

Chancellor's Administrative Staff Council  
Monday, February 12, 2018  
2:30 p.m. – 4:30 p.m.  
'Ilima 202A  
Facilitator: Louise Pagotto

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*Administrative Staff Members: Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, No'eau Keōpūhiwa, Aaron Koseki, Nāwa'a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker*

*Members Absent: Nawa'a Napoleon*

*Guests:*

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## **Previous Meeting Notes**

### Approval of Minutes

The meeting notes for January 29, 2018 were approved with amendments.

## **New Business**

### Board Of Regents (BOR) Presentation – Louise P.

KCC will be hosting the BOR on March 22. A 10 minute campus presentation is due to UHCC by March 8. Need to confirm presentation plans with Faculty Senate. A suggestion was made to focus on the STEM program, including the Undergraduate Research Experience (URE), Math Immersion Model (MIM), and the Mathematics Immersion and Physics Integration (MIPI) program.

- **Action:** Louise will discuss presentation with Faculty Senate.
- **Action:** Nawa'a will speak with Maria Bautista and Herve Collin about doing the presentation on STEM, as well as to meet with Louise.

### RTRF Prof Dev

- Brian Furuto – deferred until next meeting.
- Louise Yamamoto – approved
- Nicole Otero – approved
- Shawn Ford – deferred; ensure previous RTRF completion report is completed.
- Herve Collin & John Rader - disapproved
- Herve Collin, Nadine Wolf & Austin Anderson - disapproved

### President's Emerging Leaders Program (PELP) Nominations – Louise P.

Announcement was sent to all campuses. Faculty and staff are able to self-nominate. Consider encouraging potential leaders (ideally those who completed probation or tenured) to apply by March 5. Program starts August 8.

### Admin Updates

- Wanda Mita is the new Resource Coordinator.
- The deadline for ARFs was last Friday. Deans and VCs, please be mindful of the deadline to submit to the VCAS.
- Brian has been working on draft testimonies regularly and will keep admin informed.
- CC Council of Chancellor's meeting this morning:

- The OER mandate generated 75 pieces of opposing testimony. Now there is a legislative mandated task force with a possibility of funding for support.
- Plans to restrict RCUH employment for research only.
- There are 3 UHCCP undergoing revision:
  - UHCCP #1.103 – International Education Committee renamed to International Education Council.
  - UHCCP #4.203 – Institution-Set Standards- There were labeling inconsistencies with FY and AY. Data on enrollment is FY (summer, fall, spring).
  - UHCCP #9.237 – Teaching Equivalencies – 11-month faculty being assigned 36 teaching equivalencies per AY.
- KCC presented an Authorization to Plan (ATP) for the Entrepreneurship degree.
- Excellence in Ed day – There will be more discussion on moving forward after assessing how well the UHCC APT/Civil Service Professional Development Institute goes on March 2, and the HSSI during the spring break.
- There are issues concerning senior citizens enrolled in audit classes on campus.
- The admin team is encouraged to participate in serving ice cream to the students on March 21<sup>st</sup> between 12-1pm.
- *Find Your Passion* event is tomorrow and Wednesday. There will also be a Transfer Fair to UH Colleges.
- Carol passed out brochures for the Kaiāulu Lecture Series. March 12 – Cybersecurity and April 16 – Tour of Waikīkī, with John Clark.
- The community is interested in renovating the Sentry Post on Diamond Head Rd. The Diamond Head State Monument Foundation have endorsed this concept and there is an interested donor. A few people would like access to see what type of work needs to be done. They are interested in installing a plaque and a little park area nearby where there can be revenue-generated opportunities for the business entrepreneur classes to sell energy bars and drinks and history lecture tapes.
- Carol is requesting assistance in regaining the management of room scheduling of Mamane rooms 101-104 and the Chapel, to conduct OCET classes.
- The HiNET program has an office space in the Iliahi building, where they service students. There were over 50 applicants for HiNET and SNAP. The HiNET officer position is currently in the interview process. The grant for the program has been extended for another 6 months.