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 and Brenda Ivelisse

Guest: Jerilynn Enokawa

Native Hawaiian Values and Culture: Nawa'a Napoleon

E Ho'i Ke Aloha I Ni'i'hau

This chant and the meaning of the chant was distributed to the Admin Staff.

Travel Requests: Brian Furuto

Travel requests were discussed.

Centralized Admissions Update: Jerilynn Enokawa

The UHCC registrars worked for two years on centralized admissions for the 7 community colleges. Policies and processes have been created and are in effect now. There will be a common online application with all colleges having the same schedules. For spring registration, the dates to apply are from July 1 to December 15. For the summer, it is January 15 to June 15. For the fall, it is September 1 to August 1, the following year.

Late appeals will be to the registrar and Vice Chancellor for Student Affairs. Online applications can go directly to Banner. Paper applications will be discouraged when possible. Once a student is admitted, their application is active for four terms. There is a new policy on the name on the diploma. Provided that there is a legal name change, a graduate can request a second diploma with the new name.

Title III Update: Esben Borsting

The renovations for Iliahi and Ilima are moving forward. Preconstruction meetings are scheduled. There is a new contractor for the Ohia renovations. For Title III Part A, a meeting was convened with Kalāualani and the Student Success Council to discuss the sequence for hiring the positions. Regular meetings will be convened to discuss the positions.

Bob Franco and Brandon Marc Higa are working with Maui College on the drafts of the positions and the sequence of hiring.

Reorg Process and Timeline: Leon Richards (Appendix A, B, C, D and E)

The latest overview, draft XI was distributed to the Chancellor's Advisory Council (CAC) and Admin Staff. The goal is to complete the reorganization before the beginning of the writing of the ACCJC Self Study. The timeline for campus-wide dialogue was discussed. The dialogue will be with the AGOs (Faculty Senate, Student Congress, Kalāualani and Staff Council), CAC and open forums. Faculty and staff will send their feedback to the leaders in the CAC and AGOs and they will also have an opportunity to speak during the open forums.

The Kupuna Center will be added to the draft.
**Student Success Council Feb Fest Request: Joanne**

The Student Success Council requested annual funds for the Feb Fest for Student Success events that will be held every semester.

The request is for:
- 20 "canopy" tents to be purchased
- If financial resources allow, a large tent to be purchased
- KCC bookstore gift cards ($100, $75, $50) for student prizes

An inventory of tents was taken. There are 12 tents in Health Sciences, 1 tent in the Office of College and Community Relations, 3-4 tents in Student Activities, and 2 tents in Manele. The problem with the tents is not only the funding but storage. The College is having a difficult time storing the tents we already have. In addition, there is a problem of safety for auxiliary services to put up a large tent.

**“Experience Kapi'olani” Next Steps: John Richards**

Four ideas for the next “Experience Kapi'olani” event were presented previously.
- Expand the first event, or
- Focus on a Queen Kapi'olani experience, or
- Have an expanded homecoming festival, or
- Offer an immersive experience – each year focusing on a specific area

The proposed date is around Convocation prior to the spring semester in January. The completion of phase one of the Culinary Institute of the Pacific is projected for December 23. There will be campus activities in the new facility. The Chancellor will make a decision on who will be in charge of the “Experience Kapi'olani” event.

**Administrative Staff Updates**

- Conrad Nonaka received the distinguished alumni award. He will be honored at a banquet on May 31st.
- On May 12 and 13, there will be a comprehensive fire inspection. There is a need to clear areas for electrical panel access and clear entrances and egresses. Old furniture should be removed.
- There will be many renovations over the summer at the Ohia, Ilima, Iliahi and Kopiko buildings. In addition, there may be roof work on Naio and Olapa buildings.
- A patron of the Diamond Head Theater died while crossing the street.
- DOE pathways for health programs are going forward.
- On June 2 and 3, there is a conference at UH West Oahu involving all 10 UH campuses and the three Kamehameha Schools. The conference will be in response to Resolution 97. What are the institutions doing to further Hawaiian language and culture? The conference will be in Hawaiian. 150 participants are expected.

* 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
2016.4.11_Admin_Staff_Council_Minutes
Appendix A

DRAFT XI: Reorganization Proposal Summary

- **DRAFT Reorganization Proposals (Revised 4/4/2016):**
  - **Chancellor’s Office:**
    - Dissolves Office for Community and Continuing Education and establishes an Office for College Affairs and Community Relations within The Chancellor’s Office.
  - **Office for Academic Affairs:**
    - Establishes Academic Learning Resources and Support Program under the Office for Academic Affairs. The Academic Learning Resources Unit includes Library & Learning Resources, CELTT, and the Learning Support unit.
    - Establishes a Learning Support unit within the Academic Learning Resources and Support Unit, to include the Learning Commons (i.e., the campus-wide Student Success initiative to include oversight for mentoring and tutoring activities), the Pathway Program, the Learning Assessment Coordinator, and Curriculum Resources.
    - Dissolves Kahikoluanaea moving Developmental English & Mathematics functions under the Office for Academic Affairs, to A&S, Math & Sciences & LLL Depts.
    - Moves specific program Continuing Education responsibilities under the Office for Academic Affairs and establishes the Continuing Education, Training and Learning Program Unit.
    - Moves all Health Academic Continuing Education Programs into the Office of the Dean of Health Academic Programs, coordinated by appointed faculty member.
    - Moves all Culinary Continuing Education programs into the Office of the Dean of CTE program coordinated by the Culinary Institute of the Pacific Department Chair.
  - **Office for Student Services**
    - Creates a Student Engagement unit to include Distance Learning advising/counseling, Student Life, Single Parent Program, Career Center/Job Placement, First Year Experience, & Kapo’oloku NH Program functions under supervision of Student Engagement Coordinator.
    - Organizes NH CTE Program, DSSO, Trio, Military Veteran, Outreach & Transition, and Mental Health within the Student Services unit.
  - **Office for Administrative Services**
    - Creates a Budget Office by moving appropriate personnel from the Business Office.
    - Moves Printing function from Auxiliary and Facilities Services to CELTT.
Appendix B

Timeline and Process for Campus-wide Dialogue on Reorganization

April 2, 2016

Starting with a date that would mark the beginning of preparation for the Accreditation Comprehensive visit in fall 2018 and then working backward to the present, here is the timeline and dialogue processes for our Reorganization Plan. Official drafts and ongoing input will be disseminated by the Chancellor’s Office.

Dialogue Plan
June 2017 Reorganization Plan to Unions
Spring Break 2017 Accreditation Preparation Institute
March 2017 Approved Reorganization Plan to VP for UHCC Office
February 2017 Approval of Reorganization Plan by CAC
February 2017 Approval of Reorganization Plan by AGO
February 2017 Reorganization Plan Shared in Campus Forum
January 2017 Draft Reorganization Plan Shared at Spring Convocation. Impacted program deans discuss in their cluster meetings.
November 2016 Next Draft of Reorganization Plan Shared with CAC
November 2016 Next Draft of Reorganization Plan Shared with AGO
October 11 and 12, 2016 Next Draft of Reorganization Plan Shared in Campus Forums
September 2016 Next Draft of Reorganization Plan Shared with CAC
September 2016 Next Draft of Reorganization Plan Shared with AGO
August 2016 Presentation of Revised Timeline and Process for Campus-wide Dialogue Plan at Fall Convocation. Impacted program deans discuss in their cluster meetings.
May 2016 Next Draft of Reorganization Plan Shared in Campus Forum
March 29, 2016 Opening Presentation of Reorganization to Chancellor's Advisory Council (CAC)
March 1, 2016 Opening Reorganization Dialogue with Authorized Governance Organizations (AGO)
Spring 2016 Meetings convened with groups that may be directly impacted by the reorganization.

Reorganization Specifics – not to be included in dialogue meetings.
1) Developing initial drafts of rationale and functional statements for the 4 major organization units.
2) Developing initial drafts of rationale and functional statements by deans and/or equivalent sub-units.
3) Redefining rationale and functional statements as needed by the deans and equivalent supervisors.
4) Clarifying and correcting position numbers and organizational charts through appropriate deans and equivalent supervisors.
Appendix D

Process for Campus-wide Dialogue on Reorganization

- Chancellor
  - Share Drafts
    - AGO
    - CAC
      - Feedbacks
      - Chancellor
        - Presentation
          - Convocations
            - Fall '16, '17
            - Spring '17
    - Campus-Wide FORUMS
The New Reorganization Proposal
April 4, 2016

1. Executive Summary
2. Rationale and Justification for the New Reorganization to include a scan of External and Internal Environment and Factors
3. Current Organizational Structure
4. Proposed overall Reorganization and Structure of Kapiʻolani Community College
5. Proposed Reorganization and Structures by Organization Units
   a. Chancellor’s Office
   b. Office of the Vice Chancellor for Academic Affairs
   c. Office of the Vice Chancellor for Student Affairs
   d. Office of the Vice Chancellor for Administrative Services
Include under each organization units are 1) rationale and functional statements, 2) organization charts and positions.