

Executive Leadership Team (ELT)  
Monday, August 12, 2019  
2:30 p.m. – 4:30 p.m.  
'Ilima 202A  
Facilitator: Louise Pagotto

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*Administrative Staff Members: Maria Bautista, Brian Furuto, Carol Hoshiko, No'eau Keōpūhiwa, Nāwa'a Napoleon, Louise Pagotto, Lisa Radak, John Richards, Joanne Whitaker*

*Members Absent: Brian Furuto and Nāwa'a Napoleon*

*Guests:*

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## **Previous Meeting Notes**

### **Approval of Minutes**

- The meeting notes for August 5, 2019, were approved with amendments.

## **New Business**

### **PLANNING**

#### **Commencement Venue – Louise P.**

There are three options for the location of Commencement:

- Thursday, May 14, 2020 at the Waikīkī Shell
- Friday, May 15, 2020 at Kapi'olani CC
- Sunday, May 17, 2020 at Stan Sheriff Center

**Action:** Request that Kelly Ching from the Kekaulike Center follow up with the Stan Sheriff Center.

#### **Volunteering at KISC, Outreach – Louise P.**

No'eau will send ELT more information on the specifics of volunteering services at the Kekaulike Center and information about assisting Sheldon Tawata with recruiting students at McKinley High School.

#### **Night Duty**

- Night duty involves being on call via phone between the hours of 4:30 – 8:00 p.m. All phone numbers should be provided to Security.
- Will have a further discussion on whether or not to continue night duty.

#### **Course Learning Reports (CLRs) in the Fall – VCAA and Deans**

Discussed how to determine what courses should be assessed this fall.

**Action:** ELT to follow up by mid-September.

#### **Goals from the Retreat – Louise P.**

An implementation plan that includes objectives and timelines was discussed for 2019-2020 goals of the College.

### **EXECUTING**

#### **Request to Fill – Louise P.**

- HIC Academic Support - Approved

### ARPD Analysis – VCAA, VCSA and Deans

Deans to complete the ARPD analysis before the start of fall semester.

**ANALYZING**  
**REFLECTING**

### Admin Updates

- Update on culinary campaign – Jason Peel will be interviewed next Tuesday on KHON as a follow up. Website is being revised. Campaign has been quite successful.