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: John Richards

Guest: Kelli Brandvold and Bob Franco

Native Hawaiian Values and Culture: Nawa’a Napoleon

Travel Requests: Brian Furuto
Travel requests were discussed. There will be new procedures for travel. The process will be paperless. A reminder was issued to turn in travel requests 6 to 8 weeks before travel except when traveling interisland.

Presentation to the Board of Regents: Bob Franco
Brenda Ivelisse will be introducing Bob Franco who will be presenting to the Board of Regents at their meeting on March 24. (Appendix A and B)

BU08 Arbitration Decision: Kelli Brandvold
All BU08 employees will get a lump sum amount and a 4% pay adjustment depending on how long they have been at the college. There language in the contract as to how EUTF premiums are to be paid. Article 27 is for professional improvement leaves. Employers shall encourage their employees to apply. There are 10 UH System leaves available.

Revised Mission Statement: Joanne Whitaker
The Mission Statement approved by the AGO was reviewed by the Administrative Staff Council and will be presented at the Chancellor’s Advisory Council meeting on March 29, 2016.

Extend Building Hours: Brenda Ivelisse
Teaching slots have been identified throughout the previous fall’s schedule for the co-requisite model for English and math courses. Building use at KCC from 7:45am to 6pm is very full. Student Affairs will be extending its hours to 6pm on Monday through Thursday in fall 2016. Subsequently, they will assess if there were increased foot traffic. Work hours will be staggered. It may be necessary for the cashier and other business office services to stay open later as well. Counselors may be asked to stagger their hours, if needed.

Co-Requisite Model for Math & English Update: Louise Pagotto & Brenda Ivelisse
There was a Q&A session on the co-requisite model at the Hawaii Strategy Institute (HSI) event on March 4 and 5. Subsequently, there was a system-wide student success council meeting with all the Vice Chancellors for Academic Affairs and Student Affairs, Institutional Research, and Rob Johnstone. The system-wide student success council endorsed the following:

1. English writing assessment: the recommendation is to use Accuwriter for two years. Student writing is assessed by computer so there are no faculty workload issues.
2. The math recommendation is to use Accuplacer for 2 years. Faculty will continue to work on the other options, customized tests for each level of their courses using Ed Ready, My Math Test or Aleks.

3. For admissions and Banner, when the UH system transitions to centralized applications, the students will be self-reporting their scores. The math faculty want the records to expire in 2 years but it is not possible in Banner. Advising will be provided for students who took math courses years before. They will be encouraged to take Accuplacer. Those who are struggling in their math course will be encouraged to take Accuplacer as well.

Crosswalks will be created for students who transfer to other campuses. Prerequisites will be rewritten. The fall schedule goes live on March 21st. Students will be able to register on the first week of April. Funds for professional development are available for math and English transition teams. Funds for tutoring are also available.

Title III Updates: Renovations: Esben Borsting
A meeting has been scheduled to discuss all the renovations. For the joint grant with Maui College, a job description will need to be created for the positions in the resource development office. There will be meetings with Kalāualani and the Student Success Council for the 7 positions for Title III Part A.

Administrative Staff Updates
- The Vice Chancellor for Student Affairs is working with the Institutional Equity and Domestic Violence Action Center on a Victim of Criminal Acts grant. $5 million goes to the State Attorney General for services for victims. Now, they are offering funds to those who give direct services. The UH System asked Leeward CC and Kapiʻolani CC to lead this.
- The faculty and staff at Kahikoluamea are moving now and again in the fall after the renovation is completed.
- Admissions and registrar are working to send targeted messages to students. Starfish is also used to send messages to students.
- Centralized admissions: All campuses will have the same application deadline.
- There were 46 cases of students of concern and 12 are currently active.
- The purchasing deadline for this fiscal year is April 22.
- The Chancellor, Salvatore Lanzilotti and Patricia O'Hagan were on ACCJC evaluation teams for LA Southwest College and LA East Community Colleges.
- Campus security is down 4 officers. Andrews contract will need to be expanded.
- At the neighborhood board meetings, the members are being informed on the CIP project.
- KCC’s Farmer’s market booth had many visitors.
- Office for Continuing Education and Training will be offering two new programs: finance classes through a vendor, Performative, and for small businesses, disaster training in the fall.
- At the regional competition, HOSA received 14 gold medals. The State Board of Health awarded the funds for the students to attend the finals.

ACCJC Evaluation Team Visit to Los Angeles Community Colleges: Leon Richards, Salvatore Lanzilotti and Patricia O'Hagan
The Los Angeles Community College system was evaluated on the new Standards. The entire system was evaluated at the same time. This represents 225,000 students. The Chancellor and Salvatore evaluated LA Southwest College and Patricia O'Hagan evaluated LA East College.
* 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
2016.3.14_Admin_Staff_Council_Minutes
Appendix A

5/11/2016

"Kapi'olani CC Strategic Plan: 2015 – 2021 4x4 for Hawai'i's Future
March 29, 2016

4 Framing Statements

- Mission
- Vision
- Values
- Commitments to 4 Outcomes

Mission Statement

Kapiolani Community College provides students from Hawai‘i’s diverse communities open access to higher education opportunities in pursuit of academic, career, and lifelong learning goals. The College, guided by shared vision and values, and commitment to student success through engagement, learning, and achievement, offers high quality certificate, associate degree, and transfer programs that prepare students for productive futures.

Approved by KCC Authorized Governance Organizations on March 4, 2016

Aloha Nū‘ukia (Mission Statement)

He puka hāmamma ko Kapiolani Kula Nui Kūkuiwā,
no na ‘ano kūlai ʻike kēle ʻe hōlī atua ʻi ka
paukūpū, ʻi ka nā nā papa ʻi, ʻia manu, a ʻi ka
hōnūlū, ʻia na ka Kula Nui. A ma o a mea i tora
ai na paepae ʻi. Nā kūkuiwā, nā kākōlō, nā puhea
ka hōnūlū, a ko kūkuiwā. Aloha Nū‘ukia, ko ʻo
kōa aia nā kūkuiwā, ko ʻo ka hōnūlū, ko ʻo ka
kūkuiwā.
Appendix B

Board of Regents Presentation
Kapiʻolani Community College
March 24, 2016

Kapiʻolani Commitments – Outcome 1: Graduation
➢ Continue development of STAR, student registration interface, and guided pathways to completion and transfer.
➢ Increase availability of information on mobile devices.
➢ Improve data system for planning and management and with DOE.
➢ Develop predictive analytics for student success.
➢ Participate in UHCC Innovation fund to achieve strategic outcomes ($1.25 million/year) related to Strategic Plan Reducing Time to Degree Initiatives and Hawai'i Strategy Institutes.

Kapiʻolani Commitments – Outcome 2: Innovation
➢ Develop sector visualization to display top employment sectors with salaries and degree attainment.
➢ Develop a tracking system to fully understand employer needs, apprenticeship, internship, clinical, and graduate placements, graduate earnings and advancement, and needs for further education and training.
➢ Build better workforce development system through credit and continuing education programs.
➢ Develop Native Hawaiians for leadership roles at the College and in the community.
➢ Advance the use and understanding of the Hawaiian language and culture.
➢ Develop community partnerships locally and globally that advance the college’s indigenous serving goals.
➢ Develop baseline and benchmarks for ʻina-based and for place-based learning, undergraduate research, and teacher preparation.
➢ Improve enrollment management systems.
➢ Eliminate cost as a barrier to education.
➢ Continue to increase Pell grant participation.
➢ Increase private fund raising for needs based aid.
➢ Implement Open Educational Resources (OER) to replace most textbooks.

Kapiʻolani Commitments – Outcome 3: Enrollment Growth
➢ Invest in outreach to high schools, GED programs, Native Hawaiian and Pacific Islander community partnerships.
➢ Integrate recruitment of working age adults into overall workforce development system.
➢ Target outreach strategies to innovative programs.
➢ Focus on campus-based re-enrollment strategies.

Kapiʻolani Commitments – Outcome 4: Modern, Sustainable, Teaching and Learning Environments
➢ In conjunction with the Long Range Development Plan, import a Hawaiian sense of place on campuses through landscaping, signage and gathering spaces to enable social and cultural sustainability of campus communities.
➢ Improve financial management systems.
➢ Reduce deferred maintenance backlog.
➢ Implement campus technology plan and develop a system of planned equipment replacement.
➢ In conjunction with the Long Range Development Plan, serve as role models and consultants to the community on sustainability.
➢ In conjunction with the campus Long Range Development Plan, design, develop, and build an on-campus training hotel that in addition to providing essential lodging, culinary, meeting and conference services, will serve as a catalyst to foster interdisciplinary collaboration with programs such as Hawaiian Studies, Information Technology, Accounting, Marketing, and Massage Therapy.
➢ In collaboration with Leʻahi Hospital and their Master Plan, develop a Kūpuna Clinical Teaching Hospital for Health Academic Programs.
➢ In conjunction with the Long Range Development Plan, participate in Modern Facilities Task Force to:
   1) Define optimal design and learning elements for 21st century, 3rd decade educational infrastructure;
   2) Establish goals for state-of-the-art, digitally enabled, labs, classrooms, offices, and centers to support community engagement and partnerships across the state.