Chancellor’s Administrative Staff Council
Meeting Notes
Tuesday, September 6, 2016
12:00 p.m. – 2:30 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:

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<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION/RECOMMENDATION</th>
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<td>Previous Meeting Notes</td>
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<td>The minutes were unanimously approved with amendments.</td>
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<td>Review &amp; approve August 22, 2016</td>
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<td>meeting notes</td>
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<td>Old Business</td>
<td>There was no old business.</td>
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<td>New Business</td>
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| Admin Updates                     | • The STAR GPS team has members from academic and student affairs. 50% of the students will be using STAR to register in November. There will be activities to prepare students for the November implementation, even a STAR mascot.  
  • Kuali Curriculum Management System: Departments will be inputting their curriculum.  
  • All the student clubs are being reviewed and faculty advisors confirmed.  
  • Requests for filming on campus go to the Vice Chancellor for Administrative Services (VCAS).  
  • A sister campus is offering a duplicate program. Approval will be requested from UHCC.  
  • Language courses are being assessed across the system.  
  • Policies are being revised by the following people: Service Animal policy - Vice Chancellor for Student Affairs, the Vacancy Policy - Vice Chancellor for Academic Affairs, KCC Governance Document - Executive Asst. to the Chancellor, Facilities Use Policy – Vice |

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| Chancellor for Administrative Services, Administration CPR and policy – Dean of Health Academic Programs. The Chancellor will send a template for the policies. The drafts are due by Monday, Sept. 12.  
• A Bachelor of Applied Science is now being offered at UH West O'ahu where students can take all 120 credits there. There will be ongoing discussions on how this will affect the articulation agreements with the Community Colleges.  
• The conversation is continuing on the Student Success Pathway (SSP). The SSP will tie into Ad Astra, KCC’s Strategic Plan, STAR and PAR. Career exploration will be recommended earlier. Can it be offered during orientation?  
• The Board of Regents will be at KCC on October 20th. KCC has 10 minutes for a presentation. One idea is to present how we are framing the next 5 years through the Student Success Pathway. This will be presented at the CAC meeting on Oct. 4.  
• The Vice Chancellor for Administrative Services was acknowledged for his work during Hurricanes Madeline and Lester. | |
| UH Foundation: Linh Hoang Poe | Linh Hoang Poe is the Senior Director of Development at the UH Foundation.  
• She works with the Chancellor, Vice Chancellors, Deans, Faculty and Staff to build private gifts to advance the mission of the college. She works with prospective donors and alumni.  
• Share initiatives with Linh so she can possibly support the area.  
• For the past FY, $1.7 million was raised. The previous year, $1.4 million was raised. The goal is $5 million but $1.5 to $1.7 million is needed.  
• KCC Ambassador Mike Malaghan is having a book signing on Sept. 7.  
• Support the Hawaii Food and Wine Festival, which raises funds for the Culinary Institute of the Pacific and all culinary programs.  
• Oct. 21 is the mahalo scholarship reception where donors come to meet their students. $700,000 in scholarships are awarded annually. There are over 100 scholarships for students.  
• In November, donors give through annual solicitation letters. In March, there is a student calling campaign. In December, donors are asked to renew their scholarship.  
• KCC Ambassadors is KCC’s fundraising committee. There are about 12 members. They come to campus 4 times a year to learn about the college. They are asked to donate to the college, host coffee hours to introduce us to new supporters and connect us to the community.  
• Types of gifts: real estate, stocks, charitable trusts, gift annuities and more.  
• Capital campaign to 2018 is in the silent phase. Early 2017, it will be announced. $625 million is the goal. | |
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| Ad Astra    | • Ad Astra is a software that collects data to optimize scheduling and room use. They are doing an analysis of our offerings from our 2015-2016 data, which will be presented on Oct. 7.  
  • On our campus, there is no centralized scheduling. Each department does its own scheduling. At the Sept. 20th, VCAC meeting, the department chairs will review the data.  
  • During prime time hours, a high percentage of classrooms are being used but over a whole day, the classrooms are not as full. Overall classroom utilization for an entire day is 43%.  
  • Improvements can be made for classes that don't have a traditional length such as language classes. It is recommended for these classes to start or end at traditional times to optimize room use and student flow. Avoid scheduling classes that crosses over two time slots.  
  • Changes are to be made in the fall 2017. The goal is the maximum capacity of classrooms.  
  • Another objective is to see if a student would be able to get a degree taking evening classes exclusively. Distance Education courses need to be planned more deliberately.  
  • In the course offering analysis, 31 sections could have been reduced and 79 sections could have been added. It is recommended that a course be added if the courses are 80% full especially in the CTE departments to accommodate students who need the course to graduate. |                                                                      |