

Chancellor's Administrative Staff Council
Monday, March 19, 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: Carol Hoshiko

Guests: Cindy Melim and Veronica Ogata

Previous Meeting Notes

Approval of Minutes

The meeting notes for March 12, 2018 were approved with amendments.

New Business

Cindy Melim, Mental Health Counselor – Brenda I.

- Program Services:
 - Direct services – short-term solution focus
 - Short appointments
 - Recommend essential skills needed
 - Connect with health insurance companies or alternative support services
 - Expand resources for outside referrals
 - Crisis prevention
 - Health insurance fair in April
- Cindy will connect with other departments to determine what kind of services are already available (i.e. health services, nutrition, art/music therapy, etc.).
- Will require assistance with updating online resources on the campus website.

Achieve the Dream (AtD) – Susan K., Brenda I., Nawa'a N. and Veronica Ogata

- 101 employees from the UH system attended the AtD (12 were from KCC)
- Working group for ISS
 - Redesigning the student experience
 - Scale up of My Success
 - Mapping the student experience through the Student Success pathways
 - If it's not working, discuss how to make it work
 - How to scale up Starfish/My Success
 - How will it benefit the faculty?
 - Possibly help faculty with issues in the classroom.
 - Insight or feedback from faculty who are currently using it
 - Many faculty have continued to use it after the first term
 - Students were not prepared for campus outreach from faculty they didn't know.
 - MKC liaisons to the departments
 - Need to come up with a plan
 - Teri Mitchell is no longer the My Success coordinator

Climate Survey Action Plan for Title IX – Brenda I. and Veronica Ogata

- Mandate – to conduct a climate survey every 2-3 years
 - Sexual harassment/sexual assault
 - Intimate partner violence
 - Domestic dating violence
- We have an existing Title IX taskforce to come up with action items to report to President Lassner on May 31st. Three action plans have been presented to admin on:
 - By-stander training
 - Communication
 - Domestic violence intervention
- One academic year from Fall 2018 – Spring 2019 to implement action plans.

Response Plan – Louise P.

- Discussion on incident response plans.
- **Action:** Brenda will re-send reminder to faculty regarding student concerns.

Complaint Form – No‘eau K.

- Website for the VCSA - General Complaint Form
 - Rough draft presented – requested feedback from admin
 - Brenda recommended that admin provide a list of their respective departments and the names of who should receive the complaints.
 - Will present to the VCAC

Native Hawaiian DQ – Louise P.

- ‘Aha Kalāualani has put forth a request to mandate a Native Hawaiian Desirable Qualification in all position descriptions. To be reviewed.

RTRF Prof Dev

- Mark Kunimune – need to re-confirm costs
- Anne Matute – need to re-confirm costs

Admin Updates

- BOR meeting this Thursday, March 22
- HSSI on March 28-29
- Brian has met with the AGO chairs regarding the 39 ARF requests. There will be a Town Hall meeting on March 23.
 - How much money is available? There is no limit. The PAIR process is designed based off of reallocation NOT a new injection of funding. Therefore, the only amount that is theoretically NOT available are the amounts used to pay for existing salaries, specifically permanent appropriated FTE.