Chancellor’s Administrative Staff Council  
Meeting Notes  
Monday, July 25, 2016  
1:30 p.m. – 3:30 p.m.  
‘Ilima 202A  
Facilitator: Susan Kazama  

Administrative Staff Members: Maria Bautista, Esben Borsting, Brian Furuto, Carol Hoshiko, Ann Ishida-Ho, Brenda Ivelisse (by phone), Susan Kazama, No’eau Keōpūhiwa, Nāwā’a Napoleon, Patricia O’Hagan, Louise Pagotto, John Richards and Joanne Whitaker  

Members Absent: Maria Bautista, Brian Furuto, Ann Ishida-Ho and Louise Pagotto.  

Guest: Cory Ando, Merrissa Brechtel, Amy Cook and LaVache Scanlan  

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION/RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Meeting Notes</td>
<td>1. Review &amp; approve July 11, 2016 meeting notes</td>
<td>Motion to Approve as amended: Esben B., seconded by John R., minutes approved unanimously.</td>
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| Old Business                    | 1. Title III: Esben B.  
   • There will be a meeting with the contractors to sign off on Iliahi 2nd Floor so the programs can move in.  
   • A team from the UH System will be reviewing the Title III projects from 2008-2014. KCC had 7 projects during that period. Title III is reviewing its processes to improve the grant for minority-serving institutions.  
   • Discussion on the Title III-funded Health consultant will be happening soon.  
  2. Native Hawaiian Values and Culture: Nawa’a N. The Student Congress President consulted with Nawa’a to name the student center, Iliahi first floor, which is being renovated. Nawa’a suggested thinking of a name that reflects what is happening now to inform students 15 years in the future. |                                                                                           |
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| FYE Presentation: Cory Ando, Amy Cook, Merrissa Brechtel and LaVache Scanlan | DRAFT first year orientation and advising model (Appendix A)  
- This model was created to eliminate the need for students to go to multiple places for information.  
- The first step was to define “new students”. A new student is any student, new or transfer, who is attending KCC for the first time. These students will be in the First Year Experience (FYE) program.  
- FYE will be able to direct students to the appropriate counselors. This will alleviate the volume of students at KISC (Kekaulike Information and Service Center) and decrease the workload on MKC (Maida Kamber Center).  
- 2,100 new students in the fall. 1,000 in the spring.  
- If FYE is strong, studies show that students tend to persist and complete.  
- This model bridges student and academic affairs, especially KISC, FYE and MKC.  
- Ihihi second floor will house FYE (First Year Experience), TYE (Transfer Year Experience) Kapo'oloku Native Hawaiian Student Success, Kuilei, Service Learning, Early Alert (Starfish), and Financial Aid, all in one place. This will help students to get into the right pathway and helps MKC to focus on transfer for liberal arts and career exploration.  
- Most of our students are traditional-age students, right out of high school, and many are not sure of their major. They focus on liberal arts. Transfer students tend to be program driven, choosing health, and business majors.  
- Out of the 2,100 new students only about 300 students will earn at least 12 credits and have at least a 2.0 GPA. There are 850 students who will earn less than 12 credits or have a GPA less than 2.0. More than half are taking less than 10 credits.  
- Once the model is in place, interventions can be identified for students such as increasing financial aid. If students have less than a 2.0 GPA, there will be an academic intervention.  
- 78% of the students continue from fall to spring, 58% fall to fall. A summer intervention will be provided for students to increase fall-to-fall persistence. During the holiday break, we can check to see if students are in the appropriate classes for the spring, especially the health students.  
- Ihihih first floor will house Student Congress, Board of Student Activities (BOSA), Phi Theta Kappa, Board of Student Publications (BOSP), BOSP media lab, Hilo Group.  
- Studies have shown that the sooner a student makes a career commitment, the more likely the student will complete. We need to do more at KCC around career exploration. | |
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| 1. Admin Staff Updates | • How do we direct students in the fall during the renovation? Signage? Should people be staffed on tables around the campus to answer questions and direct students?  
  • Can we use *Pokemon Go* to overlay on our campus map?  
  • As of July 25, there are 5,338 enrolled, which is down 5% from the same time last year.  
    720 were purged from the system for lack of payment. 639 unprocessed students. There is a 6-week wait to process applications. 600 went to NSO 1 but didn’t register. Classes are in the process of cancelling but there is a potential for 1,000 more students who will register.  
  • Marketing: radio ads and google ad words. Media: two 15 second videos were completed to run on digital media. |                        |
Appendix A

DRAFT FIRST YEAR ORIENTATION AND ADVISING MODEL

Prior to First Semester
- Arts and Sciences Majors with less than 20 credits
- Arts and Sciences Majors with more than 20 credits
- CTE Pre-Majors and Declared Majors
- Native Hawaiian Students

First Semester
- Students who earn at least 12 credits & have at least a 2.00 GPA Transition to Maile Kamber Center at the end of first semester
- Students who earn less than 12 credits OR have a GPA of less than 2.00 remain with FY Programs
- Students transition to Maile Kamber Center following orientation
- Students transition to CTE Academic Counselor following orientation
- Kapoleiokupu Program

Second Semester
- Continue with Maile Kamber Center through transfer/graduation
- Students transition to Maile Kamber Center at the end of the second semester through summer intervention
- Continue with CTE Academic Counselor through transfer/graduation
- Continue with CTE Academic Counselor through transfer/graduation
- Kapoleiokupu Program

As of July 25, 2016