**AGENDA ITEM** | **DISCUSSION** | **ACTION/ RECOMMENDATION**
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**Previous Meeting Notes** |  |  
1. Review & approve July 25, 2016 and Retreat meeting notes | Tabled |  
**Old Business** |  |  
1. Title III: Nawa’a |  |  
   - The Hawaiian Studies and Language lecturers will be moving to Manele. Lehua is moving to Manono. There is a meeting with all the people who are in the Manele building on Friday to discuss the move.  
   - Keolani Noa will be moved to Manono.  
   - Amy Cook will be 40% articulation specialist under the Title III grant. Keisha Nakamura will be the Assistant to Keolani and will move to Manono.  
   - The financial aid specialist has not been determined.  
   - There is ongoing discussion on the position for Alissa Kashiwada.  
2. Native Hawaiian Values and Culture: Nawa’a N. | The Admin practiced the admin chant. |  
**New Business** |  |  

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: Brian Furuto and Patricia O’Hagan

Guest: Kelli Brandvold, Dina Yoshimi, Director, Hawai’i Language Roadmap Initiative, UH Mānoa
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| 1. Admin Staff Updates | John R.  
- There is a draft of the realignment of the paralegal program. The program is back in BLT.  
- Nawa'a and John will meet to discuss how faculty members can donate to CIP. |  |
| Brenda |  
- Student Affairs received the Victim of Crime Act (VOCA) grant for domestic violence survivors. Funds usually go to the Attorney General’s office and DVAC. This is a pilot program for the UH system. Advocates are being paid by the grant.  
- FYE center (Iliahi second floor) is being developed.  
- New Student Orientation (NSO) part III on Aug. 18 at 12-7pm at the Ohia cafeteria needs additional assistance.  
- The College Board will be coming to campus.  
- Office of Institutional Equity asked KCC Student Affairs to go to Honolulu CC to do a climate survey.  
- VCSA system, VCAA system and Chancellor meeting notes will be forwarded to the Admin Staff. |  |
| Carol |  
- Tomorrow is a CIP neighborhood walkabout with Carol, John R. and Conrad Nonaka.  
- KCC items will be available for Student Success week |  |
| Susan |  
- Instructors are being hired.  
- Co-requisite model for English and math – a meeting will be convened to discuss how to allocate $500,000 to support the initiative.  
- The Institutional Assessment Coordinator is leaving the college. How will Taskstream be implemented going forward? |  |
| No'eau |  
- Iliahi renovations – the units are moving in. |  |
| 2. E/M Mandatory Training – Kelli B. | Every E/M must have mandatory training on Ethics, Title IX, VAWA and workplace violence by August 30, 2016 and must be trained every two years.  
- Ethics – the workshop on July 26 and August 16 fulfill the requirements. The session hosted by RCUH also is in compliance but the coordinator needs to forward the names of those who attended to Kelli.  
- The online Title IX and VAWA required of all employees will fulfill the requirement.  
- Workplace violence training is forthcoming. |  |
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| Hawai‘i Language Roadmap Initiative: Dina Yoshimi | - The Hawai‘i Language Roadmap Initiative is to inform students that languages are needed as a workforce skill. Multilingual workforce contributes to changing the way Hawaii thinks about language as an additional skill for the workforce such as in hospitals and courts.  
- Seal of Biliteracy has been established for public and charter high school students acknowledging the need for biliteracy for graduating high school students.  
- Avant - language assessment tool.  
- Students need to be trained from where they are in their language level. Curriculum needs to be developed.  
- Duolingo is a software program for learning languages.  
- Dina would like to work with KCC’s CTE programs. Are language skills needed for where students are going to work? Would some students who have some language skills want to develop it if it opens up their employment options? | |

4. Retreat follow up: Louise P | Vacancies process: If a vacancy comes up in your area, you need to provide the rationale to fill the position. Continue to use the critical need for position form. | Next steps:  
~ Vacancies – process?  
~ Finalize Strategic Plan |