

Chancellor's Administrative Staff Council
Monday, June 18, 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: Kelli Goya

Previous Meeting Notes

[Approval of Minutes](#)

The meeting notes for June 12, 2018 have been approved.

New Business

[Native Hawaiian Summit – Kelli Goya](#)

This Chancellor's Summit is an opportunity for the campus to come together to share best practices, to share what is working, and to align strategic directions to improve Native Hawaiian student achievement by focusing on Strategic Direction 1B of the strategic plan: to increase annual Native Hawaiian CA and Degree completion by 5% per year from 191 to 257. Participants are to identify three strategies to help close the gap and achieve the AY 2018-2019 target benchmark at 222.

Three teams will be formed based on participants' diverse experiences and strengths to focus on 1) peer mentoring, tutoring, and advising; 2) community service and community partnerships; and 3) scholarships and financial aid education. These teams are to identify three strategies from each category above and decide on one strategy to work on for AY 2018-2019.

Questions/suggestions:

- Relationship building strategies
- What is the definition of an "advisor"?
- What is the best approach to advising this population?
- What is not working? What are the barriers to achieving the goal?
- Create a calendar to keep everyone in the loop
- Present to the CAC meeting

[Wildly Important Goal – Louise P.](#)

The 4 Disciplines of Execution is an insightful book on how to make organizational change and how to accomplish goals. It was proposed that in '18-'19, the campus would identify and select one "Wildly Important Goal" (WIG), which will be the primary focus for the campus; act on lead measures; and ensure that everyone contributes to the goal including having regular meetings and keeping a scoreboard. This topic will be brought to the next CAC meeting on June 21, 2018 for discussion.

[Admin Staff Retreat – Joanne W.](#)

Draft agenda has been reviewed and discussed.

CAC Meeting Agenda – Joanne W.

Agenda has been reviewed and discussed.

Monthly Town Halls or Department Visits – Louise P.

Louise proposed to have monthly one-hour town halls to provide better communication within the campus. Questions can be collected in advance and voted on which ones to be asked. A schedule will be forthcoming.

RTRF Professional Development

- Vince Okada-Coelho and Saori Sato – disapproved
- Devon Peterson – disapproved; alternative funding via Student Affairs

Admin Updates

- CTE Civil Rights Report will be submitted tomorrow, June 19.
- There were 33 applications received for the Non-Credit Medical Assisting program for high school students. Final interviews this week.
- A presentation by the Office of Risk Management will be held on June 25, 2018 at 1:00 p.m. in Kopiko 127/128. Please send all questions to Brian as he will be submitting them this Thursday.
- There will be another meeting regarding UHCCP 8.200 Revenue Generating Programs on June 27, 2018. Brian will confirm day and time.
- FELI-IS courses will be held next week.
- NSO II begins in July, where we should see an increase in enrollment.
- The Complaint Form can be found on every web page footer of the campus website.
- There are nine new employees in Student Affairs and Brenda will make introduction rounds on campus.