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: Patricia O’Hagan

Guest: Linh Hoang

**Native Hawaiian Values and Culture: Nawa’a Napoleon – Hawaiian new word: Mauō**
Mau means steady, constant, preserve
Ô means remain, endure, survive
Mauō means sustainability. This word was presented at the Sustainability meeting in Hilo.

**Travel Requests: Brian**
Travel was discussed.

**Picture by Salvatore Lanzilotti for the UHCC for centralized admissions.**
Starfish will be used to communicate with our students. Every campus will have a photo and running banner when we communicate with our students. A photo was taken around the compass and will be sent to the UHCC. Many photos will be needed to rotate through.

**Title III Renovation: Esben Borsting**
March 1st is the start date for the Title III renovations. All the bids closed on Feb. 12. The UHCC planning office is going through the bids. Iliima, Iliahi and Ohia lobby area are slated for the renovations.

**KCC Ambassadors: Linh Hoang and Joanne Whitaker (See Appendix A)**
Currently, there are 12 KCC Ambassadors. Linh requested recommendations for new Ambassadors.

**Your Kapi’olani Experience, the sequel: John**
November 2015 was the first Kapi’olani experience. *(See Appendix B)*
Dean John Richards proposed several ideas for the second annual event. A suggestion was made to change the name to “Experience Kapi’olani”. Dean Richards will meet with the Student DNA team and they will attend the Admin Staff meeting on March 14 to present their proposal.

**Commencement Budget: Brenda**
The following are the costs of the Commencement ceremonies:
2013 - $63,000
2014 - $80,000
2015 - $20,000
2016 - $33,000 estimated but $20,000 was budgeted.
The Convention Center is giving KCC an educational discount but not as much discount as last year. After hearing several reasons for the increased cost, the Administrative Staff Council decided to support the cost.

Co-Requisite Model for Math & English Update: Louise Pagotto & Brenda Ivelisse

Arts & Sciences Chairs met to discuss the fall schedule as there will be an increase of 126 slots in order to implement the co-requisite model. A consensus was reached that would accommodate all areas. The LLL and Math and Sciences Chairs will update the room schedules and send the list out again to confirm with all the Chairs.

For placement tests, the Math faculty have agreed to recommend to the UHCC Accuplacer for 2 years. English faculty will use Right Placer to assess writing samples. They will also use it for 2 years, assess and compare to writing sample assessed by the English faculty.

Administrative Staff Updates

- A team of CTE and Arts and Sciences faculty will be pulled together to create English 100, Math, a food culture course and a food politics and policy course with a culinary focus. The courses will be piloted in the fall. VPCC office is offering funds for the development of these courses.
- The aquaponics consortium met in Maui. They are creating a pathway from middle to high school in aquaponics. The idea in food innovation is to be self sufficient in providing food for our islands.
- Achievement grants were due last Friday. This past weekend, 30-35 students tended the Mala garden. Michaelyn provides lunch on Tues. and Thurs. at the Manele building. The peer mentors are strong this year.
- Student life: The advisors for Student Congress and Student Activities are doing well. There is a need for a faculty advisor for Student Publications.
- Title III renovations are scheduled to begin on March 1st. Many are moving to temporary locations. Auxiliary Services and CELTT need to be notified so computers can be set up in the temporary locations.
- A coffee shop in the library and a student activity center in the Iliahi building is being considered. Student congress is active this year with 15-20 active members. One of their goals is to build relationships with students and faculty.
- There is a resolution from Student Congress to have an Ombuds on each campus. The Student Congress Chair did a presentation supporting the need for an Ombuds at the VCAC meeting. The purpose of the Ombuds is to provide a neutral voice for faculty, staff and students. Currently, the State Ombuds Office covers the UH. The Vice Chancellor for Student Affairs will check to see if the State Ombuds Office can provide additional support.
- The Student Congress executive team is receiving a stipend to serve. This is similar to a scholarship to promote retention.
- Kamehameha Schools is doing a 4-year pilot to provide 100 Native Hawaiians $10,000 per year for entry level freshmen to attend a 4-year college. The funds go directly to the campus.
- The Interim Dean for Arts and Sciences attended the Council on Undergraduate Research (CUR) conference. There are many grants available for community colleges. The Dean will work with the Department Chairs on these grants.
- The Vice Chancellor for Administrative Services (VCAS) represented the Chancellor at the Council of Community College Chancellors (CCCC) meeting. One of the agenda
items was to address the changes to revenue-generating programs. The CTE program Honolulu CC was audited. One of the findings was to comply with EOA with the following statement on published and online materials:

"The [institution] does not discriminate on the basis of age, race, sex, color, national origin, or disability in its programs and activities. Career and Technical Education Programs of Study are offered in the areas of pathways, groups, or names of programs of study] and there are admission criteria that include [provide criteria or indicate if none]. The lack of English proficiency will not be a barrier to admission or participation in CTE programs. For more information or inquiries regarding these policies, please contact [Position titles for personnel serving as Section 504 and Title IX coordinators, along with contact information]."

- The VCAS continued by saying that there were 5 or 6 instances where the campus could be found in violation based on our current practices. His recommendation was to create a team of individuals to go through our practices, processes and documents and revise where necessary.
- The Vice President for Community Colleges Office allocated $150,000 to $225,000 to spend on equipment over $5,000. The needs across the campus must be identified by the end of March.

* 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
2015.2.22_Admin_Staff_Council_Minutes
Appendix A
Overview

- Ambassadors are a group of volunteers serving as a committee to support major gift activities to Kapi'olani Community College.
- Ambassadors serve at-will under the auspices of the Chancellor to support the advancement activities of the University of Hawai'i Foundation (UHF) Representative/Senior Director of Development.

Participant Invitation

- Each member of the Ambassadors is invited to serve on the committee by the Chancellor and/or the UHF Representative.
- The Chancellor shall be included in Ambassador activities in order to ensure that all activities are in alignment with College-developed initiatives.
- Ambassadors shall be expected to serve on an annual basis until such time as they wish to leave the committee. The UHF Representative and/or the Chancellor reserves the right to ask any Ambassador to resign with or without cause.

Meetings

- The Senior Director of Development shall direct the activities of the Ambassadors.
- The Senior Director of Development shall set the date and time of all 4 meetings based on availability.
- The Senior Director of Development may invite a small working group of active members to meet as an executive committee to enhance advancement activities or to serve on an ad hoc committee if needed.

The Important Role of the Ambassador Team

- Ambassadors will offer their...
  - Influence
  - Wisdom
  - Affluence & Generosity
  - Commitment
  - Action & Enthusiasm
  - Timeliness & Persistence
  - Wit & Humor

The Important Role of the Ambassador Team

- Believe strongly in the Kapi'olani CC mission in order to share its merits with others
- Know and understand the college initiatives and the important role they play in the future of Kapi'olani CC, its students, and the community
The Important Role of the Ambassador Team

- Identify, introduce, connect, and involve others with Kapiʻolani CC
- Advocate for Kapiʻolani CC
- Help us thank people for investing in Kapiʻolani CC

Host one engagement activity per year i.e. a coffee, breakfast, lunch, dinner, etc.

Contribute financially to Kapiʻolani CC on an annual basis
- The expectation is a gift to the KCC Enrichment Fund, or any fund of your choice, either personally or directed by you in the amount of $1,000.
- Or seating one table of 10, or buying one table of 10, or buying 10 tickets for any KCC major fundraising event.

HEALTH SCIENCES
Dr. Gerard Akaka
Vice President of Native Hawaiian Affairs and Clinical Support
Queen’s Health Systems

Dr. Diane Paloma
Director of the Native Hawaiian Health Program
Queen’s Health Systems

CULINARY ARTS
Mr. John L. Fink
Vice President & General Manager
KFVE- TV

Ms. Iris R. Okawa
Vice President/Senior Fiduciary Leader
Bank of Hawaii Trust Services Group

CULINARY ARTS
Mr. Elliot H.B. Loden
Attorney at Law
Loden & Conahan, LLLC

Ms. Wakana Tabata
Managing Partner
Hy’s Steakhouse

BUSINESS, LEGAL, AND TECHNOLOGY, HOSPITALITY, CULINARY
Mr. Michael Malaghan
Malaghan Foundation
Business Executive, Consultant, Author, Cruise Lecturer, Rotarian

Mrs. Tomoko Malaghan
Malaghan Foundation
International Blogger, Rotarian
ARTS & SCIENCES

Ms. Donne Dawson
Hawaii State Film Commissioner

Mr. Brian Miyamoto
Executive Director
Hawai'i Farm Bureau

LUNALILO SCHOLARS PROGRAM

Mr. Lester Kaneta
Kaneta Foundation
Rotarian

Mrs. Marian Kaneta
Kaneta Foundation
Rotarian

INTERNATIONAL EDUCATION

Mr. Donald Takaki
Chairman & CEO
HawkTree International, Inc.
Appendix B

Your Kapi’olani Experience

Review and Vision

2017 Planning Strategy
Survey, conversations and thoughts…
...a blending of perspectives.

• **What is the purpose?**

Engage the community in the possibilities offered by our campus. Sharing our campus promotes that “talk-story” opportunity with our community members creating a deeper sense of Ohana and inspiration. The experience will educate, enhance, and expand our campus community DNA.

• **What is the mission?**

Connect our community... to our college, broadening an understanding of the “sense of place” that Kapi‘olani CC is to the community... and how our community is impacted and touched by the work that we do.

• **What was good?**

Hands on activities and interaction with KCC students, faculty, and staff.

• **What was lacking?**

Organization, objectives, purpose, goals and measures-

• **What should be changed?**

The success of the event starts with a clear vision and real buy-in from our campus community... starting with our students and faculty who can drive the energy and momentum needed for real success. The event should be on a smaller scale, in a centralized location, and targeted to specific community connections.

• **Big Idea**

Our event should be fun, prideful, a showcase for our best, and a homecoming for all.
“Your Kapi‘olani Experience” is an experience that is felt with intensity and emotion, evoking simplicity, clarity, intensity, and a deep sense of purpose ... inspiring!

- **Date**

Our event should be held on a date that flows best with the campus calendar, and at a time when the larger community can participate.

“Kapi‘olani Community Convocation” ...the Saturday before the start of the spring semester of each New Year.

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### Core Foundation

#### Innovation

- Powerful collaborations
- Cre8tive Juices
- Strategic partnerships
- Idea incubator
- Leadership

#### Resources

- Facilities
- Funding
- Marketing
- Management
- Community Organizations
- Student Clubs

#### Infrastructure

- Student DNA
- Faculty DNA
- Administration DNA
- Community DNA
YOUR KAPI‘OLANI EXPERIENCE

BUILDING ON THE DNA INFRASTRUCTURE...

“2017 Kapi‘olani Community Spring Convocation”

- The Saturday before the spring semester start... each New Year
  - Feature new Spaces
  - Student driven, faculty guided
  - Introduce CIP Phase 1 opening
  - Start the new year with renewed energy

PROPOSAL #1

Expand, contract and improve the 2015 event
  - Improve organization, purpose, objectives, marketing, budget and measures
  - Increase hands-on experiences
  - Build on 2015 attendee database and marketing targets
  - Picnic – Fair atmosphere
  - Focus event on lawn and Ohia areas

PROPOSAL #2
Queen Kapiʻolani Experience
- The Queens story is the celebration
- Through the eyes of our communities elders
- Through the eyes of KCC Health Sciences
- Through the eyes of Hawaii cuisine
- Through the eyes of Hoʻokipa HOST
- Through the eyes of liberal and cultural arts
- Educational opportunities for entire community celebrating our namesake
- Build the event into a statewide production

Proposal #3

Homecoming Festival
- International Keynote event
- Student experience
- Alumni experience
- Cultural awareness of Ohana to connect to alumni
- Professional alumni experiences
- Culinary alumni experience
- IT – Liberal arts alumni experience
- Social entrepreneurs alumni
- Inter-Island alumni connections

Proposal #4

Annual Immersive Experience
Each year a different discipline is featured... for example:
One day building to a weekend event or over a weekend an intensive experience in:

2017 The Year of Health Sciences
- International Keynote event
- Student experience
- Community experience
- Business connection experience
- Professional association experiences
- Culinary health experience
- IT - Information security forum
- Health entrepreneurs forum
- Medical Paralegal forum
- Medical Tourism forum
- Inter-Island connections

2018 The Year of Hoʻokipa
- International Keynote event
2016 Your Kapi'olani Experience

- Student experience
- Neighborhood Ho’okipa experience
- Business connection experience
- Professional association experiences
- Culinary Ho’okipa experience
- IT – Hospitality Information security forum
- Hospitality and Tourism entrepreneurs forum
- Hospitality Paralegal forum
- Medical hospitality forum
- Inter-Island connections

2019 The Year of Liberal Arts

- International Keynote event
- Student experience
- Neighborhood cultural experience
- Cultural connection experience
- Professional association experiences
- Culinary philosophy experience
- IT – Liberal arts innovation forum
- Social entrepreneurs forum
- Inter-Island connections

2020 The Year of the Culinary Institute of the Pacific

- International Keynote event
- Student experience
- Local culinary experience
- Industry connection experience
- Professional association experiences
- Hawaii food event
- IT – Culinary technology forum
- Hospitality and Tourism entrepreneurs forum
- Food science and culinology forum
- Inter-Island connections
- All campus culinary tourism experience
Key Survey Results

• What was the purpose of the event in your mind?
  o The purpose of the event was to engage the community in the possibilities offered on our campus. It showcased different academia, programs, and resources. The engagement of the staff in their respected areas promoted that “talk-story” with community members. This allowed for potential students and their families to feel a sense of welcoming and security.
  o To show the nature and accessibility of courses available and their connection to KCC programs, and to encourage the students interest to take on the programs.
  o To educate the community about KCC.
  o PR - to share what we do with community members, neighbors, and prospective students.
  o The purpose was to inform the public about educational programs at the College.
  o To open our house to the community and let them know that they are part of our community college! Wasn’t really thinking about recruitment. I was thinking about how I could get to know the people that live around our college.
  o Showcase the college to east Honolulu.

• What do you think the mission of the event should be?
  o Mission - To share the academia, programs, and resources available at KapCC with current and potential students, along with their families. By sharing the features of KapCC, we look to outreach and recruit students for enrollment while supporting them through shared information with their families.
  o To connect our community to our college, WCC is connected to their community because they have a theater, the Imaginarium, a Lo'i, and a native garden. At present, all we have is a fancy restaurant that not too many people in this community know about, a farmers market in the parking lot (not the campus), a cactus garden in the parking lot. We really don’t have a lot to offer the community. And we all know there isn’t a lot of young adults in this community.
  o I think that broadening the community’s knowledge about the college is a great idea.
  o The mission should be to educate the public about outstanding activities at the College that impacts the community around us.
  o Instilling pride in our community! We are really just one piece of a huge puzzle. How do we get everyone in our community to realize that without one piece, the puzzle is not complete. (Hope that makes sense!)
• **What was the best component of the event in your opinion?**
  o The best component of the event was the hands on activities and interaction with KapCC students, faculty, and staff. The STEM Center showcased Undergraduate Student Research, the Culinary Arts Department had a chili cook-off, the International Student Exchange Office showcased sustainable and cultural foods, and the Early Childhood Education Program had hands-on activities for children. These engagement activities really grabbed our guest, which I thought generated conversation.
  o The hula show
  o I stayed in my area, so I really can’t say. I didn’t have an overview of the whole event, only the two events in the STEM center.
  o The best component was people talking to people.
  o Meeting with the older members of the community who shared stories about when they were younger and their memories of the area.

• **What was the most lacking component of the event in your opinion?**
  o More attendees would have been awesome! We look forward to strengthening the marketing of the event.
  o Organization and something to offer the community
  o What was lacking were specific goals of the event. Nothing was defined. Nothing could be measured in terms of success.
  o The event shouldn't be about promoting the College! Personally, if we made the event about the community and showing our appreciation towards them or asking them to tell their stories, it would really make them feel important. In return, the community would want to know more about us, instead of us trying to brag and/or promote ourselves. By showing we care about our community, our community would want to reciprocate.
  o Faculty and staff knowledge of the event, buy in, and participation.

• **What would you change for the next event?**
  o Earlier marketing publicizing the event to attract more people.
  o More time to advertise, more of a focus, offer something specific to the community. or perhaps instead of a once a year event gala thing where folks have to pick what they want to focus on, we are more subtle and sustainable. Like WCC... or we do many smaller events that focus on specific things.
  o Make it smaller, more intimate and community oriented. Small shows, small tours. small community service
  o A change for the next event could be to define specific goals, or outcomes.
  o The event was a 3-hour event and it was meant to be 3 consecutive hours.
  o Put all the activities in a centralized location for accessibility
  o Students should be doing the demonstrations (like in Health) and faculty
  o Make it about our community not about us and what we do!
  o Longer planning time with more people involved at the ground level. I would encourage the creation of multiple work groups, each assigned a specific task or group of tasks with a chair. It would resemble the model used for creating the college accreditation self study.

• **Please give one big idea for the next Kapi‘olani Experience event that we have not done.**
  o A neat activity to include is a bingo round for our visitors. For example, each department, program, activity, etc. that the visitor attends they get a KapCC Experience stamp on their bingo card. The blackout card in turn grants them a prize.
  o Another idea would be an on-going raffle.
  o Also maybe a dunking booth in the middle of the Great Lawn. The visitors have to ask the KapCC faculty and staff a campus wide question. If the faculty and staff miss two of five questions they get dunked.
Not sure if this was part of the event at all... but perhaps some sort of "bragging" sheet which lists all the great recent accomplishments of students, programs and faculty members such as awards received, competitions won, etc.

One big idea for the next event is to have a coherent promotional strategy.

Need a clearer mission or purpose for the event

We can target CTE academies

Do every other year.

Homecoming Event – Alumni

Focus on KapCC outreach programs creating awareness to the community

Go to the community 3 months ahead of time and collect stories about them, their businesses, etc... and feature their stories at the next Kapi‘olani Experience.

What do you think is the best date to have the event?

A month and a half before KapCC admission application deadline

The best dates would be in the Spring Semester, possibly during Spring Break.

The same week as the Christmas Fair in our parking lot!

Would you support at TedX event during the experience?

Upon being able to generate good marketing for the event, then go for it!

This could be a great way to bring in folks... or earth day movie screenings about conservation and sustainability, or the botany green house tour, etc.

This is an interesting idea and may draw more people to the event. However, it should probably not "compete" with other things happening at the same time.

I would support a TedX event if the talks focus around the programs and activities being highlighted.

Other thoughts

Mahalo nui for your time and reading these responses.