

Chancellor's Administrative Staff Council
Monday, July 16, 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 and Aaron Koseki

Guests: Devon Ishii Peterson and Brandon Marc Higa

Previous Meeting Notes

[Approval of Minutes](#)

The meeting notes for July 9, 2018 were approved with amendments.

New Business

[Title III Briefing – Brandon Marc Higa](#)

Grants development update

- Raised \$5.5M extramural revenue in AY 2017-18
- Four proposals recently submitted, totaling \$533,349
- Pursue institutional awards from private and foundation sponsors, including the National Science Foundation

Title III Shared Services Center update

- Introduced the team: James Taylor, Linda Duong and Sara Ohashi
- FA code 126 was established to better track efficiency measures separately from the rest of the project
- Linda Duong is the lead fiscal administrator for extramural accounts

[Relocation Expenses for New Hires – Louise P.](#)

Who will fund the relocation of out-of-state new hires? The department funds relocation expenses upon offer and approval of the Chancellor.

[No Smoking Law – Brian F.](#)

We highly encourage people to refrain from smoking on campus property/grounds. Please redirect people to smoke off the campus.

[Climate Survey Presentation – Devon Ishii Peterson](#)

Devon summarized the Title IX Climate Survey results for Kapi'olani CC. A few suggestions on how to improve awareness across campus include:

- Improve participation in the mandatory training
- Create a specific training tailored to what our responsibilities are as responsible employees
- Target vulnerable populations via our peer education program
- Convocation agenda item – explain who Title IX is, what our responsibilities are as responsible employees, and the importance of reporting to Title IX

Outside Performance Form – Louise P.

Policy A9.240 Record of Outside Employment Procedures

- Form is available on 'Ohana website
- Submit form at least one week before each semester, or whenever there are changes to the employment assignment
- Submit form to the department chair/unit head and dean for approval

Human Resources is to inform the campus of this procedure.

Admin Updates

- Follow up on admin's personal lead measures for the campus' WIG (Wildly Important Goal)
 - Brian – A walkabout to meet with admin srvcs departments and students
 - Joanne – A walkabout to meet with students for one hour once a week
 - Carol – Carol had her OCET direct report review the Continuing Education SSP and come up with lead measures that will help the campus with student success, such as increasing awareness of KapCC, student enrollment and retention, building external relationships and internal collaboration with campus programs. Carol is committed to moving these plans forward by meeting with OCET once a week, and to do internal and external walkabouts before and during the building of the Culinary Institute of the Pacific Phase IIa.
 - Louise – To meet with every unit rep of CAC over the course of the year, for a sit-down and listen; meet with all other units; set up a table in the 'Ōhi'a cafe for "The Chancellor Is In" sessions, once a week
 - Susan – To meet with departments under VCAA; respond to emails within 2 weeks
 - No'eau – 1 day turnaround for students submitting a dismissal waiver
 - John – To visit every class section in his department, both faculty and students
 - Nāwa'a – A walkabout in the Waialae community twice a month to educate businesses about KapCC programs