Chancellor’s Administrative Staff Council
Meeting Notes
Tuesday, July 5, 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, Brenda Ivelisse, Noʻeau Keōpūhiwa, Nāwaʻa Napoleon, Veronica Ogata and Louise Pagotto,

Members Absent: Susan Kazama and Patricia O’Hagan, Ann Ishida-Ho, John Richards and Joanne Whitaker

Guest:

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<td>Previous Meeting Notes</td>
<td>1. Review &amp; approve June 20, 2016 meeting notes &amp; June 27, 2016</td>
<td>* Changes: Strategic Plan not in agenda but, will add to the agenda 1:33 p.m. 07.05.2016</td>
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| | | Minutes for the 20th of June, 2016:  
Brian: Typo in CLERY. |
| | | Minutes for the 27th of June, 2016: |
| | | Motion: Brian Furuto  
2nd: Esben Borsting  
ʻAe: 8  
No: 0  
Abstain: 0 |
| | | Motion: Brenda Ivelisse  
2nd: Carol Hoshiko  
ʻAe: 7  
No: 0  
Abstain: 1 |
| Old Business | No old business | |
| New Business | | |

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| Native Hawaiian Values and Culture (Nāwa'a) | Building the chant for admin:  
Hoaka ka lani: the sky opens up  
Nakaka ka honua: the earth splits open  
Ku’i ka hekili: the thunder booms  
Nā ueue ka ‘a:i‘a: the land sways  
‘Ōlapa ka uila: lightning cracks  
Hū ka pele: the lava erupts | |
| 1. Admin Staff Updates | **Title III Update (ESBEN)**  
- Processing SF1, making progress for Title III. Processing assistant to the NHC.  
- Need to get back on the system because PI has been changed. Project Directors are secondary to the PI.  

**Co-Requisite Model (Louise & Brenda)**  
- We are still continuing to see students. We have hired four new Math faculty (2 tenure & 2 non-tenure) and they have been assigned classes for Fall 2016. In addition, Charles Matsuda is still hiring lecturers.  

**Operations Update (BRIAN)**  
- On track. Ilima 202 B & C is close to being finished. Accordion door is on the ship somewhere and has not yet been delivered.  
- Lē‘ahi will probably not happen. We need to know what HEALTH SCIENCES is doing.  
- FIRE INSPECTION REPORT (Please review and see if your room is on the report) Still can make changes to the Report, but need to let Brian know.  
- LAMA & NAIO will have renovations next SUMMER.  
- ‘ŌHI‘A 118: Room is offline and will hopefully get it back by the second week of January.  
- July 6, 2016: UH system will be prioritizing R&M. Naio air conditioning is Priority 1 at Kapi‘olani Community College. | |
| 2. Discussion Topics | **Student Success Roadmap (Brenda)** | Louise P. will send new document of Strategic Plan.  

**Strategic Plan (added 1:33 p.m. July 5, 2016), 2016-2017 Goals (Report to Morton) – (Louise)**  
- Align the Strategic Plan outcomes with the Road map. If you look at the integrated strategic plan, you will see the changes LP has made.  
- Starts with vision and values, may want to re-look at the value of Mālama.  
- Bob called them commitments and then he called them emphases, LP has renamed them |
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|             | as priorities.  
- The figure/baselines at the moment are incorrect and will be changed. Bob did have some questions regarding the A&S figures in the old version of the Strategic Plan (STEM transfers, etc.) Bob would like those measures back. ASNS measures will be added to SECTION 2.  
- Items reflecting the KELA model will be deleted.  
- Bob will take out the CCSSE measures.  
- Road Map was taken and placed in the Strategic Plan and all data was placed at the end.  
- BREnda: advised that we should only send out the first 3-4 pages of the strategic plan to the campus. It is helpful if we send out the macro-goals to the campus. Pg. 5 on should not be sent out to the campus. Pg. 2 Strategic Priorities can we just say College-Wide Outcomes. Exchanging Outcomes and Priorities. Instead of calling them outcomes, can we call them measures.  
- There was an active discussion about the scope and meaning of directions, goals, objectives, and outcomes as well as the apparent disconnect between the items listed at the start of the plan and the specific indicators in the latter part of the plan. Revisions will be made based on the discussion.  
  - Assessment of Non-Instructional Units (Brenda (and Dawne?) (TABLED)  
  - Vacancies Follow-up – Louise (TABLED)  
  - Consultants: Olivia Herriford, Koliso (David and Genevieve Farrar), Retreat at Camp Erdman (Louise). (TABLED)  
  - My Preferred Pronouns:…She, Her, Hers, They…(Brenda)  
    - ACT 22 & Title IX. When you are addressing crowds. Trying to be as gender neutral as possible! Being mindful of the way pronouns are being used. |

3. Announcements

**Wauke Neighborhood**: Louise and Carol went around the neighborhood to thank the neighborhood for their patience and listen to their issues. Diamond Head Theatre would really like to re-connect with KapCC.  
- We receive about 70 stalls from Diamond Head Theatre 5 days a week.  
August 1 & 2 Title IX training for those reviewing appeals and decision makers.

**Upcoming Topics**

July 11, 2016, Next meeting  
Louise leaving from July 12 to July 26, 2016  
Brenda July 11 to July 28, 2016