Administrative Staff Members: Maria Bautista, Esben Borsting, Brian Furuto, 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: Brenda Ivelisse

Guest: Lori Ferreira and Shirl Fujihara

**Native Hawaiian Values and Culture: Nawa'a Napoleon**

Mālama au i ku'u…

I care for…

Draft Mālama statement from Kalāualani

Mālama: Maintain and carry forward the values of Queen Kapiʻolani

A suggestion was made to change the word maintain to “honor”. Therefore, it would read, “Honor and carry forward the values of Queen Kapiʻolani”.

**Travel Requests: Brian Furuto**

Travel requests were discussed.

**NASPA/Grant Proposal: Student Affairs Care Model for Title IX: Lori Ferreira (Appendix A)**

**Budget Update: Brian Furuto**

A midyear budget status report was presented. The budget is stable except for two areas: electricity costs are 12% higher than this time last year. The goal for the cost of lecturers was $3.8 million but we are projecting to spend $4.6 million. The second half of the fiscal year’s budget allocations were given to the administrative staff to disseminate to their departments and units. A memo from the Chancellor will accompany the budget allocations with instructions for the spring 2016 allocations. No account deficits will be allowed.

There will be discussions with the vice chancellors on creating procedures to control lecture costs for the fall 2016 semester. There was a question as to why the lecturer costs have increased. Were lecturers used to cover full time faculty vacancies? If a full time faculty member is hired, then the lecture hours should decrease in that department. If we know what is causing the increase, it may be possible to mitigate the problem. Academic decisions will need to be monitored more closely as to not affect our fiscal stability. Also, grant funds cannot be used to cover expenses outside the intention of the grant. Areas that overspend put a burden on the entire campus as other funds are used to cover the deficit. Lecturers will need to be hired earlier to be able to make adjustments. It is important to devise a solution that won’t hurt the academics offerings of the college. Low-enrolled classes will be carefully examined. All low enroll classes cannot be canceled as the class may be in a series with other classes or students may need the class for graduation.

**DNA Presentation: John Richards**

Dean Richards demonstrated a project management software called Smartsheet. His departments report on all upcoming projects. The projects are revised and put on the spreadsheet. 15 members are on his team including health and math faculty. This is an
effective way to organize our human resources. Students are being asked to be DNA member to ensure that projects are student driven.

**Council of Community College Chancellors (CCCC) Report: Leon Richards**
- The legislature is proposing free tuition for Kauai. You must be a full time student and have lived on the island for one year.
- Senator Jill Tokuda is working for diversifying and strengthening our economy by creating viable career pathways and training programs aligned with workforce demands within the community college system, and developing incentives for emerging and sustainable high-growth industries.
- Capital Improvement Projects (CIP). There will be no new buildings constructed until all the backlog in renovations and maintenance are addressed.
- There was a question on whether financial aid can be provided for early college students. This is being requested by the DOE but the courses would need to be carefully planned pathways so the students don’t exhaust their financial aid.
- Leeward Community College has 500 early admit/early college students at Waipahu High School

**Council of Chancellors (COC) Report: Leon Richards**
- Student Congress Chair Will Arenivas did a presentation requesting an Ombuds on each campus. The presentation will be given at the VCAC meeting on Feb. 18.
- Kuali Curriculum Management will be operational on July 1.
- The process to discuss tuition increases is starting in the spring.
- There is a process to centralize the Executive/Managerial 360 evaluation. They are moving toward a common core of items to be evaluated every year. UH Mānoa is working on the process. The groups asked to evaluate may be changed.
- President Lassner is being asked to rid the system of redundancies in the administration.
- The discussion on course evaluation is continuing. The proposal is that all results from the course evaluation will be shared with the faculty member and the department chair.

**Co-Requisite Model for Math and English Update: Louise Pagotto**
A list of rooms and a shift of class schedules will be distributed to the Department Chairs.

**Administrative Staff Announcements:**
Foundation Qualitative (FQ) Reasoning is now required by UH Mānoa from WASC by fall 2018. UH Mānoa will offer their first classes in fall 2017.

KCC’s general education requirements for the ASNS degree are different than for our AS degree which is making it more difficult for students to transfer to UH Mānoa.

* 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
2015.2.1_Admin_Staff_Council_Minutes
# Appendix A

## Kapi’olani Community College Student Affairs Care Model

The Student Affairs Care Model is an integrated three component approach: Prevention, Intervention, Post-Ventiv. This model has been designed to support safety, health, and wellness of all students, faculty, and staff of the Kapi’olani Community College (KapCC). The integrated approach is intended to strengthen intellectual, emotional, ethical, and social development which is essential to college student success.

### Prevention
- **Campus Education & Awareness**
- **Title IX**
- **Behavior Intervention Team (K-BIT)**

### Intervention
- **Wellness Management**

### Post-Ventiv

## Violence Prevention Task Force (VPTF)

The primary mission of VPTF is to provide prevention and awareness education with an emphasis on promoting healthy relationships. The task force is made up of a collaborative effort between Instructional Faculty, Counseling, Administration, Student Affairs, the Vice Chancellor of Student Affairs, and the Staff at the UH Mānoa’s Women’s Center. Prevention and awareness education will be promoted through campus activities, in-class workshops, professional training, peer education programs, halo, and use of technology.

## Suicide Prevention Task Force (SPTF)

The primary mission of SPTF is to promote a public health approach through education and awareness to the campus community. The task force is made up of a collaborative effort between Instructional Faculty, Counseling, Staff, Students, Administrative Services, the Vice Chancellor of Student Affairs, and Community Partners.
Kapi'olani Community College
Student Affairs Care Model

Prevention
Substance Abuse Prevention Task Force (SAP): The primary mission of SAP is to help students live responsibly. SAP focuses on providing education and awareness campaigns towards the dangers of alcohol, tobacco, legal and illegal drugs, and other substances.

The task force is made up of a collaborative effort between Instructional Faculty, Counselors, Staff, Students, Administrative Services, the Vice Chancellor of Student Affairs, and community partners.

Kapi'olani Community College
Student Affairs Care Model

Intervention
The interventions are designed to enhance accountability, responsibility, and change. Consistent with policies and procedures to specifically address Students of Concern.

Kapi'olani Community College
Student Affairs Care Model

Intervention
Vice Chancellor of Student Affairs
Student Conduct Code

Title IX: Led by the Title IX coordinator, ensures consistent application of the University Of Hawaii – Interim Policy and Procedure on two Discrimination and Gender-Based Violence, to all individuals and allows the college to respond promptly and equitably to eliminate discrimination, prevent recurrence, and address its effects.

Kapi'olani Community College
Student Affairs Care Model

Intervention
Vice Chancellor of Student Affairs
Student Conduct Code

Kapi'olani CC Behavioral Intervention Team (BIT)

The BIT is a multidisciplinary group, that handles Student of Concern reports that are considered to be elevated risk and above. The BIT conducts investigations, performs threat assessments, determines best mechanism for support, intervention, warning notifications and response. The provides resources both on and off campus, and coordinates follow-up with Wellness Management Group.
The post-vvention is designed to provide support and services which promotes academic success, quality of student life, and healthy lifestyles, by providing a learning environment that is consistent with college's mission.

Nash Health & Wellness Management: Involved in addressing emotional and social needs of the individual or groups involved in a Student of Concern situation. The Wellness Management counselor's primary focus is to establish a sense of individual and group connectedness to the campus, as well as, emotional well-being through appropriate support and services.

Mental Health & Wellness Counselors & Wellness Management: Is responsible for addressing emotional and social needs of the individual or groups involved in a Student of Concern situation. The Wellness Management counselor's primary focus is to establish a sense of individual and group connectedness to the campus, as well as, emotional well-being through appropriate support and services.

Proposal Created For NASPA Grant

- Amanda Brown, M.S., Director of Research and Community Engagement, Kapiolani Community College
- Thomas A. N. Keopuhiwa, Ed.D., Counselor, Kapiolani Community College
- Brenda Ivelisse, Principal Investigator of this project. Dr. Ivelisse serves as Vice Chancellor for Student Affairs at Kapiolani Community College, one of seven community colleges in the University of Hawai‘i System. Dr. Ivelisse is also the College’s Title IX Coordinator.
- Brandon T. Chun, M.Ed., Mr. Chun is the Title IX Deputy Coordinator for Students at Kapiolani Community College, as well as Director of TRiO Student Support Services. Mr. Chun is the Title IX Deputy Coordinator for Students at Kapiolani Community College.
- Lori Ferreira, Ed.D., LMHC, NCC, Dr. Ferreira is Kapiolani Community College’s Mental Health & Wellness Counselor. She is part of Kapiolani Community College’s Title IX team and serves as a core team member.
- Thomas A. N. Keopuhiwa, Ed.D., Dr. Keopuhiwa is a counselor at Kapiolani Community College, as well as Assessment Coach for all counseling units on the campus. He is lead assessment team member to this project.

All faculty involved in this project is in-kind at no cost to the University or to the project.

About the Grant:
- Type: Channing Briggs Large Research Grant $35,000
- Other Research Institutions:
  - University of Hawai‘i at Hilo
  - University of Hawai‘i at Manoa
  - University of Hawai‘i at West Oahu

Area-of-Focus: Student Affairs Practice at Community Colleges

- What services and programs best meet student needs as learners and how can they be delivered effectively in these environments?
- What does engagement and involvement look like for these students?
- What types of evidence can be used to confirm these best practices?
The Goal of This Project:
It is to have this holistic, innovative approach demonstrate to students the institutional interest and commitment in student development through interaction with mentorship, support, and rehabilitation. It creates an experience for all campus stakeholders to create positive partnerships and promote community activism. Overall providing a venue that could play a vital role in persistence, retention and completion.

Proposal Timeline

- Needs Assessment: April - May 2016
- Capacity Building: May - June 2016
- Strategic Planning: June - July 2016
- Implementation: Aug 2016 - May 2017
- Evaluation: May 2017
- Publication: June - July 2017

Needs Assessment:
What resources do we have? What resources do we need?

Capacity Building:
Establishing partnerships with identified resources, creating print material with acknowledgement of grant funder, connection with stakeholders.

Strategic Planning:
Creating Action Plan

Implementation:
Putting Action Plan into ACTION

Evaluation:
Data collection, analysis, results

Publication:
NASPA

Student Affairs Goal For The Model
Promising Practice
Best Practice

Integration of KapCC Student Affairs Model:
To help student affairs professionals understand the experiences, trends and implications of sexual assault, and gender discrimination from the lens of academic performance, social relationships, and overall psychological, emotional and physical health.