

**Chancellor's Administrative Staff Council  
Meeting Notes  
Monday November 20, 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 Patricia O'Hagan*

*Guests: Calvin Nomiyama, Louise Yamamoto and Sherry Proper*

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/ RECOMMENDATION</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
<b>Previous Meeting Notes</b>				
Review & approve November 13, 2017 meeting notes		The meeting notes were approved with amendments.		
<b>New Business</b>				
Alumni Efforts with Calvin Nomiyama	There are current changes with UHAA (UH Alumni Association) that affect membership and Calvin is here to inform and encourage our KCC employees to become active members of the association. <b>(See Appendix A)</b>			
ENG 100 & ESL 100 - Steve Harris	Curriculum committee have discussed the importance of including ESL 100 wherever ENG 100 is listed as a pre-requisite or qualification for. Steve requested that admin create a memo to faculty about applying this to all KCC programs and courses.	Steve was directed to Faculty Senate.		
Consumer Information Disclosure	In meeting our institutional requirements for consumer information and disclosure regulations, it was recommended that our campus	Brenda will take the lead and send admin	Brenda	

Requirement – Sherry Proper & Brenda I.	provide specific consumer information readily accessible on a campus webpage by the end of the academic year. A list of specific consumer information was dispersed to admin.	a google doc. assigning person responsible for each section.		
Draft Governance Document – Louise P.	Discussed updates to the document.	Carol, Brenda & Susan to submit OCET, SALT, and AA council membership information to Louise.	Louise	
Performance Funding Measures – Louise P.	<p>Discussed what program administrators could do to improve student completions and transfers.</p> <ul style="list-style-type: none"> <li>• Continue to engage with the counselors and explore additional support.</li> <li>• Obtain quick time data.</li> <li>• Incentivize employees.</li> <li>• Obtain better data to be more informative.</li> <li>• Complete a pre-grad check prior to applying for graduation to ensure students are ready to graduate.</li> <li>• Create learning communities/cohorts of students. Provide support such as for student athletes.</li> <li>• Implement the HINET program to help alleviate barriers that otherwise prevent student completion.</li> <li>• Short-term, modularized classes could be offered through Continuing Ed. to fill student knowledge and skill gaps.</li> <li>• Create a better and comfortable learning environment.</li> <li>• Open communication between counselors and program administrators.</li> <li>• Continue supporting current efforts.</li> <li>• Reinforce program concentrations.</li> <li>• Effective planning for online programs.</li> <li>• Mentor students directly to assist in student retention.</li> </ul>			
Admin Updates	<ul style="list-style-type: none"> <li>• There are outstanding ARPDs.</li> <li>• There is a campus on-call psychologist for veteran students.</li> <li>• OCET in collaboration with Student Affairs are preparing for a soft opening of the HINET program in spring 2018.</li> </ul>			

	<ul style="list-style-type: none"><li>• Carol discussed with Brenda the possibility of training peer mentors to intake SNAP applications for currently enrolled students. A room will be needed at the beginning of the semester for these volunteers to assist students with SNAP and HINET applications. Carol would like to provide a presentation at VCAC, CAC, convocation or other means to get the word out about HINET. Materials are being produced.</li><li>• A/C in 'Ilima and 'Iliahi buildings will be restored within 1-2 days.</li></ul>			
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## “NOKE OHA”

PRESERVING FOR GENERATIONS THROUGH LOVE AND FRIENDSHIP

NOVEMBER 20, 2017

# MISSION

The Kapi`olani Community College Alumni and Friends Association shall provide its members with leadership and personal enrichment opportunities that inspire strong relationships with the community and the College `ohana.

# PURPOSE

- Support and assist Kapi`olani in meeting its objectives.
- Develop a lifelong learning experience for all members of the Association.
- Establish and implement programs that foster a spirit of unity among membership and help to promote a strong image of Kapi`olani in the community.

# CURRENT STATUS

- Only active Community College Alumni Chapter
- Limited Liability Company (LLC) / UHAA
- 501.c.3, Non-Profit Organization
- Volunteer Board of Directors
- Monthly meetings



# COMPLIANCE

- Compliant with UHF/UHAA guidelines since 2010
- Plan and conduct 2 events for members per year
- Prepare annual Chapter Reviews and Financial Reports
- Communicate with membership



Recognizing Alumni



# Communications/Networking



# Scholarships

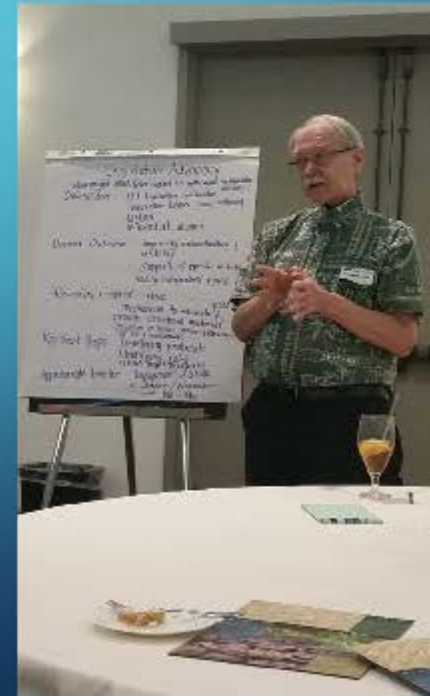


# Community Service Projects



# UHAA BUSINESS PLAN

- Student Recruitment and Retention
- Advocacy
- Career Service
- Partnership between UHAA, UHF, UHS
- Strategic Plan



# UHAA STRATEGIC PLAN

- Executive Committee      Fundraising & Corporate Partners
- Alumni Council            Finance and Compliance
- Communications          Strategic Planning
- Chapter Relations        Outreach And Advocacy
- Events                      UH System Initiatives & Partnerships

# MEMBERSHIP

- Current – Tiered membership based on dues

Lokahi

Ha`aheo

Onipa`a



- Future – Tentatively, non-dues membership

# GROWING KCCAFA

- Goal – Campus-wide membership and support
- 15 seats on Board of Directors
- Aligned to UH initiatives
- Aligned to UHAA Business Plan
- Maintain department integrity



# “IT TAKES A VILLAGE . . .”

## ➤ Increase College’s and alumni network

- Advocacy/Lobbying – Hawaii’s Promise

## ➤ Engage students/community

- Recruitment
- Mentoring
- Career Services

