

**Chancellor's Administrative Staff Council
Meeting Notes
Monday January 22, 2018
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:

Guests: Kelli Brandvold and Brandon Marc Higa

AGENDA ITEM	DISCUSSION	ACTION/ RECOMMENDATION	PERSON RESPONSIBLE	DUE DATE
Previous Meeting Notes				
Review & approve January 8, 2018 meeting notes		The meeting notes were approved with amendments.		
New Business				
4 Policies – Joanne W.	<ul style="list-style-type: none"> • Discussed memo drafted on updates to the 4 policies. • Plan to propose a two-step process for policies. Present policy to the campus and review feedback. Revise policy and vote at the next CAC meeting. • Reminder: Admin to remind their respective unit heads, program directors, and dept. chairs to review the 4 policies. • Chancellor's Office will send the memo out to the CAC. 		Louise & Joanne	
Vacancies – Kelli Brandvold	Current vacancies were discussed.			

Grant Awards – Brandon Marc Higa	<p>(See Appendix A) Update on the 2017 Extramural Award Performance.</p> <p>Goals for 2018:</p> <ul style="list-style-type: none"> • Apprenticeship expansion • Increase online courses • Student Affairs support • Training for high school teachers • Foreign language support • Academic support for tutoring • IT support • Service Learning support • Certifying peer mentors • UH Foundation engagement 			
VC for Student Affairs – Brenda I.	<ul style="list-style-type: none"> • Enrollment up 0.3%; new and transfer students up 2.6%; returning students up 45%; and continuing students down 4% as of Jan. 22. • Student Affairs will be working on a focus group of current students about their experiences at KCC. • Star GPS update – Displays the number of seats needed for students to complete their path and the number of students attempted to register for classes. The courses listed also has the names and UH ID#s of students that still require them to complete. Suggestion: Admin to assist dept. chairs in reaching out to students to register for classes. • An updated enrollment report will be sent to admin for review to discuss at next week’s meeting. 		Brenda	
VC for Academic Affairs – Susan K.	<ul style="list-style-type: none"> • 5-week courses – A project by the UH system for all seven CCs to participate in offering three 5-week courses per semester for the distance ed. AA degree, starting fall 2018. • Classroom furniture – Which classrooms will be furnished? Per Brian, deans are instructed to discuss with their respective areas to identify top classrooms that need new furnishings. He will then discuss with Susan. 		Brian & Susan	

	<ul style="list-style-type: none"> • Civil Rights Review – CTE Civil Rights Specialist, Ryan Tanaka, has scheduled a meeting for preliminary findings on Jan. 31 with Louise and VCs. 			
Returning Adults Initiative – Louise P., Susan K., Brenda I.				
Prof. Dev. RTRF – Shirl Fujihara, Man Wa Shing, Tiffany Kawaguchi, Lynn Hamada, Sheila Kitamura, Leaugeay Barnes, Dale Oda, Brian Furuto	<ul style="list-style-type: none"> • Shirl Fujihara - Approved • Man Wa Shing & Tiffany Kawaguchi - Approved • Lynn Hamada & Sheila Kitamura - Disapproved • Leaugeay Barnes – Approved • Dale Oda - Approved • Christine Keller - Approved • Brian Furuto – Defer until next meeting 			
Updates	<ul style="list-style-type: none"> • Title IX Plan – Title IX team is on board. There will be three teams, three initiatives. They will be creating a plan in February; present it in March; and will turn it in at the end of March. • Missile Attack Plan – Brian will be attending meetings in February in preparation for developing a concrete plan. 		Brenda	
Admin Updates	<ul style="list-style-type: none"> • The students voted on a resolution to pass the U-Pass for \$40/term per student at 6000 students. An initial survey was conducted among 300 students and 90% were in favor. Next step is to propose it to the larger student body. • Patricia will be introducing Aaron Koseki (acting dean) to admin. • QFEs will be sent out to the campus this Friday. Feedback will be encouraged at the next CAC on Feb. 6, and voting will take place in March. • There are new W-2 procedures. Spread the word. • OCET is to receive a \$45k grant from PCATT to collaborate with Health to develop a state-wide online cybersecurity program. • OCETs lecture series starts Feb. 12 and Carol will do a walk around the neighborhood with brochures. 			

	<ul style="list-style-type: none">• HINET was successful in taking in SNAP applications. Will be requiring an office space for a new hire and for Danielle (casual employee).• At next week's meeting, Carol will discuss the Commission on the Status of Women's role and participation in the Title IX action plan.			
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PURPOSE OF THIS BRIEFING

- **PROVIDE AN UPDATE ON 2017 EXTRAMURAL AWARD PERFORMANCE**
- **CALENDAR YEAR VS. STATE FISCAL YEAR VS. FEDERAL FISCAL YEAR**
- **DISCUSS 2018 GOALS & STRATEGIES**

2017 HIGHLIGHTS

- **WE DID BETTER THAN LAST YEAR**
- **INCREASED FUNDING FOR 3RD YEAR IN A ROW**
- **+12% FROM 2016**
- **DOES NOT INCLUDE PERKINS, PERFORMANCE FUNDING, AND OTHER SOURCES**

2017 SUMMARY

- **\$6,061,769 IN EXTRAMURAL AWARDS RAISED**
- **22 AWARDS**
- **SEVERAL NEW AWARDS**

BREAKDOWN BY SOURCE

- **80% FEDERAL AWARDS**
- **13% STATE CONTRACTS & AGREEMENTS**
- **7% FOUNDATION / PRIVATE SOURCES**

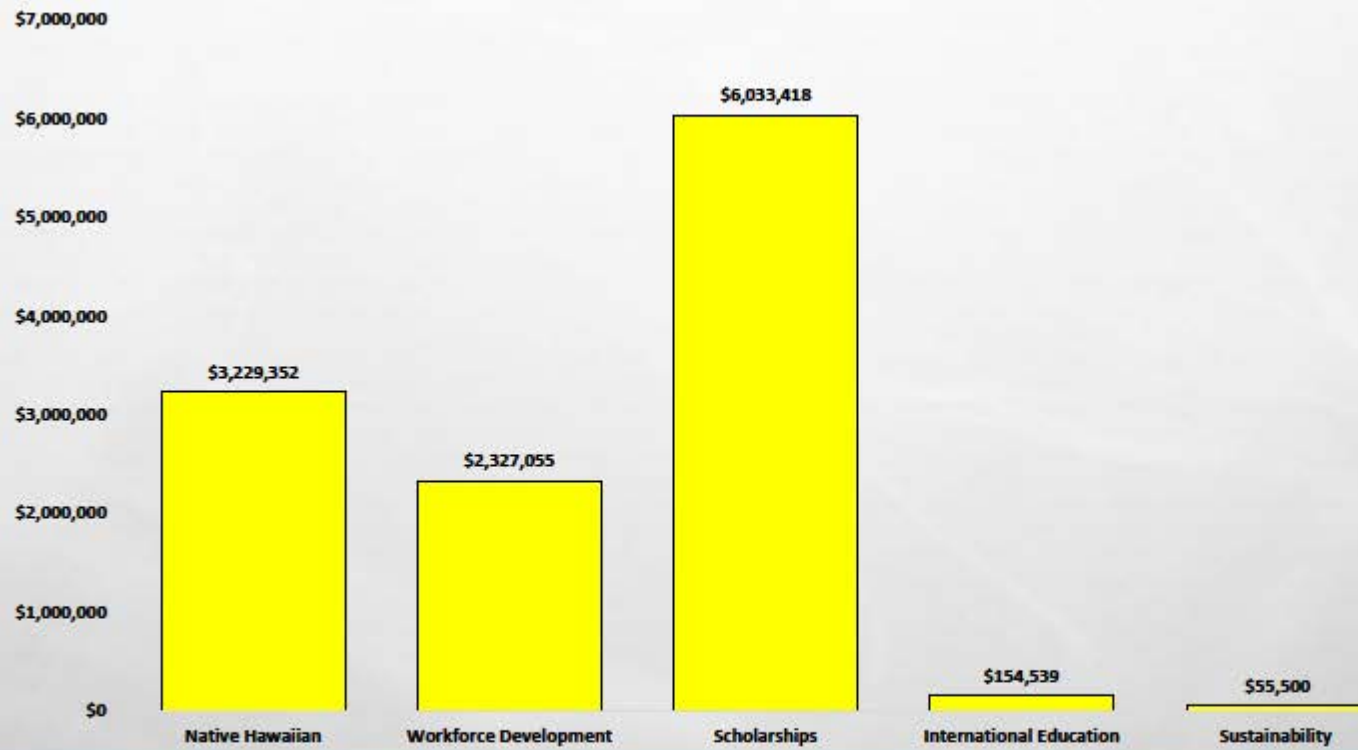
Funding Source



MAJOR REVENUE GENERATORS

- **53% NATIVE HAWAIIAN SERVING PROGRAMS, \$3.2M**
- **38% WORKFORCE DEVELOPMENT, \$2.3M**
- **INTERNATIONAL EDUCATION, \$154,539**
- **SUSTAINABILITY, \$55,500**

Calendar Year 2017-2018



RECOGNIZING OUR MAJOR CONTRIBUTORS

- **LOUISE PAGOTTO**
- **CAROL HOSHIKO**
- **BRENDA IVELISSE**
- **NĀWA‘A NAPOLEON**
- **BRANDON CHUN**
- **BOB FRANCO**
- **JEFF ZUCKERNICK**
- **WENDY KUNTZ**
- **SALLY PESTANA**
- **MAE DORADO**
- **JOE OVERTON**

GOALS FOR 2018

TITLE III SHARED SERVICES CENTER

BRANDON MARC HIGA, TITLE III PROJECT DIRECTOR

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