portfolio assessment. Students can create a portfolio to explain how he/she met the outcomes. It costs 60% of the course to pay for faculty member’s time.

There are still questions such as to whom and what account do the fees go to? Who on our campus will be the point person for this? A new PLA coordinator is needed.
Faculty Senate Resolution: Worklife Survey: Joanne Whitaker
Faculty senate will be sending a revised resolution explaining how to address the Worklife Survey. A Faculty Senate forum to openly discuss the survey is scheduled for Wednesday, November 25 at 2:30-4:30 p.m.

Administrative Staff Updates
- The vacancy policy should be reviewed
- A review of the UH Community College policies is needed.
- Construction on the Culinary Institute of the Pacific (CIP) has started and will be monitored.
- Two members of the Office of Continuing Education and Training (OCET) will be going to Portland, OR, to attend the National Council for Continuing Education and Training Annual Conference
- The Administration was encouraged to take the emergency management training classes.

* 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
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