

**Chancellor's Administrative Staff Council
Meeting Notes
Monday October 23, 2017
2:30 p.m. – 4:30 p.m.
'Ilima 202A
Facilitator: Louise Pagotto**

Administrative Staff Members: Chris Edmonds and Shirl Fujihara for 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: Brian Furuto and No'eau Keōpūhiwa

Guests: Kelli Brandvold, Lisa Kanae, Deneen Kawamoto, and Karl Naito

AGENDA ITEM	DISCUSSION	ACTION/ RECOMMENDATION	PERSON RESPONSIBLE	DUE DATE
Previous Meeting Notes				
Review & approve October 16, 2017 meeting notes		The meeting notes were approved with amendments.		
Native Hawaiian Culture and Values – Lisa Kanae	Theme: Pana (legendary or celebrated places). Lisa Kanae is a writer, whom received a literary award, and she shared a personal short story about her father's journey through life and the symbolism of "fish" in strange places.			
New Business				
CTE Civil Rights Update – Louise P.	Discussed assigning people responsible for each section covered in the Civil Rights Review.			
AtD Presentation – Brenda I.	Brenda and the AtD team attended an Achieve the Dream conference and shared a presentation on Integrated Student Support and how it could be applied to KCC. How to support students via student affairs and academic affairs by redesigning advising for students across campus. It is a combination of education, career, and financial planning; coaching, advising, and counseling; early alerts and intervention targeting; and transfer processes and labor			

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	market alignment.			
Naio Renovation – Susan K. and Karl N.	Tabled until next meeting.			
BLT Perkins Test Prep Center – John R.	Tabled until next meeting.			
Budget Update – Louise P.	<p>General Fund and Tuition and Fees Special Fund allocations:</p> <ul style="list-style-type: none"> • Only 50% of discretionary personnel (i.e. casual, unbudgeted, student help, overtime, and overload) and 50% of current expenditures, withheld in the case of restrictions where adjustments could be made in the other 50%. • Only fall semester lecturer funding is included. • Lecturers are paid by G-funds. • TFSF funds are not to be used for out-of-state travel. • CCSF accounts should be self-sustaining. <p>Admin to work with dept. chairs to ensure their personnel matches up with their org. chart and with their respective account codes.</p> <p>Shirl distributed and reviewed admin's fall allocation reports.</p>			
CAC Prep – Louise P.	Preparation for the CAC Charter and Decision Making Flowchart vote and the ILO next steps at the CAC meeting on Thursday.			
RTRF Prof. Dev. – Sharon Fowler and Amy Cook	<p>Received 2 Professional Development Request Forms:</p> <ul style="list-style-type: none"> • Sharon Fowler and Amy Cook 	Require more details on the purpose of requests.	Nāwa'a N.	
Admin Updates	<ul style="list-style-type: none"> • Louise shared a study abroad brochure by Eiken (Test in Practical English Proficiency) of a 2-page spread of KCC. • The UH system is requesting applicants to sign a Candidate Release Form to allow interviewer to check references (including current and former employers). This form is to be presented after second level interviews, and should be included with recruitment file. Added to HR flow charts and posted on 'Ohana site. DHRD is also requiring documentation of all reference checks. Reference check form is forthcoming for admin to review. Kelli B. will inform CAC. • Bikeshare had visited the campus today and they are interested in having a station on the campus. Louise will 			

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	<p>present it to the AGOs.</p> <ul style="list-style-type: none"> A/C for Ilima and Iliahi buildings will remain down for another few weeks. More fans were purchased for the campus. The temporary occupancy button on a/c units should not be utilized. Chris E. will send out an announcement update to the campus. 			