Native Hawaiian Values and Culture: Nawa’a Napoleon
Nawa’a has been researching all the chants created for KCC. One of the four he found is called, E ho’i ke aloha i Ni’ihau.

Distance Education (DE): Karl Naito
Helen Torigoe, from CELTT, is planning a summer institute for faculty who want to teach distance education (DE) courses. There have been discussions with the Vice Chancellor on providing certification for faculty who complete the training. The plan is to offer the training first in the summer, then fall and spring. Faculty positions are needed to increase online courses. There are also discussions with the Head Librarian to have a help desk for DE students at the library similar to what is provided for on campus students. There have been meetings with the person assigned to provide counseling for DE students. There have been discussions with the Institutional Assessment Coordinator to discuss how to evaluate DE courses and the DE training for faculty.

The Vice Chancellor for Academic Affairs noted that there was a need to assess the direction and structure of the DE program. Are we meeting the needs of the students? What DE courses are needed? Can a student receive a degree online? There is a DE committee in Faculty Senate.

Travel Requests: Brian Furuto
Travel requests were discussed. What funds can be used for travel? Tuition and fee special funds (TFSF) can be used for in-state travel. Research and Training Revolving Fund (RTRF) can be used for out of state travel. However, the travel must be tied to grants and have specific guidelines.

Title III Update: Esben Borsting
2 of the 3 contractors have been approved to start on Iliahi and Ilima buildings. The next step is a preconstruction meeting to determine the timeline for completion of the project. The third contractor is working on the paperwork. An update on Title III part A and the consortium grant with Maui will be presented at the next Admin Staff meeting.

Campus Calendar(s): Carol Hoshiko
A decision will need to be made on who determines what should be on the master calendar. Calendars that are currently not being used will be deleted. Sub calendars will be maintained by the group responsible for the calendar. Each person will be able to choose which sub calendars they would like to view. Training will be provided to those who are designated to maintain the calendars.

Reorg Process and Timeline: Leon Richards
A timeline and process for the reorganization will be sent to the Admin Staff by Wednesday.

Campus Priorities for Vacant Positions: Leon Richards
In the vacancy guidelines, it states that the campus-wide priorities will be reviewed in April. The Deans have been asked to report on which departments have a need for fulltime faculty. Disciplines and programs that have many lecturers teaching the courses versus full time faculty may be allocated a fulltime position. In addition, the strategic plan and ARPDs will be used to determine what positions are needed to fulfill its mission. For instance, a Hawaiian Studies, Pacific Island position was reallocated back as six positions from the legislature was originally allocated to strengthen Native Hawaiian Studies.

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

There is still a need for more classrooms. Kaimuki High School was a consideration but it is not a viable solution. Leahi Hospital will need to be approached soon as a good deal of renovations will be needed. If Leahi is not a possibility, then Liliuokalani School will be considered. Kopiko 126, 127 and 128 were in the college’s renovation plan for a long time. Unfortunately, The Kopiko project and the Title III renovations happened at the same time. The funding for the Kopiko renovations are available for three years and it is the end of the second year so the work must be completed now. Iliahi 206, Kopiko 126, 127, 128, Ilima 202B and C will not be available in the fall. The optimal situation is for Ilima to be completed before the fall as the renovations are not extensive.

The next step is for the Vice Chancellors and Deans to visit the Leahi site to determine the feasibility of the site. Then, negotiations can proceed.

**Administrative Staff Updates: Admin Staff**

- Ohio, Ohelo and Kokio buildings are in need of new air conditioning systems. The Ohia building is the most urgent.
- The Office of Continuing Education is planning an event on culturally sustainable leadership. It is a partnership with the DOE.
- STEM Education program’s goal is to combine Stem with the College of Education to create STEM subject teachers.
- The Workforce board granted KCC $33,600 to offer phlebotomy courses for Longs and CVS. Funding has been received to send students to the HOSA finals. $10,000 has been granted to possibly offer health sciences teaching certificates. Only Leeward CC has the approval.
- April 25 is the opening reception for the Shakespeare first folio.
- The dodgeball game with student leaders and faculty and staff will be on Friday.
- The Student Affairs area may have an interim student affairs coordinator soon.
- College Transfer and Employment Fair led by Dusty Bailey and Melvin Jadulang went well. The plans are to schedule another one for next year. It was suggested to schedule it before spring break. Let faculty know about the event before the semester starts. Another idea was to have a reverse career fair. Students set up booths by professions such as accountants or nurses and the employers come on campus to recruit students. This is the model used by New Media Arts.
- On April 1, 90 Native Hawaiian students came together to create a t-shirts and to engage in conversation to encourage students to bring their cultural knowledge to the classroom.
- A suggestion was made to organize intramural sports teams on campus to encourage collegiality.

* 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
2016.4.4_Admin_Staff_Council_Minutes