Title: Chancellor’s Administrative Staff Council Agenda
Place: Ilima 202A
Date: Monday, March 28, 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: Patricia O’Hagan

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

Ho’okahi nō imu, lau ka ‘ai – one earth oven, a lot of food
We bring our own food and have one place to cook but the food that comes out will feed everyone. All the people come together.

**Travel Requests: Brian Furuto**

Travel requests were discussed.

**Title III Update: Esben Borsting**

The renovations are moving forward but the work may not start until April. Kalāualani and the Student Success Council are working together on the position descriptions for the Title III positions.

Title III Program Officer Robyn Wood, from the US DOE, came to the Native Hawaiian Education Association (NHEA) conference and also gave KCC a courtesy visit. A request was made to complete the renovations on Ilima 202B and C as soon as possible.

**Additional Classroom Space: Brian Furuto**

With renovations to Kopiko 126, 127 and 128, Ilima 202B and 202C, there is a need for 5 additional classrooms. Meeting room spaces are needed as well. There is a possibility of 3 classrooms at the Leahi Hospital but they need renovating and AC work. On campus, Iliahi 123 AB is reserved for classrooms. Other possibilities are to use the back of the library, Kaimuki High School, Liliuokalani School, other DOE spaces and temporary structures.

**Commencement 2017: Brenda Ivelisse**

It was decided to put a deposit on the Hawaii Convention Center for Friday, May 12, 2017 for next year’s the commencement ceremony.

**Japanese & Hawaiian Studies Faculty Vacancies: Maria Bautista**

Currently, there are two Japanese vacancies and one Pacific island Studies vacancy. It was decided that one Japanese position and one Pacific Island Studies position would be filled and the other vacancy will be reallocated. The Deans will discuss where the other vacancy will be allocated based on the ratio of full-time faculty to lecturers, and make a recommendation to the Chancellor.

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

The math faculty are hesitant to teach Math 78 and 88 as the courses may not be aligned with best practices. There are 3 options: 1) Offer Math 75 or 82 in the fall, 2) Math 100 with the companion class, or 3) delay offering Math 78 and 88 until the spring. Professional development funds will be available in the summer to develop the curriculum. The Council of Chancellors approved the request to make $400,000 available for the UH System and each campus will receive funds as well.
The developmental math and writing faculty are working with the college-level faculty now. One of the issues of moving the Kahikoluamea faculty to the LLL and Math and Sciences departments is the contract renewal, tenure and promotion process. Currently, the Kahikoluamea faculty can be renewed with the Kahikoluamea Department Personnel Committee (DPC) and Department Chair (DC), but next year, the faculty will be reviewed by the LLL and Math and Sciences Departments. It is being discussed to give the option for the Kahikoluamea faculty to be reviewed by the Kahikoluamea DPC and DC for four years. During the discussion, it was noted that if the faculty choose a Kahikoluamea DPC for 4 years, the members will not know the work of the faculty as they will be in the Math or LLL Departments. A better option would be to ensure that two Kahikoluamea faculty serve on the DPCs for the Kahikoluamea faculty. Guidelines for the DPC need to be revised.

The UH System is requesting that the Kahikoluamea reorganization happen now before the greater college reorganization is finalized.

Council of Community College Chancellors (CCCC) Update: Leon Richards

- $400,000 has been set aside for professional development to revise the curriculum for the co-requisite model for math and English.
- For accreditation, a resolution was passed by California CEOs to reform accreditation. They would like the senior and junior accrediting agencies to join to be able to add Bachelor’s degrees. ACCJC has not been approved to accredit more than one bachelor’s degree.
- For accreditation, are the institutional set standards a floor or aspirational? Some colleges have very low institutional set standards.
- The Bill to offer free tuition for Kauai Community College is moving forward.
- The UH System asked the colleges to update our equipment replacement list.

Admin Staff Updates:

- Title III administrators asked the UH President's Office to apply for a supplemental Title III grant.
- Flyers were sent to Hawai'i clubs at mainland colleges to encourage them to take classes at KCC in the summer. OCCR is in contact with Pacific Island community organizations and churches. There are new ads running on Korean and Filipino stations. New marketing materials are available. The KCC booth at the Farmer’s Market has been successful.
- Administrators should have name badges.
- There is a change in UH policy on vacation pay out at retirement. If an employee retires before July 1, 2016, the payout is the same. After July 1, 1.8% of each college’s FTE payroll will be transferred system-wide to pay for vacation payout.
- The Director of Auxiliary Services is on leave. A facility use form will need to be filled out for any meeting or event outside of business hours.
- STEM is planning an Undergraduate Research event.
- The Vice Chancellor for Academic Affairs was in New Zealand with faculty from all campuses except Windward. Discussions were to provide a 2-semester course of professional development for new faculty who come from industry to learn how to be in the classroom. Waiariki is merging with another college.
- The Vice Chancellor for Student Affairs will be representing the Chancellor in Japan.
- Last week, the Chancellor was in Japan. The Japanese would like to increase the number of Americans studying in Japan and the number of Japanese studying in the U.S. The Chancellor was invited to share KCC’s success in having the largest number of Japanese study abroad students in the country. He also visited Meiji University. As Meiji focuses on theory and not hands on application, they will be sending their students to KCC for Hospitality and tourism.
* 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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