

**Chancellor's Administrative Staff RETREAT  
Meeting Notes  
August 4-5, 2016  
Camp Erdman**

*Administrative Staff Members: Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, No'eau Keōpūhiwa, Nāwa'a Napoleon, Patricia O'Hagan, Louise Pagotto, John Richards and Joanne Whitaker*

<b>AGENDA ITEM – Day One</b>	<b>DISCUSSION</b>	<b>ACTION/ RECOMMENDATION</b>
1. Introductions – Louise P.	Each person shared about where they were born, their family history, where they were in the family order (siblings) and a challenge when growing up.	
2. Team Building Exercise – Gabriel Wallman	<ul style="list-style-type: none"> <li>• Throw objects to each other one at a time, adding additional objects</li> <li>• Write or draw on a carpet tile the 5 top priorities</li> </ul>	
3. Priorities 2016-2017 – Brenda I.	<p>The goal was to create 3 overarching priorities that the Admin Team would adopt for the upcoming year. The process started with each person listing their 5 most important priorities from their areas and then circling the top 3 priorities. Then, each person put 3 dots on the top priorities but was not able to put dots on their own priorities. The following are the priorities from each administrator. The top 3 priorities are marked with an asterisk.</p> <p>Brian F.:</p> <ul style="list-style-type: none"> <li>• * Development and Implementation of policies specifically for: <ul style="list-style-type: none"> <li>○ internal/external facilities use</li> <li>○ vacancies</li> <li>○ budget execution</li> </ul> </li> <li>• Maintenance of Campus: How we choose R&amp;M projects</li> <li>• Reorg, specifically CELTT</li> <li>• * Operations education: What it takes to run the campus. PUHAL!</li> <li>• * Program Support – Budget Focus... How choose</li> </ul> <p>Louise P.:</p> <ul style="list-style-type: none"> <li>• Create effective channels of communication – two ways</li> <li>• Make and communicate timely decisions</li> <li>• * Invest in faculty and staff</li> <li>• * Prepare the campus for a successful accreditation visit</li> </ul>	<p>The 3 overarching goals are</p> <ol style="list-style-type: none"> <li>1. Infrastructure</li> <li>2. Promote a culture of respect and excellence</li> <li>3. See yourself in the Strategic Plan</li> </ol>

- \* Promote a culture of respect and excellence
- Nawa'a N.:
- Set of Institution Standards
  - \* Campus sees themselves in the Strategic Plan
  - \* Kū i ka māna'ae
  - \* Gratitude
  - Hā lau
- Brenda I.:
- Enrollment Management Task Force (cont.)
  - \* Increase communication within SA and out to campus
  - \* Focus First Year Experience and Engagement (Iliahi Student Center, advising, admissions, counselors, peer mentors)
  - \* Student Success Initiative: Pathways – train, educate
  - Support fiscally pukas in SA (KISC, FYE, SPP, MVP, DSSO)
- Joanne W.
- \* ACCJC Self Study
  - \* Incorporating International (HIC) in campus culture
  - \* Taskstream implementation
  - Administration CPR
  - ILOs and Gen Ed Outcomes
- Patty O:
- High School HS Pathways
  - CPR – use – close loop –
  - \* Title III Health Coordinator – Native Hawaiian Council and Healthy Campus
  - \* Electronic narrative – CR
  - \* Business Office - flow, processions, decision-making
- Susan K.:
- \* Personnel – fill vacancies
  - \* Co-Requisite math/English
  - Website – current, accurate, usable
  - Kualī – new curriculum central – training, learning, teaching
  - \* Pathways – articulation to 4-year, course sequencing
- Carol H.:
- Having (covering) each others' back
  - \* Clarifying roles
  - \* Increasing online and Hawaiian Studies offering
  - \* Marketing – internal and external communication

	<ul style="list-style-type: none"> <li>• Corporate social responsibility, i.e. sustainability</li> </ul> <p>No'eau K.:</p> <ul style="list-style-type: none"> <li>• * SOC report, Student conduct and Title IX "What is this?"</li> <li>• "Lean on me" Unifying academic and student services</li> <li>• * The "Hidden Curriculum" in student success</li> <li>• * All aboard the student success roadmap</li> <li>• Student Service assessment</li> </ul> <p>John. R.:</p> <ul style="list-style-type: none"> <li>• * CIP engagement, ownership</li> <li>• * Collaboration by design</li> <li>• Improve bureaucratic efficiencies</li> <li>• Create Admin Team pledge to each other and to campus constituents</li> <li>• * Create more contact points for student with Admin Team</li> </ul> <p>Dots: 5 dots for Develop policies + Budget focus, 4 dots for invest in faculty and staff, 6 dots on promote a culture of respect and excellence, 6 dots for see yourself in the Strategic Plan, 2 for pathways, 2 for self study, 1 for CIP, 1 for collaboration by design, 1 for vacancies, 1 for hidden curriculum, 1 for marketing.</p>	
<p>4. Processes and Budget/Planning – Brian F.</p>	<p>Brian gave a brief history on the Budget Process (Appendix A). There was a discussion on the ARF process.</p>	<ol style="list-style-type: none"> <li>1. Simplify the ARF form</li> <li>2. Continue the discussion on the budget process. Should allocations be discussed at the beginning of the fiscal year or at the end?</li> </ol>
<p><b>AGENDA ITEM – Day Two</b></p>	<p><b>DISCUSSION</b></p>	<p><b>ACTION/ RECOMMENDATION</b></p>
<p>1. Team Building Exercise – Gabriel Wallman</p>	<ul style="list-style-type: none"> <li>• Pass the hula hoop</li> <li>• Touch the alphabet</li> </ul>	

<p>2. Strategic Plan Finalization – Susan K.</p>	<p>After a discussion, the revised mission statement, vision and values statements are as follows:</p> <p>Mission Statement:  Kapi'olani Community College provides Hawai'i's diverse communities open access to higher education opportunities in pursuit of their academic, career, and lifelong learning goals. We are guided by our shared vision, values and commitment to student success through engagement, learning, and achievement. We offer high quality certificate, associate degree, and transfer programs that prepare local, national and international students for productive futures.</p> <p>Vision:  Kapi'olani Community College is the leading indigenous serving institution whose graduates strengthen the social, economic and sustainable advancement of Hawai'i and the world.</p> <p>Values:  Kapi'olani Community College honors the legacy of Queen Kapi'olani's vision of mālama by living the values...</p> <p>See the full revised Strategic Plan (Appendix B)</p>	<p>To roll out the new strategic plan, we will:</p> <ol style="list-style-type: none"> <li>1. Strategic Plan Forum on Sept. 14 at 3-4:30pm</li> <li>2. Send to CAC</li> </ol>
<p>3. Other Concerns:</p>	<ul style="list-style-type: none"> <li>• Vacancies</li> <li>• Budget Cycle – ARFs</li> <li>• Business Office and HR Processes</li> </ul>	

## Appendix A