

Chancellor's Administrative Staff Council  
Monday, September 10, 2018  
2:30 p.m. – 4:30 p.m.  
'Ilima 202A  
Facilitator: Louise Pagotto

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*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: AGOs, Kelli Brandvold*

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## **Previous Meeting Notes**

### Approval of Minutes

The meeting notes for September 4, 2018 were approved with amendments.

## **New Business**

### AGOs

Student Congress:

- Ally introduced VP Russia Famorca, Secretary Dessa Millon, Advisor Shannon Sakaue, and PR Griffin Jiroudek (not present)
- General meetings are every 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month
- Goals:
  - Create visibility for Student Congress
    - Snack and Chat events
    - Tabling once a month in various areas on campus to engage with students and learn how they are doing in school and how Student Congress can best support them
    - Graffiti on grounds – a creative way to reach out to the students and the community
    - Promote the U-Pass that is coming next fall
  - Collaborate with Admin, Faculty and Staff
    - Met with HIC, CULN, and CELTT
    - Discussed with CELTT about stationing printing machines around campus
- Attended a caucus meeting on Saturday with leaders from all UH campuses focusing on a transportation fee, O'ahu U-Pass, open education resources, affordability (food security and emergency supplies for students), and meeting national standards in hiring mental health counselors.
- Email: [kapccsc@hawaii.edu](mailto:kapccsc@hawaii.edu)

Faculty Senate:

- Candy introduced Vice Chair Reid Sunahara
- Working towards the new Course Evaluation System (CES). A new task assignment was presented to the evaluation committee. Hopefully we will get the new CES by the end of the year.
- There is a discussion on changing the curriculum process.
- There is a discussion about the General Ed committee developing new processes for curriculum and DE.

- Action requests in regards to academic policies such as the no-show policy and the repeat credit policy is still a discussion at the system level.
- Considering how to maintain syllabi by possibly having a template and finding a place to put them.

#### ‘Aha Kalāualani:

- Kapulani introduced the ‘Aha Mole (not all present)
- Goals:
  - Hawai‘i Papa O Ke Ao
    - Assess all of the accomplishments made so far
    - Create a new plan addressing leadership development, community engagement, and Hawaiian language and culture parity
    - Work with the Pūko‘a Council in supporting a system wide desired qualification about having an understanding of the indigenous people of Hawai‘i
  - Provide a Native Hawaiian directory or resource list of all campus programs and services that includes descriptions, objectives, funding sources and key contacts.
  - Identify Native Hawaiian students who left our campus without completing their academic goals, and determine how we can assist them in meeting their goals.
- Upcoming events:
  - Native Hawaiian Scholarship ‘Aha:
    - Wednesday, October 10, (4:30 – 8:00pm), ‘Ōhi‘a Cafeteria, ‘Ōhi‘a 118, Tamarind Room
  - Native Hawaiian Health and Wellness Speaker Series:
    - Mana Lāhui Kānaka – Dr. Kealoha Fox: Tuesday, October 23, (4:45 – 6:15pm), ‘Ōhi‘a 118
    - Hoi Hou Ka Maui Ola: Pathways to Native Hawaiian Health: Thursday, November 15, (4:45 – 6:15pm), ‘Ōhi‘a 118
  - Kīpaipai Career and Transfer Series:
    - Kealopiko: Jamie Makasobe: Wednesday, October 24, (12:30 – 1:30pm), ‘Ōhi‘a 118
    - Sig Zane: Kuha‘o Zane: Wednesday, November 14 (12:30 – 1:30pm), ‘Ōhi‘a 118
  - Ho‘oha‘aheo Lāhui:
    - Mele Hawai‘i Kahiko: Ku‘uipo Kumukahi: Thursday, September 20, (12:00 – 1:00pm), Lama Library Alcove
    - Huaka‘i a Kapi‘olani: Colette Higgins: Tuesday, November 20 (10:00am – 12:00pm), Lama Library Alcove
  - Ho‘oulu Hawai‘i: The King Kalākaua Era (Professional Development with ‘Aha Kalāualani members, Tour with Curator Healoha Johnston)
    - Friday, November 2. RSVP deadline: October 1, (1:00 – 3:00pm), Honolulu Museum of Art
  - Makahiki:
    - Procession: Friday, November 30, (9:00 - 10:00am); Makahiki games: 10:00am – 12:00pm, Great Lawn
- Website: <https://ohana.kapiolani.hawaii.edu/authorized-governance-organizations/kalaualani/>
- Email: [laualani@hawaii.edu](mailto:laualani@hawaii.edu)

#### Staff Council:

- Kevin introduced the members of Staff Council (not all present)
- Term: July 1, 2018 – June 30, 2019
- Meetings are every 1<sup>st</sup> Tuesdays of the month
- Executive meetings are every 3<sup>rd</sup> Tuesdays of the month

- Goals - Get more involved on campus:
  - Promote more professional development
    - Staff development day
    - Software training
    - Emergency preparedness
    - Lynda.com accounts (11 accounts)
    - Increase funding
  - Improve communication
    - All staff email
    - Website – agendas, minutes, Action Request Form
  - Support health and wellness
    - Education – exercise, nutrition
    - Activities – walking, meditation, tai chi
  - Increase community engagement
    - Toys for Tots
    - Hawai'i Foodbank
    - Howls for Towels
    - Dress for Success/Career Gear
    - CPK and Zippys fundraisers
- Website: <https://ohana.kapiolani.hawaii.edu/authorized-governance-organizations/staff-council/>
- Email: [askstaff@hawaii.edu](mailto:askstaff@hawaii.edu)

#### Lead Measure, Performance Funding Assignments, SSP – Louise P.

Deferred to the next meeting.

#### Vacancies and other HR Items – Kelli Brandvold

- Reviewed the vacancy report in the format that has been revised to incorporate K9.495 Vacancy Procedure.
- Who informs lecturers about step placement? Dept. chairs can give them the step placement form.
- Timelines to check on MQs - the hiring committee should check all MQs, and then check with HR before interviews begin.
- Timeline on salary placement - further discussion is needed.
- Temporary faculty reassignment - Louise will bring this up at the next CCCC meeting.

#### ACCJC Site Visit Update – Joanne W.

A draft schedule for the ACCJC site visit from the team chair has been shared with admin, as well as bios with photos of each team member.

#### Admin Updates

- Aloha United Way (AUW) runs from September 10, 2018 – October 12, 2018. Angela Coloretti McGough is the new AUW coordinator.
- Brian distributed updated material for admin's emergency informational packet.
- We are anticipating receiving instructions on the campus schedule by tomorrow morning in regards to tropical storm Olivia. Brian may call an emergency meeting tomorrow morning with admin and they were instructed to bring their go bag and packet.
- Today was the first Ask Me Anything (AMA) session with Louise and the Arts & Humanities dept.
- CAC meeting is tomorrow, September 11. There will be a discussion on the recommendations to the CAC Charter.