

**Chancellor's Administrative Staff Council
Meeting Notes
Monday August 21, 2017
2:30 p.m. – 4:30 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, Joanne Whitaker

Members Absent: Carol Hoshiko

Guests: Kapulani Landgraf

AGENDA ITEM	DISCUSSION	ACTION/ RECOMMENDATION	PERSON RESPONSIBLE	DUE DATE
Previous Meeting Notes				
Review & approve August 14, 2017 meeting notes		The meeting notes were approved with amendments.		
New Business				
Native Hawaiian Culture and Values – Kapulani Landgraf	<ul style="list-style-type: none"> The Chancellor's Office requested that Kalāualani resume Hawaiian values and culture. Kalāualani wanted to feature their members who engage in extracurricular activities outside of Kapi'olani CC and express how they process things with Hawaiian lens. Kapulani introduced her passion for photography and spoke of cultural issues. <p>Pana = heartbeat, pulse; beat in music, to beat time; celebrated, noted or legendary place.</p> <p>Homework due at a future meeting in Sept.: 1) what ahupua'a do you live in in Kona (moku = district); 2) the meaning of the name of the ahupua'a; and 3) the wind name or rain name and its'</p>			

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	meaning.			
Admin Services Planning Document – Brian F.	<ul style="list-style-type: none"> Brian briefly explained the planning document that Administrative Services recently created for their department. It includes a vision, mission, and core values. Each unit has their own goals but share 2 specific goals: 1) build and maintain good relationships with all customers and students; and 2) maintain a system of continual improvement for all processes. 		<ul style="list-style-type: none"> Brian F. 	<ul style="list-style-type: none"> TBA
Coverage for VCAS – Brian F.	<ul style="list-style-type: none"> Shirl Fujihara and Chris Edmonds will share signing authorities while Brian F. is out on leave. 			
Lōkahi Training Debrief – Louise P.	<ul style="list-style-type: none"> Admin expressed their thoughts about the training. 			
Policy on Policy Development (revised)	<ul style="list-style-type: none"> Reviewed and revised the policy. Decided to remove “CAC Policy Work Group” from the policy. 			
CAC Charter revisions, ILOs – Joanne W.	<ul style="list-style-type: none"> Joanne requested admin to review the CAC Charter revisions and a memo from Kalāualani regarding the ILOs in efforts to add this to the CAC agenda scheduled for Sept. 26. 		<ul style="list-style-type: none"> Joanne W. 	<ul style="list-style-type: none"> Aug. 28
Student Affairs representation on CAC	<ul style="list-style-type: none"> Brenda proposed that Student Affairs obtain representation for targeted pops and enrollment, a large part of the department, on the CAC. This may be presented at the next CAC meeting. 		<ul style="list-style-type: none"> Brenda I. 	