Title: Chancellor’s Administrative Staff Council Minutes

Place: ‘Ilima 202A

Date: Monday, February 8, 2016

Time: 1:30-3:30 p.m.

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: Maria Bautista, Brian Furuto and John Richards

Guest: Kelli Brandvold

**Vacancy Update: Kelli Brandvold**

Kelli Brandvold presented the current vacancies and the status of the hiring process for each position.

**Travel Requests: Leon Richards**

Travel requests were discussed.

**CAC Work Group Assessment: Joanne Whitaker**

As the CAC Work Groups (WG) have been convening for about two years, the Administrative Staff Council assessed the effectiveness of the Work Groups. The following decisions were made:

- The CAC Work Groups will revise the charter. An updated charter will be sent to each CAC Work Group for their input.
- It was determined that the WG should meet at least 2 to 3 times per semester. Some WGs have a monthly schedule while others meet when needed.
- The membership will be revised. Each WG member will be asked if they would like to continue. If they would like to continue, a one- or two- year term.
- The Enrollment Management and Marketing WG will be subsumed into the Enrollment and Retention Task Force, led by the VC of Student Services.
- The Accreditation and Assessment WG’s name will change to the CAC Accreditation WG as the word “Assessment” was confusing.
- Minutes will be collected by the Executive Assistant to the Chancellor and uploaded to an Ohana webpage.
- Any recommendations brought to the CAC will be in writing and appended in the minutes.

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

Details are being worked out and there is movement toward a system wide plan. Placement filters are being confirmed and will be communicated soon.

Classroom schedules: Kopiko 209 A and B will be used for classes. Student Affairs will be adjusting their hours to accommodate the expanded teaching schedule (8am-6pm). Staff and counselors will work in shifts to cover the additional hours.

At the meeting with the English and math faculty after the spring convocation, transition teams were formed. On November 30th, the COMPASS test will not be operational. Math faculty are choosing between My Math Test, Accuplacer and Ed Ready. Accuplacer has crosswalks with COMPASS. If Ed Ready is used questions will need to be inputted.
For English faculty, there are workload issues when using faculty to assess writing samples for placement. Accuplacer has a computerized writing sample.

**Administrative Staff Updates**

- The Science Fair is Saturday, February 13. Shawn Ford’s ESOL conference is also on February 13.

- Title IX team and Trio have created posters, which will be displayed in every classroom and bathroom. It will be created in different languages.

- Shakespeare Folio Exhibit is April 25-May 25. KCC is the only community college in the nation that is hosting this exhibit.

- Student peer mentors are scheduling a dodge ball game between faculty vs. student leaders on April 8 at 3-5pm.

- Rack cards are almost complete.

- Deena Dray from Diamond Head Theater is meeting resistance from the community for the new theater as they are requesting a height variance.

* 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
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