Administrative Staff Meeting Notes   January 9, 2012

Attending:   Kristine Korey-Smith (interim Director Office Career and Community Education); Ardis Eschenberg (interim Vice Chancellor Student Affairs); Richard Fulton (Vice Chancellor Academic Affairs); Ellen Ishida-Babineau (acting Dean Division I); Brian Richardson (Dean Division II).

Excused:     Cliff Togo (Vice Chancellor Administrative Services)

Hawai‘i Papa O Ke A’o Plan discussed and the WinCC iteration of this plan which is due by the end of the spring 2012 semester was discussed. Determination made to utilize WinCC members of the System task force as conveners for the campus body since they will have the inside information on the task force intent. The task force should include representation from Ke Kumu Pali, Faculty Senate and targeted, selected staff members coming to a total of no more than eight members.

Biennium Budget Policy Paper may be on its way by February’s BOR meeting…at least it is on the radar for Vice President Todo. For the time being the themes that are quite likely to be central to such a policy paper are as follows:

* Energy Conservation toward the goal of University self sufficiency…including all of the possible curriculum development, workforce training, community extension service permutations of an institutional commitment to energy conservation;
* Best Performing System of Higher Education…possible opening for RSG under this theme as RSG rationalizes the offering and reduces the costs of system-wide non-credit remedial education in service to the system;
* Innovation and Technology;
* Hawaii Graduation Initiative…possible umbrella to institutionalize Title III funded retention/persistence strategies;
* Model Indigenous Serving Institution.

Richard Fulton suggested promoting the competition for best student essay to be accepted by the Island Sustainability Conference to be held in April 2012 sponsored by Pacific Post-Secondary Educator’s Consortium (PPEC) and held at University of Guam. Either VCAA Fulton could accompany a winning student or the college could send the student and the student’s cooperating professor to the conference.

Richard will seek Perkins funding to support the college’s application to AVMA for accreditation of its soon to be approved Vet Tech A.S. degree. Failing that the college will support the application with T&F funds. In addition to the Vet Tech proposal the college will also be providing the Agripharmatech certificate proposals to the BOR at its February meeting. Note the February 3rd deadline to the President’s desk for all paperwork destined for the BOR February meeting.
Ardis will be working with Institutional Research to gather data on persistence and retention as the prevailing priority for IR. This preparation will be designed to provide the college with the crux of its campus report to the BOR at its February meeting hosted by WinCC.

Ardis reports that a Domestic Violence extirpation plan grant is continuing. Also, a grant for Hawaiian language revitalization is being prepared. Two upcoming Scholarship ‘Ahas are planned in the next week for Kahuku (1/12 at the High School) and Waimanalo (1/17 at the Halau).

Student Services and Academic Affairs continued a discussion of how best to address the potential challenge of missing grades at the end of the semester.

Ellen brought up the issue of an ongoing faculty member overload that should probably be addressed more appropriately by a documented request for an unscheduled salary adjustment. The APT position in Media Center is ready for an offer to be made. Waimanalo course offerings could be improved by re-surveying of community preferences and needs.

Kristine reports that RSG program has a need for new office space temporarily until such time as the Marketing operation moves into its new quarters in the LLC. Academic Affairs will work with her to identify temporary quarters in an appropriate building.

Brian reports that the Women’s Campus Club has provided $1600 for benches to be placed strategically around campus and he will seek student input on placement.

Headcount enrollments are up by more than 6% and SSH is up by more than 2% for the spring semester and all is right with the world…so let it be said, so let it be recorded.