Present were: Veronica Ogata, Faculty Senate Chair; Nawa`a Napoleon, Kalāualani Chair; Helen Hamada and Carol Masutani, Staff Council Chairs; Kalani Fujiwara, Student Congress Advisor and William Arenivas, Student Congress Chair; Leon Richards, Chancellor; and Joanne Whitaker, Executive Assistant

Members Absent: Nawa`a Napoleon, Helen Hamada, Carol Masutani

Guest: Sunny Pai

AGO Updates:
Student Congress: William Arenivas
An ASKCC Student Congress (SC) meeting was held on September 20, 2014 at which time officers were elected for AY 2014-2015.

- SC is investigating ways to have more presence on campus.
- SC is considering setting aside funds for student clubs and setting up criteria by which the clubs could apply for the grants.
- SC will be piloting a bottle-filling station in the library with the support of the Head Librarian. They are seeking assistance from auxiliary services. This is an enhancement to the existing water fountain, which allows the filling of water bottles.
- SC is sending 5 people to a Student Congress conference.
- SC is funding the KCC app project.
- Future considerations: having more recycling bins on campus.
- There is a problem of having no latches on the men’s bathroom doors in the Ohia building, second floor. Auxiliary services have been informed.
- Next meeting: Saturday, October 18 at 9:15 a.m. in Ilima 202A

Faculty Senate (FS): Veronica Ogata
A Faculty Senate meeting was held on Monday, October 6, 2014.

- They have developed an action request process. This process is for requests/suggestions from faculty to improve the campus. A committee was created to vet the ideas. The action request form is online and the process is monitored and tracked.
- The FS Curriculum Committee has revised the process of reviewing course proposals. Instead of taking 10 days for the initial review, it will now be completed in 5 days to expedite the process.
- There are 9 FS standing committees and 2 ad hoc committees. Each committee has a chair, vice chair and secretary. A few committees opted for co-chairs instead of a chair/vice chair. All committees have assigned tasks.
- FS is in the process of revising the constitution. The last time it was revised was 2003.

Kalāualani: Veronica Ogata
Kalāualani is developing an action request process similar to FS.

Accreditation Review: Sunny Pai and Joanne Whitaker
The ACCJC Follow Up Report is final and will be delivered to ACCJC on October 15,
2014. On November 7, a 4-person evaluation team will visit the campus. The ALOs (Accreditation Liaison Officers, Sunny Pai and ALO-in-training Joanne Whitaker) will be speaking to individual groups across the College to discuss the report. A “quiz” on the report has been created to interactively engage the College. The quiz was administered at the AGO meeting. Administrative Staff Council, the Kalāualani Executive Council, VCAC (Vice Chancellor’s Advisory Council), Faculty Senate, a Faculty Senate Forum and possibly Staff Council will participate in the quiz. In addition, open meetings have been scheduled to meet with individuals who may be interviewed by the evaluation team.

**Governance Document: Joanne Whitaker**

The KCC governance document will be revised to reflect the name change of the Chancellor’s Advisory Council (CAC) from the Policy, Planning and Assessment Council (PPAC).

**Budget Update: Leon Richards**

The final budget allocations were distributed to the Vice Chancellors at the end of September. The College receives funds from the state budget in 5 areas: instruction, academic support, student services, institutional support, and public service. Funds received from tuition and fees are added to the state allocation. The vice chancellors will distribute the budget allocation information to the deans who will distribute to the department chairs and unit heads. For instance, the Dean of Arts and Sciences will distribute the budget to the 4 department chairs. The Chancellor’s office will send it to OFIE (Office for Institutional Effectiveness) and OIA (Office of International Affairs). The Vice Chancellor for Administrative Services sends the budget to Human Resources, Business Office and Auxiliary Services and the Vice Chancellor for Student Services sends it to KISC, Kahikolauamea and the student services area.

For the past 3 years, the college has balanced its budget by spending from its reserve funds. If the College does not cut spending this fiscal year, we will go into a deficit. In addition, enrollment at 9 of 10 campuses has decreased, which impacts tuition and fees revenue. The College has decreased its usage of electricity. However, the rates have increased. The campus will be asked to tighten our belts. This may mean offering fewer sections of classes.

**Vacancy Guidelines: Leon Richards**

If a position has been vacant at the College for 2 years, the position will be taken from the College and placed in the Vice President’s office. The College was asked to return 4 positions to the Vice President’s Office.

The vacancy guidelines state that all vacant positions that are not in recruitment as of July 1, 2014, will revert back to the Chancellor’ office. Departments, units and administrators must file a “Request to Fill Critical Position Form” to request a position. Positions that are campus-wide priorities will be filled first. The campus-wide priorities are for a job placement position and two student success positions. There will be a need to see which programs are declining in enrollment and reallocate positions. If a position is granted to an area, they will need to fill the position in 6 months.

Submitted by Joanne Whitaker