

Chancellor's Administrative Staff Council
Monday, May 7, 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:

Guests: Nik Skinner, BOSA Chair

Previous Meeting Notes

[Approval of Minutes](#)

The meeting notes for April 30, 2018 have been approved with amendments.

New Business

[Board of Student Activities – Nik Skinner, BOSA Chair](#)

- BOSA has requested for admin's feedback on the dunk tank event in April. Feedback include placing the dunk tank in the sun, charging a fee or accepting donations, shorten the length of time per participant, and increase engagement and save water by eliminating dunk tank and have students use buckets of water to dump on participant.
- Suggestions from admin for activities involving student and admin engagement are switching student and employer roles for a day, cookouts, and outdoor games.
- BOSA would like to hold a resource fair at the beginning of the fall semester to inform all students about the various campus services and programs offered.
- BOSA confirmed with admin the activities period, Mondays at 12:15 – 1:30 p.m., in anticipation of holding future student events on campus.

[Financial Aid Recommendations – Brenda I.](#)

The Student Achievement, Engagement & Learning Grants form has been approved with amendment. Brenda has requested admin to track recipients of grants.

[Culinary Plan – John R.](#)

John presented the culinary arts master plan reorganization. John also informed the culinary arts department of the commercial enterprise transition that will take effect immediately.

[Retreat Agenda – May 14 – Louise P.](#)

Discussed the admin retreat agenda.

[Credit Instructors Teaching Non-Credit – Susan K.](#)

Discussion regarding credit instructors teaching non-credit courses, workload, and policies and bargaining agreements from UHPA. Concerns will be documented for a separate discussion at a later date.

Revenue Generating – Brian F.

Brian disbursed revenue generating reports to admin. A meeting will be convened early June to discuss proper procedures and guidelines to implement UHCCP # 8.200.

Black Hat Conference – Louise P.

David Stevens and Hal Corcoran have been approved to attend the Black Hat Conference via RTRF. However, since travel is in August, alternative funding is required and if we receive the full RTRF allocation for FY19, the department will receive credit to fund another professional development.

RTRF Prof Dev

- Michelle Dela Cruz (revised) – approved

End-of-the-Year Celebration – Louise P.

Debriefed the End-of-the-Year Celebration. Suggestions were made to continue an end of the year event, preferably during the month of April.

Admin Updates

- None reported.