Chancellor’s Administrative Staff Council  
Meeting Notes  
Monday, August 15, 2016  
12:00 p.m. – 1:00 p.m.  
‘Ilima 202A  
Facilitator: Louise Pagotto

Administrative Staff Members: Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, No‘eau Keōpūhiwa, Nāwa’a Napoleon, Patricia O’Hagan, Louise Pagotto, John Richards and Joanne Whitaker

Members Absent:

Guest: Karl Naito

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<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION/RECOMMENDATION</th>
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<td><strong>Previous Meeting Notes</strong></td>
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<td>1. Review &amp; approve July 25, 2016 and Retreat meeting notes, Aug. 8, 2016</td>
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<td><strong>Old Business</strong></td>
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<td>1. Native Hawaiian Values and Culture: Nawa’a N.</td>
<td>The Admin practiced the admin chant for Convocation.</td>
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<td><strong>New Business</strong></td>
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| 1. Admin Staff Updates         | • Carol H. – On Aug. 27, a potluck luncheon honoring our KapCC kūpuna will be held. Special guests will include Patricia Saiki, Joyce Tsunoda, and others will be attending.  
   • Brian F. – Announce to faculty and staff, work orders are required for any office moves. There is a water leak in a pipe in front of Subway. The concrete floor must be removed, the leak repaired and the concrete replace.  
   • Susan K. – $250,000 of innovation funds is available from the Dept. of Research and Innovation to create an innovation lab. A location for a lab will need to be identified. $50,000 is available for an ambassador.  
   • Brenda I. – Enrollment is down -6.4% from last year. First year student enrollment is on track with 1,151 students. The number of returning students is lower and the number of |                       |
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<td>transfer students is significantly lower. No English and math classes are available but social science classes have opened up. We need to find out now how many sections of math and English are required for the spring as a new student must take college English and math in their first 30 credits.</td>
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<td>• Nawa’a N. – He is working on the deadlines to cancel low-enrolled classes. There may be 350-600 additional students so classes cannot be canceled too early.</td>
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<td>CELTT updates: Karl Naito</td>
<td>A new KCC website will be rolled out in the fall. There was a request for feedback on the submenus. Microsites are being consolidated into the main website. Is it still a priority for all microsites to be under KCC’s website? Microsites have a different look and feel from the main website and sometimes it lists conflicting information. Microsites are not ADA compliant. There is ongoing dissatisfaction with the website, which prompts departments to create their own websites. There is a need to work with CELTT for substantive changes to the website. Areas need to have some flexibility to upload information on the website. Templates need to be created for a uniformed look and feel. Individual faculty have their own websites where they post their courses. These are not microsites.</td>
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<td>Facility Use and Service Animal Policies: Brian F.</td>
<td>The Administration were asked to review the policies and email comments to Brian, cc’ing the rest of the administrative team.</td>
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<td>See yourself in the Strategic Plan: Louise P.</td>
<td>The Deans were asked to work with their Department Chairs to address the metrics in the Strategic Plan. Wherever you see a percentage increase of enrollment or completion numbers, translate the numbers to your area. What does this mean for the Culinary? Arts and Humanities? What does it mean to increase the number by a percentage? How many students will it take in each program?</td>
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