

Chancellor's Administrative Staff Council
Tuesday, February 20, 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, Aaron Koseki, Nāwa'a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: Brenda Ivelisse, Susan Kazama and Nawa'a Napoleon

Guests: Sheldon Tawata

Previous Meeting Notes

[Approval of Minutes](#)

Approval of minutes for February 12, 2018 is scheduled for the next meeting.

New Business

[Dual Credit and Campus Tours – Sheldon Tawata](#)

- Approximately 200 students enrolled at KCC for dual credit in spring 2018. Includes both Early College and students taking courses on KCC campus.
- Spring 2018 Early College courses are being taught at Kalani High School and Kaimuki High School.
- Fall 2018 Early College courses will be taught at Kalani High School, Kaimuki High School, Radford High School, and Kamehameha Schools.
- Anuenue School students attend courses on KCC campus, funded via Title III.
- Leilehua High School students enroll in KCC online classes through their Health Academy program.
- Drake and Sheldon both manages KCC campus tours and from June 2017 – June 2018, there were 50 scheduled tours. They rely on faculty to provide demonstrations and would like to ask that department chairs inform their team that they will be reaching out to them.
 - **Action:** Louise to write a memo addressing this request.

[ACCJC Changes and Plans – Joanne W.](#)

Changes and plans to the report were presented and discussed:

- Easier Accessibility of Information
 - Moving and/or publicizing data on the campus website to be easily accessible (i.e. student achievement data, articulation agreements, CCSSE reports, ARPDs, transfer information, and information on programs that are eliminated).
- Syllabi Review and Revision
 - The standard specifically states that the syllabi has to be accessible to the students.
 - There is an action request to faculty senate requesting assistance to collect syllabi.
 - **Action:** Joanne will discuss options with Susan upon her return.
- Student Records – Archiving Certificates of Competency
 - Sally Pestana has been storing records for OCET health programs. According to Carol, OCET has a current site for storing course, programs, and course information forms (CIF) requests, so she will inform Sally.

- Technology Support for Students
 - There is discussion on funding a full-time band B position to supervise BLT student interns.
- Participation in the Budget by all Constituents
 - Brian offered to hold an open forum at a CAC meeting.
 - Further discussion to be continued.

Culinary Competition for Admin – Carol H. & John R.

Carol and John would like admin to participate in Culinarium, a team building/ conflict resolution/ leadership exercise. Carol will send out a scheduling poll.

RTRF Prof Dev

- Brian Furuto – Brian withdrew application.
- Bob Franco – disapproved; ensure all previous RTRF completion reports are completed.

Admin Updates

- Campus employees must submit facilities use request forms for all weekend or after-hours facilities use.
- Hawai'i EMA (Emergency Management Agency) released their report as a result of the false missile threat and Brian will send it out as soon as the report is corrected. The UH system will use this report to assist in the creation of the UH's missile response.
- Carol attended the DOCET meeting on Friday. There was representation via phone from the Workforce Development Council on O'ahu who reported on changes to the applications and processes for WIOA (Workforce Innovation and Opportunity Act). There should also be a point of contact handling WIOA on the campus, and Carol was recommended.
- There will be a presentation from Dr. David Royer from the UHM College of Education, Special Education in the cafe tonight. Carol sent announcements to those who have elementary and secondary education concentrations here on campus.
- She will do a neighborhood walkabout to advertise the Kaiāulu Lecture Series.
- The soft roll out of HiNET was very successful in receiving more than 50 applications.
- Over the next 2 months, John will be convening four culinary committees:
 - Evolution of Ka'Ikena restaurant - pathway from Leahi to Diamond head, to learn how to best align the academic programs with commercial enterprise.
 - Curriculum evolution – make curriculum recommendations to the new dept. chair.
 - Strategic hiring
 - General CIP vision – to bring back the full buy-in from the campus.
- In light of the labor shortage of kona coffee pickers, John is in the process of bringing together all the campuses of the Culinary of the Pacific (CIP) to participate in the picking of coffee cherries during the spring break. The benefit to the students, coffee growers, community, and the state is to paint a bigger picture of what CIP can be.
- Aaron requested help from Brian in terms of contacting the Office of General Council (OGC) for assistance in creating boilerplate templates for various agencies within the EMS dept., including Palau and Kaua'i Fire dept. Brian will contact the OGC.
- Joanne, Brenda and No'eau will be participating in a student focus group next week Monday afternoon.
- In a prior conversation with Joanne, Susan suggested that the campus publicly announce that an evaluation team will be visiting the college in October, and inquire whether the community would like to comment about the college. Joanne asked Carol to make a brief announcement at the next neighborhood board meeting.

- Louise attended the Community Colleges for International Development (CCID) conference in Phoenix last week. Topics included study abroad and study exchanges, with a focus on Europe, and an opportunity to achieve a bachelor degree with instruction in English in one year at \$8K. The educational system in Quebec is provincial and not federal. After the 11th grade, there is 2 years of junior college (free tuition) and 3 years at a university.