

Chancellor's Administrative Staff Council
Monday, May 13, 2019
2:30 p.m. – 4:30 p.m.
'Ilima 202A
Facilitator: Louise Pagotto

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

Members Absent: Carol Hoshiko

Guests: Lisa Yamamoto and Brandon Marc Higa

Previous Meeting Notes

[Approval of Minutes](#)

The meeting notes for May 6, 2019, were approved with amendments.

New Business

[ELT SSP 3.0 – Louise P.](#)

- Internal communication goals
 - Recommit to ground rules for meetings.
 - Action steps: Re-examine the ones developed at the last admin retreat.
 - Implement mitigating language.
 - Action steps: Implement cards from Linda Colburn.
 - Use professional language.
 - Communicate information to the team before the campus.
 - Action steps: Except for emergencies, ensure that email, text, or discussion happen prior to information going out to campus.
 - Assessment method: Improve score on internal communication/
- External communication goals
 - Ensure that CAC membership understands all messages to CAC are to be shared with constituents.
 - Action steps: Make a general announcement to remind CAC members.
 - Ensure that appropriate communication from ELT is shared with the field, per organizational structure.
 - Action steps: Consider tasking the PIO with communication plan for sharing important processes and deadlines.
 - Assessment method: Reduce from 79% to 50% the % of respondents who felt that there was room for improvement, writing “process of decision making takes too long”, “there is not enough representation” and “isn't this more of an advising vs. decision-making body?”

[ARPD and CPR Meta Assessments – Louise P.](#)

- John will work with OFIE and Don Westover to do a meta-assessment of the ARPDs.
- Look into building a working group of volunteers to review CPRs to see if we can create an academic master plan.

[Marketing Update – Lisa Yamamoto](#)

- Shared an update on recent marketing efforts that improved retention of students.

Enrollment numbers are monitored on UH IRAO's website, particularly on the first day of registration and throughout the week and during times when messages are being sent out to students, to see if there is an impact on enrollment.

- Works with several programs who already communicate with students.
- The focus is on integrating better messaging and communication to our students. These messages are displayed through several channels (TV monitors on campus, social media accounts, programs).

Shared Services Center – Brandon Marc Higa

- Brandon shared updates on grants development and summer staffing information (handouts were provided).
 - We have exceeded our \$5 million annual fundraising goal. \$5.8+ million was raised through 17 extramural awards, and \$3.7+ additional funds for 18 new proposals were submitted in FY19.
 - Focusing on growth areas in both credit and non-credit programs and building strategies to increase revenue for the college.

Summer Vacation Schedule – Louise P.

- The google doc is now available for all admin to input their summer vacation dates.

Admin Updates

Brian provided a list of temporary unbudgeted positions that require annual re-approval. This remains at the crux of our budget issues - the cost of personnel has gone unchecked. In year's past temporary unbudgeted positions were simply rubber stamped each year (if the paperwork to renew was even ever done that is); there was no deep review of the position nor a justification to keep them. In prior years when a position was renewed the renewal date would run from July 1st to June 30 of the following year (to reflect the fiscal year). This year the timing of our budget development is conflicting with the renewal dates of temp unbudgeted positions. As a result, temp unbudgeted positions will be renewed from 7/1/19 to 7/31/19. IF after the budget review is done and a position is provided for then the program has to do the following:

- 1) submit renewal paperwork from 8/1/19 to 6/30/19.
- 2) program must then seek to make this position permanent by submitting a request to fill along with requisite paperwork to ELT for review.
- 3) assuming that ELT agrees that the position should be made permanent then the request to fill will be approved and a vacant permanent position subsequently identified to be used for the position.
- 4) If ELT does NOT approve the position for permanency then the program must review the importance of said position to determine what they will do for the upcoming year.

This is a long process, but as repeatedly stated, we must take deep assessment of all of our temporary unbudgeted, casual and student positions.