Administrative Staff Members: Maria Bautista, Esben Borsting, Brian Furuto, Carol Hoshiko, Ann Ishida-Ho, Brenda Velisse, Salvatore Lanzilotti, Nawa’a Napoleon, Patricia O’Hagan, Louise Pagotto, John Richards, Leon Richards and Joanne Whitaker

Members Absent: Louise Pagotto

Guest: Shirl Fujihara and Kelli Brandvold

Native Hawaiian Values and Culture: Nawa’a Napoleon

Maunu means to molt, or to be in the chrysalis stage (caterpillar to butterfly). Maununu is the name of the wind that passes through this area. Maunu olaniu means to change from one wind (maununu) to another wind (olaniu).

FY 16 G-Fund and TFSF Allocation Status Report: Brian Furuto and Shirl Fujihara

The FY 2016 General Fund and Tuition and Fees Special Fund (TFSF) allocation balances as of March 31, 2016 were distributed. There is a projected surplus of $1.9 million. It is good news, however in FY 2017, there is a possibility of $2.7 million in brand new expenses. $485,000 is going to the UH system to pay for vacation payouts for retirees. $485,000 is 1.8% of the previous year’s payroll. Up to FY 2016 the campuses paid for this. In FY 2017, the system will pay it. $330,000 is being projected for sustainability initiatives, $120,000 for STEM, $1.5 million for furniture and equipment for the Culinary Institute of the Pacific, $280,000 for renovations of the classrooms at Leahi Hospital and $50,000 for the STAR student system. With the new expenses, there will be $800,000 left in our Community College Special Fund (CCSF) account.

Travel Requests: Brian Furuto

Travel was discussed.

Title III Update: Esben Borsting

There were two preconstruction meetings. The construction for Ilima 202 B and C can start right away. We need the renovations to be completed before the fall. The Maida Kamber Center and Business Office renovations will begin either May 16 or 23. Kokea Construction on the Ohia and Iliahi Buildings will start May 2. Completion is projected to be the beginning of August.

For Title III Part A, there are standing meetings with Kalāualani and the Student Success Council. They are working on hiring the Coordinator position first. For the consortium grant with Maui College, Brandon Marc Higa and Bob Franco are working on position descriptions for the new positions.

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

These major items discussed at the CCCC meeting:

- Sylvia Yuen gave a presentation on the role of the Research Corporation of the University of Hawaii (RCUH) and why it was created. RCUH was created to be able to hire individuals and expend funds with less bureaucracy, thus speeding up the process. The Community Colleges were asked to consider RCUH.
- The Chair of ACCJC, Steve Kinsella retired from his position. Susan Kazama is now chair of ACCJC. The California Community Colleges are following through to reform ACCJC or possibly leave it altogether. This is a one-, two-, or even a three-year project. ACCJC President Barbara Beno is doing a listening tour.
- There was a meeting of faculty and Sandra Uyeno’s office. There will be pilot tests using e-portfolios for tenure and promotion dossiers. They are looking for volunteers,
two or three from each campus who are applying for tenure and promotion. Training will be needed for the DPC (Division Personnel Committee), department chairs and deans, in doing an assessment online.

“Experience Kapi‘olani” Next Steps: Leon Richards
The following people will be asked to organize this year’s “Experience Kapi‘olani”: Carol Hoshiko, Ann Ishida-Ho and Patricia O’Hagan.

Performance Funding: Leon Richards
$6.5 million has been earmarked for performance funding from the Vice President’s Office. $2.5 million to $3 million will be awarded to the campuses based on how well we meet the benchmarks. Bob Franco will spearhead the discussion.

Mandatory Training for Executive & Managerial Employees: Kelli B
Every two years, Executive and Managerial employees are required to complete training in the following areas:

- Sexual harassment
- Title IX/VAWA
- Workplace Violence
- Hawai‘i Ethics Code

All training must be complete before August 30th, 2016. Training certificates will be submitted to HR. It was decided that in addition to Executive and Managerial employees, department chairs, unit heads and all those who have a supervisory role will be required to complete this training. We can never do enough to ensure the safety for all on campus.

Co-Requisite Model for Math and English Update: Brenda Ivelisse
It is important that students are clear on the changes to math and English.

Administrative Staff Updates
- New marketing materials were distributed.
- At the Neighborhood Board 5 meeting, they were pleased with how quickly the dust issue on Trousseau and Collins Streets was addressed. Within a day, the problem was mitigated. Tarps covered the dust and the dust was occasionally sprayed with water. There is a 3-month delay of work on Monsarrat Avenue due to permitting.
- The screening for the three math positions is proceeding. The positions for Japanese Studies and Hawaiian Studies are being advertised.
- There have been three complaints from DSSO students that construction sites on campus are blocking access. Let the VC for Student Affairs or Administrative Services know if there are blocks or if elevators are down.
- The BLT department is using STAR registration and pathways this spring. There are some issues with the pilot. It’s really important that issues are addressed as soon as they come up especially department specific issues. If there are too many issues, students may not register or they may be register for the wrong classes. As of a week ago, 49% registered through STAR. 51% went through My UH. 470 students have yet to complete registration through STAR. Many emails have been sent to students. A month ago, 4,360 applications were received for the fall. The new online application will be one application for the entire UH system. If students want to apply to several campuses, they will need to identify a home campus. We should have better numbers and ways to communicate with students.
- Office of Continuing Education and Training is looking to hire writing instructors for Global Learning and Development (GLAD). The tour guide certification program for incumbent tour guide drivers will be delivered entirely in Japanese. They will need to understand the host culture but they requested the course in Japanese. The curriculum is in English.
GLAD’s focus is on soft skills. They are working with Steve Auerbach at HCC PCATT to incorporate soft skills in their apprenticeship program.

- Culinary Institute of the Pacific (CIP) Update: Susan Lee is working on an enrollment campaign for all 2-year student graduates statewide on a culinary pathway. The CIP website is close to being live. There will be monthly newsletters and e-blasts to keep in contact with the two full cohorts and possibly a waiting list. They are looking for specific prior learning assessment (PLA) opportunities. For instance, if a student is a certified executive chef, he or she can enter the 3-year program at Diamond Head without an AA degree. Should there be a different registration process? There were some concerns of the consistency and process of our registration process. Could there be a boutique enrollment process, a special process to add to the brand? Also in the package, will be the continuing education offerings. There will be a Facebook page and a Twitter feed to each campus. There will be consistent branding and communication. In addition, more work will be done to strengthen the Honolulu chapter of the American Culinary Federation (ACF).

- Nawa’a volunteered at Kekaulike Information and Service Center. Nawa’a was able to give prerequisite overrides to students who wanted to enroll in language in the first session of summer and the next level in the second session of summer. The system would not allow it without a prerequisite override. We need to get department chairs involved in registration to help the students get the courses they need. Predictive Analytics Research (PAR) can be used to address these problems. It will be discussed in the Enrollment and Retention Work Group meeting.

* 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
2016.4.18_Admin_Staff_Council_Minutes