

Chancellor's Administrative Staff Council
Monday, February 11, 2019
2:30 p.m. – 4:30 p.m.
'Ilima 202A
Facilitator: Louise Pagotto

Administrative Staff Members: Karen Boyer, Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, No'eau Keōpūhiwa, Nāwa'a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent:

Guests: Damian Zukeran, Dr. Keiko Ikeda of Kansai University, Wendy Kuntz, Mayumi Kubota

Previous Meeting Notes

[Approval of Minutes](#)

The meeting notes for February 4, 2019 were approved with amendments.

New Business

[Admin Staff SSPs – Louise P.](#)

- Deferred to a future meeting.

[Dr. Keiko Ikeda, Kansai University – Louise P. and Damian Zukeran](#)

- A presentation shown about the COIL (Collaborative Online International Learning) project by Dr. Keiko Ikeda, Mayumi Kubota, and Damian Zukeran.

[Budget Update – Louise P. and Brian F.](#)

- Handed out and discussed the budget allocation memo and budget reports that need to be disseminated to departments as soon as possible.

[Recommendation 1 – Joanne W.](#)

- Council evaluations to be done by mid-March for OCET Council, SALT, AAC, CAAC, AGO's and Admin Staff.

[Admin Updates](#)

- RTRF funding – an updated form will be released shortly for faculty and staff to start applying for professional development opportunities.
- Brian will facilitate a budget meeting in place of next week's admin staff meeting.
- Culinary tent will be taken down until Thursday due to the weather.
- A brief review of the recent threat assessment will be announced at the CAC meeting tomorrow.
- Neighborhood board meetings 3, 4 & 5 will start this week. Carol will speak about the energy conservation efforts and the environmental assessment.
- At the BOR meeting on March 28, 2019, we will be presenting 5 min. on accreditation, 5 min. on the operational part of sustainability, and 5 min. on the curricular part of sustainability.
- A budget process discussion should be added to the agenda for the next admin staff meeting on February 25th.
- Will need to schedule a meeting to discuss campus-wide priorities for FY20, and vacancies that are essential in meeting these priorities.