Chancellor’s Administrative Staff Council  
Meeting Notes  
Monday, June 6, 2016  
1:30 p.m. – 3:30 p.m.  
Iliahi 123  
Facilitator: Louise Pagotto

Administrative Staff Members: Maria Bautista, Esben Borsting, Brian Furuto, Carol Hoshiko, Ann Ishida-Ho, Brenda Ivelisse, No'eau Keopukiwa, Nawa'a Napoleon, Patricia O'Hagan, Louise Pagotto, John Richards and Joanne Whitaker

Members Absent: Ann Ishida-Ho, Patricia O'Hagan and John Richards  
Guest: Louise Yamamoto

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Old Business

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<td>1. Native Hawaiian Values and Culture: Nawa’a N.</td>
<td>Kākuhihewā was the 15th ali‘i ‘aimoku (ruling chief) of O‘ahu. Some have translated his name as, “The one who chooses wrongly.” hewa – wrong kuhi - to choose. During this time, people were able to choose to leave one Ali‘i and go to another. Many were coming to O‘ahu because it was more prosperous. Education was important to Kākuhihewā. His name could also be translated as: Kā – rootlet (a’a) of the ‘ulu tree. He was born in the 1400s and he was a descendant from the ‘Ulu line. kuhi – to orchestrate or point out. he – a wā – a period of time. His name could be translated, “His roots were from the ‘Ulu geneology and he orchestrated a period of time.”</td>
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<td>This was a time when he chose correctly for his people. He didn’t do human sacrifice. He was religious and he ensured that all his people had enough to eat. How do we ensure that our students are “fed” with education so they can give knowledge to others? The ‘ulu (breadfruit) tree refers to the proverbs – ‘ulu has to do with growth.</td>
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<td>2. Title III Update: Esben B.</td>
<td>The Maui Consortium positions: 2 of the 4 positions are being reviewed by HR. The Maui College Chancellor put together an advisory council and Brandon Higa had already created position descriptions for all 4 positions. There will be a meeting to discuss the entire roster of personnel in all three grants: There are 4 positions in the consortium grant, 2 positions in part F, and 7 positions in part A. There will also be an additional Project Director.</td>
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<td>3. Co-Requisite Model: Louise P. and Brenda I.</td>
<td>There may be a classroom problem. Is math or Nursing using the rooms in the Mamane Building?</td>
<td>Maria will check with Ann I.</td>
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| 4. Operations Update: Brian F. | - Business Office: the fiscal year ends on June 30. Reminder: there are no longer any encumbrances. In the past, you were encumbered when you first purchased. Now budget is reconciled after the final payment. This means, it won’t matter if departments rush to make last minute purchases. If you need additional information, refer to the Administrative Procedures Manual (APM) or go to the Business Office. This refers to purchases over $2,499.  
- OCET Destiny is not going to go live in July 1, 2016. OCET will need to continue their current processes.  
- HR has hired a personnel clerk.  
- Construction: there are 12 projects in 9 buildings.  
  - Roofing work is behind schedule. The trees and elevation delayed the process.  
  - Ōhi’a first floor: Ōhi’a 118 is now on its 3rd contractor. The project may need to go out again for bid. There are a lot of problems in Ōhi’a 118. One problem was the contractor, while cutting into the concrete, cut two major power lines but an electrician pulled the cut lines and put in copper wire.  
  - Ilima Building is on schedule.  
  - Kopiko courtyard: there is a lot of work and its noisy. Nursing and the Kupuna Center are temporarily moving to Mamane 102.  
- Hostile Incident Drill on June 5: There were two drills with HPD involving an active shooter. One was an irate student in the library after he failed a class. The incident started at a high intensity from the beginning. The second incident was a domestic violence situation. In this scenario, the person was calm in the beginning and then it escalated. | - Kopiko courtyard: Nawa’a requested that Brian send an email to the Kopiko faculty and staff informing them when the work will be completed.  
- After the Hostile Incident Exercises, follow up improvements are:  
  - Upgrading security phones to smart phones. It won’t be for text messaging. Smart phones can access databases and take photos.  
  - A second security line will be added. There are 3 security lines. x9901 will be assigned a different cell phone number.  
  - Signage is needed such as campus closure, building closure, drill or exercise in progress  
  - Communication to the campus needs to be as |
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|            | The HPD noted that no major tweaks were needed to our procedure. There were four officers to perform the drills. One officer reinforced the “run, hide, fight” options. The next step will be to schedule drills for the Emergency Management Team (EMT) or Campus Emergency Management Team (CEMT). The CEMC is the VCAS, messages go through the EMT PIO. Now 1. Operations come in, 2. planning, 3. Logistics – materials needed, 4. Finance/admin. Need to have qualified people trained in NIMS or FEMA won’t be reimbursed. Should this be part of the position description about emergency training? | quick as possible  
○ Ask auxiliary services staff to help monitor exits and entrances in an emergency to stop students from coming on campus and to allow emergency vehicles in. Also, they could be used to secure the perimeter and respond to the incident.  
○ Check to see if the fire alarm PA system can be used to announce to all the buildings  
• The Vice Chancellor for Administrative Services recommended that the Admin Staff go for National Incident Management System (NIMS) training |

New Business

1. Follow up Vacancies:  
Louise  
Tabled

2. Student Success Pathways: Brenda  
Tabled

3. CAC meeting agenda:  
Louise  
The CAC agenda was discussed.

4. Administrative Staff Updates  
• Title III: What are we doing to ensure that we are honoring the language of the state besides English? How do we renormalize Hawaiian as an official language of Hawai‘i?  
• Magnetic name badges will be ordered for administrators and recruiters for KCC  
• More conversation is needed around Business Office procedures such as travel processing.  
A suggestion was made to make videos on business office procedures

5. Important Dates  
• Next Meeting – June 13, 2016  
• June 21: CAC meeting
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