

SSDirectors Minutes  
March 17, 2005  
8:00a.m., Ka Lama 102

Present: Alvin Tagomori, Michele Katsutani, Stephen Kameda, Nancy Hasenpflug, Cathy Bio, Fred DeAquino, Karmi Minor-Flores, Elena Alexander, Barry Kristel, Carol Nagano

March 3, 2005, minutes were reviewed. Revised minutes are attached and italicized.

**Accreditation**

- Staff who were interviewed by the Accreditation Team members discussed the type of questions they were asked. Questions on the ABIT program were raised.

**Military Deployment**

- There is a bill in the legislature to allow deployed students to be readmitted into the same program upon their return.
- Steve is checking with UH Manoa regarding admissions for these students.
- Steve will also check with other registrars on how they are developing procedures.

**Akaku**

- There was an update of the status of PEG access and Akaku.

**Student Center Renovation**

- The Governor has released an additional \$50,000 to continue the redesign for Student Center renovation.
- Additional 3.5 million in House CIP Budget for Student Center renovation.

**Campus Reorganization**

- Currently looking at what the concerns are of WASC Jr.
- Faculty and staff are meeting to look at issues and make recommendations. There is also the possibility of integrating credit

and non-credit programs that would create a one-stop show environment.

### **Student Housing Rate Increase**

- Will be on BOR's April agenda.

### **Tuition Proposal**

- Linda Johnsrud met with Student Government and briefed them on the tuition proposal.
- If students have any concerns on the tuition increase, Student Government has established a committee to hear students concerns.

### **Sharing**

#### **Admission & Records**

- Steve reported that it seems to be a system wide problem with Jostens and the information on the diplomas.
- On-line application for fall 2005 is a priority and is being worked on.
- There is the possibility of international students being able to pursue degree at UHCC while attending UHM.

#### **Disaster Phone Tree**

- Update due to Carol by Monday, March 28.

#### **Upward Bound**

- Staff and students will be on Oahu March 21-23 on college tour.

#### **Financial Aid**

- Cathy reported that Kilohana Miller would board March 18 as the Hookama Director.

#### **SSSP**

- Will have a table in Paina to recruit students for their program as the number of students in their program has decreased.

**SSDIRECTORS MINUTES**  
**MARCH 30, 2006**  
**KA'A'IKE 210, 8:00AM**

Present: Alvin Tagomori, Paul Levinson, Fred DeAquino, Cathy Bio, Karmi Minor-Flores, Wayne Aguiran, Steve Kameda, Carol Nagano

**Biennium Budget Proposal Matched with Stock Taking**

- President McClain requested that MCC come up with proposal of \$1,735,876.00.
- All Chancellors will present a College Stock Taking summary to the UH Executive Council.
- Colleen has been asked to work on a strong justification for counseling section with back up data.

**Number of Counselors across UHCC system**

- Data distributed and information to be provided to Chancellor.

**Sharing  
Kuina**

- Next program year starting in July 2006 will have changes taking place with transfer of database and with common measures.

**EOC**

- Barry will be on leave without pay leave from August 06 to July 07. Casual hire will be hired.

**SSSP**

- Twelve SSSP students were taken on a trip to Oahu for Rainbow Bridge experience.
- Pending availability of funds, students will visit UHH.

**Financial Aid**

- Hookama Project (EdFund) expires on September 2007. College made a commitment to continue funding this project. If college is unable to support this effort by funding a professional position, FAO is asking that a paraprofessional position be hired to assist with recruitment.
- Banner Specialist position will be on board on April 16.

**Admission & Records**

- Registrar and Clerk attended the on-line application training, which will be active from May 1<sup>st</sup> through August 1<sup>st</sup>. After August 1<sup>st</sup>, only hard copies of applications will be accepted.

**Other**

- Alvin participated in the accreditation site visit to the Defense Language Institute in March.

**Off-Campus Housing**

- 25 apartments will be available from August 2006. Cost is \$625/per month per person. Cost covers utilities, basic cable and web connection, and weekly janitorial service.

**SSDIRECTORS MINUTES**  
**APRIL 13, 2006**  
**KA'A'IKE 210**

Present: Alvin Tagomori, Nancy Hasenpflug, Stephen Kameda, Fred DeAquino, Karmi Minor-Flores, Cathy Bio, Paul Levinson, Shane Payba, Carol Nagano

**Registration Updates**

- Paul volunteered EOC staff to assist Admission and Records with front counter service. Steve will develop a front counter service procedure and meet with EOC & AR Staff.
- Counselors permitted to approve pre-requisites.
- Steve will meet with counselors to discuss and implement articulation transfer credits and give a report at the next meeting.
- Special needs students should be given first day priority.
- SSSP students permitted to register early.

**Budget Update**

- Clerical positions were packaged together with faculty positions.
- Counseling and Admission & Records will need to work together to begin working on narrative justifications and start gathering data.
- Due to concern regarding the \$21,000 for paraprofessional cadre, Alvin will follow-up with David. May request David to attend one of our meetings to discuss the biennium budget.

**Recruitment Initiative**

- EOC will accompany counselors during high school visitations.
- Due to FA becoming more pro-active with recruitment, relocation of their office is being focused upon with possible relocation to EOC office.

**Akaku**

- Agreement has been signed.

**Other**

**SARS-ID/TRAK**

- Alvin distributed an email summarizing the feedback from 4 community colleges in California using this system.

**Counseling**

- High school tour being conducted on campus.

**Upward Bound**

- Recruiting 25 staff for summer program (June 12-July 20). Applicants can apply on-line.
- Close Up trip to Washington DC very successful.
- Joanne will be back the first week in May after being on maternity leave.

### **Admission & Records**

- Colleen coordinated orientation session for Running Start for parents and students.

### **Housing**

- Student reported seeing large lizard, 2-3' long...may be an iguana.

### **Financial Aid**

- PELL award lower than 2005-06.
- 2<sup>nd</sup> tracking letter sent to students.
- Kilohana and Tezrah will be on Molokai to meet with Molokai staff and students on April 17.
- Laycie will be on Lanai on April 25 for Gear Up.
- Cathy will be in Hana on April 28.
- Cost of Living expenses for a non-resident ABIT student is \$24,000/year; resident is \$12,000/year.
- Loan Workshop on April 26-27.
- Award Letter mailed on April 12.
- Ashlie DeCambra on board on April 17.

### **Alvin**

- Kulamanu will be attending College Fair on Oahu on April 19.
- Crystal Alberto participating in the Spring 2006 National College Fairs in California in April.
- Weekly meetings are scheduled with Alice, Elena, Fred, and Robert from Iwado Realty. They are looking at qualifications for a manager and possibly 3-4 RAs. The manager's position will be non-MCC employee. Employees will be given free housing. Looking at defining what RA does and looking for students for RA positions.
- Mona working on statewide recruitment ads.

**SSDIRECTORS MINUTES**  
**APRIL 20, 2006**  
**KA'A'IKE 210**

Present: Alvin Tagomori, Elena Alexander, Shane Payba, Stephen Kameda, Paul Levinson, Wayne Aguiran, Karmi Minor-Flores, Cathy Bio, Carol Nagano

Minutes from March 30, April 6, and April 13 distributed and approved.

**Accreditation Self-Study**

- Report was distributed and staff asked to review Standard II.B. of Student Services portion. Accreditation Team will be making an initial assessment prior to visit.
- Revision under Kuina (page 4) to change from six week summer experience program to 4-6 week summer work experience.

**Recruitment Planning**

- Chaired by Colleen and she will come up with roles and responsibilities. She will convene planning meeting shortly after end of Spring semester. Date, time, and location to be determined.

**Student Website**

- Tabled till further notice.

**Student Housing**

- Alvin, Elena, and Alice meeting weekly with Robert from Prudential Group on how resources will be used to service students at housing complex.

**Special Funds Status**

- Housing in deficit based as of June 30, 2005. If current expenses exceed the 6/30/05, account will be frozen.

**Out-of-State Students Focus Group**

- The out-of-state students who participates in the Monkey survey will be invited to a reception on May 1 from 3:00-5:00pm, in Pa'ina . Mona will be doing feature articles in the students local paper.

**Reorganization Proposal Request**

- Latest revision was included under Counseling and Guidance.

**Sharing**

- Commencement on May 14 with 91 participating to date with more to participate.

**Student Life**

- Student Assistant of the Year Awards Dinner will be held tonight at 4:30pm in Pa'ina.
- End of Semester Bash, May 4<sup>th</sup>.

**Kuina**

- Project Director attended NAJT (National Association Job Training) in San Diego.
- Students in Ku'ina program will be interning with Maui Electric for 2 weeks.
- Contract No. C3308 has been extended to May 31, 2006.

**A/R**

- Kudos to EOC for front counter service and answering the phone.
- Working with Michele Katsutani in filling the Articulation Clerk position till November 30, 2006.

**SSSP**

- Beginning Fall, SSSP will be called Pailamana.

**Financial Aid**

- FA will be piloting on-line student help timesheet with implementation in July 2006.
- Difficulty in finding students for the B+ scholarship. Criteria must a graduating high school student.
- Out of the total applied for scholarships, 79% was awarded. This year's scholarship reception will include seven students from Molokai.
- Kilohana and Tezrah will be meeting with students and Molokai staff on April 21.
- Final graduate list was requested from Tressy.

SSDirectors Minutes  
May 11, 2006  
Ka'a'ike 210

Present: Alvin Tagomori, Paul Levinson, Elena Alexander, Kilohana Miller, Stephen Kameda, Nancy Hasenpflug, Maggie Bruck, Carol Nagano

**Registration Update**

Enrollment down as compared to data taken two years ago. IRO provides daily headcount enrollment data.

**Supplemental/Biennium Budget Progress**

- Effective Fall Semester, a placement counselor, one clerk, and four faculty will be assigned to Lahainaluna, Baldwin, King K, and Molokai/Lanai for MCC in the Construction Academy program funded in this year's legislative session. Honolulu CC will take the lead in developing the Constructional Academy curriculum.
- The placement Counselor (non-tenure and temporary) will be responsible in tracking students up to apprenticeship and job placement for two years after leaving program.
- Alvin will work with Maui placement counselor, Pat Adams will work with the clerk, and Donna will work with the Molokai/Lanai faculty position.
- Campus Biennium request for 2007-2009 proposal submitted to include 3 counselors, one A/R clerk, and a counselor clerk with support to Carol. In addition, an International Education Coordinator and Housing Coordinator to handle the influx of international students have been included in the biennium budget request.

**EOC/Financial Aid Relocation Status**

- Details on relocation are still being worked out for the July transition.

**Kulanaa'o Student Housing**

- Committee meets weekly with Prudential Iwado Realty handling the onsite details.
- Agora will manage the facility and will hire a resident assistant. They will handle the collection of applications and monies.
- A website is being set up and will have MCC to link to their website.
- Agreement worked out with Prudential that MCC will provide student life and counseling activities.
- A counselor will be included to assist with mental health and personal counseling.
- Informally, Agora will hire staff but will take instructions from Alice Luther.
- If housing is not completed by August, temporary housing arrangements with Maui Beach Hotel.

### **Hale Haumana**

- Alvin is requesting that monies be JV'd from Student Services to over Hale Haumana's deficit in security only.

### **UH System Student Services Conference Survey**

- Survey must be completed by May 19 in preparation for the September conference.

### **Sharing**

#### **EOC**

- Numbers are down and may not meet their quota. Dodie's retirement may account for the decline and applications can be retrieved online.

### **Student Life**

- Graduation May 14.
- Election of new ASMCC Student Governance Council with Chair Jaydon Isobe.
- Eleana is the WO representative and representing MCC at WO meetings.

### **Upward Bound**

- Tour to UHM on May 14
- Annual Recall on May 20
- TRIO Meeting on Oahu on May 30.

### **Counselors**

- Still recruiting students for Dental Assistant program. Booth was set up at Barrio Fiesta to recruit for the dental assistant program.
- ECET program requesting graduation credits up to 78.
- MCC Today hosted to promote all math courses
- Wini has relocated to work with Lui Hokoana under Ulu A'e, Title III project.
- Perkins renewal grant to be reviewed by Suzette.

### **Financial Aid**

- Scholarship reception held and students recognized.
- Awarding students for summer awards.

### **SSSP**

- Still recruiting 14-15 students for their program.

SSDirectors Minutes  
May 12, 2005  
8:00a.m., Wong Room

Present: Alvin Tagomori, Michele Katsutani, Elena Alexander, Stephen Kameda, Paul Levinson, Karmi Minor-Flores, Priscilla Mikell, Carol Nagano

**State Audit** for general and revolving funds (excluding federal funds) will be conducted.

**Perkins Achieving Standard**

- Support for personnel submitted annually. Concern of inputting degrees and certificates into Banner. Due to lateness of data, it did not meet benchmark for degrees and certificates of non-traditional students.
- Funding for program improvement pending--submittal in late summer or early fall.
- Recruitment and pre-advising activities will be included under program improvement funds. Funds will cover modifying curriculum, attending conferences, and purchasing equipment.

**Marketing Update**

- Rafael is working on a comprehensive plan for marketing.
- AACJ expects the college to have a cash reserve. Looking at a 6-digit figure for next year.
- Decision points:
- Hawaii Stars Competition in July on Oahu with MCC presence at competition.
- Possibility of developing recruiters contract with certain areas of the world. Recruiters will receive certain percentage based on the number of student enrollees after the 'no refund period'. Recruiters must be physically present in their country and visit parents of enrollee. Brochures are being developed, college catalog and information on CD-ROM. Bob Wehrman working on musical piece for CD-ROM. Eryck will work with Steve on superquote for on-line application system, and web search engine. More research being done for Clyde.
- Marketing strategy on local market...Rafi will work with Mona. Rather than newspaper or TV ads, invite counselors from high schools and colleges.

**Banner/RTRF Funds**

- One-time allocation appropriated for Admission/Records, Business Office, Financial Aid, Computing Center and Jeannie's office. Alvin is inquiring on how monies were used to advance Banner implementation.

### **Commencement**

- Elena reported that the cost for use of MACC for commencement has increased from \$800 to \$2200 from 1998 to 2005.

### **Akaku**

- Maui News editorial indicated that **Akaku** should honor agreement.

### **County Budget-Mayor's proposal.**

- In looking at 4-year degrees, it may be that the County will provide some funds with the state covering the remainder. Work with President McClain so Mayor wants to push economic development on Maui...Baccalaureate degree on Maui.

### **Counseling**

- Student Services Survey to be distributed and tally to be forwarded to academic senate.

EOC will have their annual PAC Meeting on May 13.

SSSP low in client count; actively looking for recruits.

### **Kuina.**

- Priscilla is assisting graduating seniors with testing and admissions. Funding of \$171,000 for FY 2006. Received extension of current grant. New \$5000 grant allowing 4-day orientation for Kuina students.

### **Admission & Records.**

- Steve and Georgette will meet with MLI to discuss workload issues.
- Registrars working on early admit admission procedures.
- Steve will be meeting with Tressy, Georgette, Cathy and the Business Office to discuss purging for summer session.
- Oracle data is not available since converting to Banner 7X.

### **Counseling**

- ABIT Counselor position application deadline is May 25.

### **Financial Aid**

- Cathy reported that scholarships have increased from \$50,000 to \$100,000.

SSDirectors Minutes  
May 18, 2006  
8:00-10:00am, Ka'a'ike 210

Present: Alvin Tagomori, Paul Levinson, Nancy Hasenpflug, Karmi Minor-Flores, Fred DeAquino, Steve Kameda, Maggie Bruck, Elena Alexander, Carol Nagano

**Issues/Concerns**

- EOC reported that they are in danger of not meeting their numbers.
- SSSP still in need of 15 students.
- Admission & Records have purged 131 (approximately 40%) summer session students. Purged students were informed by letter of the purge.
- Unpaid tuition for fall semester will be purged after July 14.
- When a student becomes in default, name goes to a collection agency and student deals directly with the agency. Students must pay balance in fall before allowed to register.

**UH system Devolution of Authority**

- President McClain looking at a decentralized system type authority with possibility of UH system office moving off-campus.

**Electricity Funding Update**

- \$980,000 appropriated by legislature for supplemental budget.
- MCC identified positions to be funded including ABIT counseling position.
- System funds to be used for emergency purposes (\$100,000 [10%])

**Biennium Budget Preparation**

- Thanks to Steve, Michele, and Fred for working on ongoing proposals for Counseling and Student Services Support (2 counselors, 1 Admissions Clerk, and 1 Counseling Clerk), and International Ed and Housing Director (1 position each).

**Construction Academy Update**

- Consortium meeting with DOE and MCC held on May 15.
- Currently working on position description for a state-funded non-tenured construction academic counselor and anticipated on program needs depending on the economy.

**Carl Perkins Grant**

- Thanks to Maggie for her outstanding job in having the grant funded.

**Kulanaa'o "place where learning occurs"**

- New name for the Kahului Town Center Housing
- Contractors will have the website link to MCC's website as early as Friday.

- If housing is not available, accommodations made with Maui Beach. Maui Seaside, Native Conservatory (20 beds). Contractors definite that 100 beds will be ready by September 15.
- Residents must be registered at MCC and to verify and meet criteria to reside at housing.
- Alvin, Alice, and Elena meeting weekly to develop student life counseling services. \$20,000 set aside.
- Jackie Perry and Nicole Hokoana to provide counseling and student life programming.
- There will be 4 apartments for 4 RA's with free rent. Assistant needed in recommending people for FA positions.

### **Student Housing**

- Closing hall and getting ready for Upward Bound from June 7.

### **Upward Bound**

- Hosting annual family picnic on Saturday.
- All positions filled for Upward Bound summer program.

### **Student Life**

- 176 graduates participating in commencement on May 14.
- MACC able to accommodate up to 180 graduates.

**SSDirectors Minutes**  
**June 8, 2006**  
**Ka'a'ike 210**

Present: Alvin Tagomori, Paul Levinson, Karmi Minor-Flores, Wayne Aguiran, Nancy Hasenpflug, Crystal Alberto, Fred DeAquino, Elena Alexander, Stephen Kameda, Carol Nagano

June 1, 2006 minutes not available.

Attendance required for DAT of all supervisors with clerical staff.

**Vacant Positions Status**

- SSSP APT position interview to be conducted on June 14.
- Instructor (Counselor) position (formerly Shane's position) will be filled on casual hire basis.
- Perkins Counselor position will be filled by Kulamanu Vorhies on casual hire basis as of June 16, 2006. Position has been advertised with a closing date of June 16.
- At the supplemental legislative session, outreach counselor for Molokai was established. This position will also assist with outreach services to Lanai. Donna will have supervisory responsibilities for this position. Position will be advertised shortly.
- Placement Counselor position for Construction Academy will be advertised shortly.
- Upward Bound Clerk Typist II must be from the Civil Service list. Michele's last day is August 5.
- EOC Molokai's APT position (Dodie's position) is currently filled by casual hire. Barry Kristel will be retiring and position becomes vacant on October 1, 2006.

**Kulanaa'o and Hale Haumana Status**

- Hale Haumana filled.
- Kulanaa'o is on the website at <http://www.kulanaao.com>.
- Students will be dealing directly with Prudential Iwado.
- Hotel rooms reserved to accommodate students until Kulanaa'o ready for occupancy. Delay resulting from non-arrival of construction materials.

**Marketing Meeting**

- Includes international, national and local recruitment
- Minutes to be circulated.
- Money is an issue on recruitment
- Work together as a team, i.e., coordinate visits to high schools.
- Tapping our local market
- Invite high school counselors to MCC for meeting and lunch.

### **Program Review on the Web**

- Meeting with counselors to define assessment and effectiveness.
- Additional data requested by the counselors and actual load of counselors, how many transfer, and how many are continuing.
- Address effectiveness piece.
- Need timeline for comprehensive report for Fall programs.

### **TRIO Support**

- Write letters of support to congressional members to lobby for their support to continue the TRIO program.

### **OTHER**

#### **Admission & Records**

- Proposed On-line application from June 1 with August 1 cutoff for community college system only.
- Automated purge. Identify all holds (DP/FA/PP holds) and run program to identify students with balances and who needs to be purged. Students are automatically purged by program. Students will receive banner generated purge letter. July 6 training scheduled on purge process.

#### **Student Life**

- Commencement 2007, Sunday, May 13, 2007
- Relay for Life to support cancer research on July 22.

SSDirectors Minutes  
June 9, 2005  
8:00a.m., Ka'a'ike 210

Present: Alvin Tagomori, Michele Katsutani, Karmi Minor Flores, Cathy Bio, Mona Stevenson, Tressy Aheong, Carol Nagano

No corrections to May 12, 2005 minutes.

Documentation and sharing of information purposes, minutes must be posted on the website for accreditation.

**Program Review**

- Received Student Housing program review updates from Committee Members Walette Pellegrino, Dennis Tanga, and Shane Payba. Report to be transmitted to the Executive Committee Sub-Committee. Committee will validate findings from Walette's committee.
- Student Activities program review report still being worked on by Devin, Bud, and Robyn.
- Admission & Records self-study moved to September 30, 2005.
- Financial Aid self-study moved to subsequent year.

**Kahului Town Center Student Housing Update.**

- Housing will be located on Vevau Street and built by private developers. Planning Commission Meeting on June 14 at 9:00am in the County Planning Conference Room. Looking for volunteers to testify for the project. Testimony briefing at 2:15pm, Monday, in Ka Lama.

**CIP Funds**

- Additional 3.5 million for Student Center Renovation.

**Summer Session Tuition.**

- Inconsistencies among UHCC campuses in summer tuition rates were discussed. College will honor what is printed in the 2005 Summer schedule. Tuition policy rates will be reviewed for the next Summer 2006 session.

**ADA Site Visit** after July 15 by Darlene Dockman required by the federal government.

**JOBS Training Grant.**

- Suzette is taking lead in informing faculty and staff at Maui, Kauai and Hawaii CC in preparing a Department of Labor workforce training grant in Electro Optics which is a 2 million dollar project for 3-4 years.

**Perkins Achieving Standards Grant**

- Alvin recognized Wini for putting together the continuation of the Perkins Achieving Standards grant in the amount of \$300,000.

- Funds include continuing with current 2.5 personnel (Wini, Maggie, and Becky), a half-time IR position and a full-time culinary arts position.

## **Sharing of Information**

### **Counseling**

- Michele reported that there were 24 applicants for the ABIT counselor position of which 6 will be interviewed.
- Alvin has requested that the Strategy for Success sessions be moved to a better location.

### **Financial Aid**

- Cathy reported that training at UHH was very productive.
- The EdShare position contract was signed and this project ends in August but evaluation is due June 23.
- Carol reported that the Financial Aid Counselor position closing date is June 30 with ad in Work in UH and Sunday's Star Bulletin and Maui News on June 12.

SSDirectors Minutes  
June 22, 2006  
Ka' a' ike 210, 8:00-10:00am

Present: Alvin Tagomori, Karmi Minor-Flores, Crystal Alberto, Fred DeAquino, Eleana Alexander, Cathy Bio, Steve Kameda, Barry Kristel, Wayne Aguiran, Carol Nagano

**Discussion on Student Services Annual and Comprehensive Program Review**

Asking all units to submit their Annual Program Review by September 30 (yearly).

**Program Review Evaluations**

- Counseling Department received evaluation from Program Review Team Committee.
- Admission & Records currently waiting for Program Review Team's Committee's responses.

Guidelines to prepare and help program Review Team:

- A. Description
- B. Evaluation
- C. Assessment
- D. Plan for the future (short term/long term  
Maintenance of program, i.e., staff development)

**First draft of UHCC Program Review Policy**

SSDirectors to review and meet with staff for discussion at next meeting for Alvin's feedback to the next DOSS meeting.

**Comprehensive Program Review Timeline**

- Financial Aid FY 2007
- Kui'na, Halau A'o FY 2008 Alvin will meet with these program
- Trio Programs FY 2009
- Comprehensive Self-Study Review done once every five years.

**SSSP**

- Michele Caberto is leaving as of June 23 and need to find a Clerk Typist II replacement.
- Lacey Watai hired as an APT Casual Hire for fill position vacated by Mitch Kepa. Position will be readvertised.
- Actively seeking assistance from campus to replace 35 students.

**Counselors**

- Instructor (Counselor) position filled by Shane Payba. VocEd Casual Hire being filled by Kulamanu Vorhies filling the vacant position created by Wini Chung. Retention Coordinator being created from funds freed up from electricity funds. Coordinator and Title III positions will share the same office.

**Financial Aid**

- Trying to identify Ulu A'e students for scholarship. Malia is working with Wini.
- Criteria-must be Pell grant eligible/cumulative 3.0 GPA in high school.
- Hookama Grant in 3<sup>rd</sup> year with funding till July 30. 4<sup>th</sup> year continued funding not known until August. Continued staffing of Tezrah and Laycie will depend whether funds will be continued

### **Admission & Records**

- Automated purge roster in place with mass mailing prior to purge date. Payment deadline for Fall semester tuition is July 14.
- BOR approved new residency regulations. Still needs AG approval and conduct public hearings. Residency appeal board comprised of all registrars (minimum of 3 members). Applicant must pay non-resident tuition until decision made.
- Effective Fall 2007, Pacific Island nations will begin paying 150% of resident tuition.
- No word on when On-line admission application will be initiated.
- Home schooled students under age of 18 are required to submit a copy of their GED diploma. If validated by DOE, student is admitted for registration; if not, student will be considered as an early admit.

### **Dormitory**

- Filled for Fall 2006. Those on the wait list are being notified of the Kulanaa'o option.
- There has been 26 confirmed paid for Kulanaa'o housing. As housing will not be ready, they will be housed at Maui Beach from August 18 until apartments completed.

**Kuina** is currently updating their files.

### **Student Life**

- Fall calendar is on the web of ASMCC activities.
- Student handbook will be distributed at the Orientation session. Non student will pay \$4. Free to those who paid BOSP fees.

### **Lahaina Ed Center**

- Open house held. Located on Kenai Street.
- Fall classes will be offered beginning in August. Mona will provide pre-admission services.

Consensus of group that SSDirectors Meeting will be from 8:30-10:00am, beginning from July 1. Request that cell phones be turned off at meetings.

Next meeting: July 13, 8:30am, Ka'a'ike 210.

**SSDirectors Minutes**  
**June 30, 2005**  
**8:00a.m., Ka'a'ike 210**

Present: Alvin Tagomori, Karmi Minor-Flores, Paul Levinson, Elena Alexander, Cathy Bio, Stephen Kameda, Fred DeAquino, Carol Nagano

**Program Review Follow-up**

- Committee will be submitting their evaluations for Student Life.
- Student Housing Program Review is waiting for the Program Review team's recommendation.
- Each director is requested to make an appointment through Carol to individually meet with Alvin before the next academic year (August 2005). Each director will need to look at past program review and comprehensive reviews for short and long term on how to revise and make changes.

**Student Center Renovation**

- Target to open in Spring 2007.
- Karmi and Elena will look at the plans and will do a walk-through.
- Center will have a fitness center. Will contact Scott Broadbent on funding of equipment. Question on collecting of fees to help with upkeep to generate revenue.

**Summer/Fall Enrollment**

- Data not extractable as the new ODS system is not operable. Data extracted by Computer Specialist, Kris Shibano, is 1700, which is down by 200 from Fall 04. Provide Kris on what data is needed and how is it will be used.

**Tuition rates**

- Individual campuses will differ in tuition rates effective Fall 06. Higher rate to be used and included in the SOC and catalog.

**International and Mainland Recruitment—AACC Mini Website, US. Ed Advising Centers, College Fairs, Recruiters**

- Purchase spots on the AACC mini website. Steve is requested to check on this.
- Mona and Pat completed publication on mini-website. Steve to check on price by end of next week.
- There will be designated days and times in the chat room through AACC for Steve to chat with students.
- Clyde is working with Jenny Samaan and Rafael Boritizer on College Fairs.
- Working on Advising Centers in Asia to establish ties with UH. Communicate with Malaysia and Taiwan through polycom or email.
- Jan Heu will schedule the college fair recruiter for international and mainland sites.
  - The role of the recruiters will be to follow up as well as assisting with college fairs. The recruiters must be from that country in that specific community assigned to do recruitment and follow up.

**Student Housing Groundbreaking**

- Scheduled for July 12. Parcel for student housing is in a very good location.

**Financial Aid Position**

- Position appropriated by the legislature.
- Cathy to develop the job description to include someone with a tech background at an entry level position.

**Sharing****EOC**

- Paul is working on the third draft of the EOC grant.

**Student Housing**

- Elena and Fred are working on a student housing proposal to develop co-curricular, social, and recreational activities.

**SSDirectors Minutes**  
**July 13, 2006**  
**Ka'a'ike 210, 8:30-10:00am**

Present: Alvin Tagomori, Wayne Aguiran, Colleen Shishido, Ben Guerrero, Paul Levinson, Cathy Bio, Steve Kameda, Carol Nagano

**Kulanaa'o**

- Housing will not be available until summer 2007.
- MCC's and developers website will be adjusted according.
- All questions should be directed to Robert Vafaie.
- The developer is informing students that they are unable to honor contract to students and to see what they can do to assist with alternative housing.
- Meeting will be held with developers on planning strategy.

**Program Review Follow Up**

- Directors were reminded to share information with their staff.
- Noted that piece on assessment is needed from quantitative data and how the information was assessed and how it can be used to improve program.
- Need documentation on problems and how they were assessed.
- Note that for each standard there should be a plan.
- Ben's Halau A'o program has a student portfolio (website: chalkandwire.com), which is a popular program and has been very effective.

**System Program Review**

- Discussion from each director for July 24 meeting on feedback from handout. It was noted that whatever campus is doing it must tie in with the systems program review. Information needed for DOSS and IR.

**Student Liability/Volunteers Form/High School Students Program**

- Noted that Student Government, BOSP students are not covered by the University's insurance in case of liability.
- UH has insurance to cover any lawsuits for faculty and staff.
- No insurance can be purchased for students.
- If high school program is exclusively for high school, jurisdiction falls under the high school.
- Alvin will confer with Kari Wilhelm, AG's office with questions.
- Mental Health Staff Development. Funding available to campus to assist faculty and staff to deal with students with mental health issues. It was suggested that workshops be held and shared cost with other campuses.

**EOC and Financial Aid Offices** are now operational in their new offices.

## **Kuina**

- Students did a 5-week summer exploration academy in the area of automotive and culinary arts. All six of these students are in the process of registering for fall semester. Other students did a summer work experience at Maui Electric Company, Mana Kai Resorts, MCC agriculture department and various county jobs.

## **Admission & Records**

- Prior to automated purge, students schedule bills will be generated.
- Students affected by the purge will be informed electronically.
- Instructions sent via email to staff that assigned holds.
- Residency officer who determines residency will review residency appeals. After decision made, student will receive refund based on when the appeal decision was made.

## **Halau A'o**

- Nine of 12 participants under Halau A'o completed program.

## **Counselors**

- Revising Intake Form. Data will be shared with Financial Aid to produce quantifiable data.
- Need to purchase College Source with EOC approval to pay part of the cost.
- Running Start has over 50 students and growing in numbers.
- Kulamanu hired as new VocEd Counselor, replacing Wini Chung.
- Lisa Deneen hired as casual in Shane's old position.
- Instructor (Counselor) position in Construction Academy has been advertised.

## **Financial Aid**

Changing resulting from HERA.

- Two new federal grant programs: Academic Competitiveness Grant (ACG) and SMART school program. SMART grant is for student in a four-year science/technology/info technology program. Need to confirm with Steve on the CIP code for ABIT to see if this degree meets the criteria for the SMART grant.
- Stanford loan interest rate: all new loans after July 2006 – interest rate fixed 6.85% rather than variable and capped at 8.25%.
- **SECE.** Series of Student Employment training sessions. Recently held internal training for all FAO staff members on SECE. Training for faculty and staff scheduled for July 27 and 28. Training for students interested in FWS on August 14. Entertaining the possibility of having a "SECE Week" during the first week of school to make student employment and FSW options more visible. Possibility of having students "walk in" to get registered and browse in SECE. No open computers available at the FAO. EOC offered computers available in their office. Cathy will take options back to office.

**SSDirectors Minutes**  
**July 14, 2005**  
**8:00a.m., Ka'a'ike 210**

Present: Alvin Tagomori, Paul Levinson, Michele Katsutani, Steve Kameda, Cathy Bio, Fred DeAquino, Elena Alexander, Karmi Minor-Flores, Carol Nagano

**Hula Conference, July 20.**

- Miki will email college on conference events.

**Enrollment Status**

- Fall as of 7/12 is about 1900, 300 down from same time last year.
- Summer's enrollment is at 800.

**International, Mainland, and Local marketing**

- For local marketing Mona is focusing on sustainable tech. Maui Land & Pine has promised to have positions for students enrolled in sustainable tech.
- \$20,000 is budgeted for publications and radio spots.
- \$60,000 is budgeted for international/mainland marketing. Question on recruiters as UH does not have a policy on recruiters. Involves elaborate process for job description for recruiters. Alvin is working with other CC's. Mary Hammond, administrator with East West Center, was an international recruiter for HPU. Looking for insights from her.
- Working with Saedeen on graphics for CD holders.

**Purge List**

- 1100 students with balances for Fall 05; 300 holds for FA awards and 800 to purge.
- Steve will run list on 7/18 and begin purging.
- Requested Steve to provide scheduled purge dates
- Steve requested that staff need to follow up on "holds" (third party)
- Steve will be sending letters to all purged students.

**VEA Perkins Status**

- Because DOE and CC did not meet benchmarks last year and questionable this year, unsure about continued funding.
- Steve will meet with Tressy Aheong and Winifred Chung on certification of graduate data in Banner. Steve will work on a calendar.

**Alumni Gathering**

- Kimo Apana, Lynn Araki-Regan, and Vanessa Medeiros to start an alumni gathering/dinner to honor graduates of MCC beginning Fall. Looking at how long they were at MCC and the number of credits completed and what type of contribution was made to professional leadership. An alumni list is being compiled.

**Civil Rights Follow Up.**

- Darlene Dockman will be on campus on July 26. Brochures (in different languages) have been distributed throughout the campus. Teresa will check on supply prior to Darlene's arrival. She will also be checking on the improvements to facility.

**EOC**

- Given last minute mandatory objectives on for the upcoming grant.

**A/R**

- Japanese Consulate General will be on campus on July 20.

**SSSP**

- Reported that they have met their quote for program.

**Student Life**

- Student Government is working on their website. SG and BOSP are now located in the Wong Room.

**Student Housing**

- There is a wait list for student housing.

**Financial Aid**

- Students awarded financial aid will have a DP hold.
- FA students Ed Plan list being forwarded to Michele.
- At time of purging, all FA students whose application is incomplete and registered but not paid will be purged.

**Upward Bound**

- Letters helped in continuing with funding.

**SSDirectors Minutes**  
**July 20, 2006**  
**Ka'a'ike 210, 8:30-10:00am**

Present: Alvin Tagomori, Wayne Aguiran, Colleen Shishido, Elena Alexander, Karmi Minor-Flores, Cathy Bio, Fred DeAquino, Barry Kristel, Carol Nagano

Previous SSDirectors Minutes distributed. SSDirectors to review and forward revisions to Carol via email.

**Student Housing-Kulanaa'o, Hale Haumana**  
**Kulanaa'o**

- Opening of off-campus housing for Fall '06 is delayed due to rain and untimely delivery off construction materials.
- Contractors looking at opening housing in summer 2007.
- Nicole and Jackie are working on handbook to be completed May 2007.

**Hale Haumana**

- Resident Manager Fred DeAquino reported that dorm is filled.

**Program Review Feedback**

- Alvin requested all SSDirectors meet with their staff with feedback for his meeting on July 24 as DOSS and Institutional Research Cadre will be meeting to review and discuss benchmarks for Student Services.
- John Morton is calling a meeting on August 7-8, with all UHCC DOSS, DOI, DOAS for a 2-day meeting to discuss system wide program review, which may impact our program review.

**Accreditation Reminder**

- Review accreditation self-study and report should be a factual document. Self-Study is with Carol.

**Registration Update**

- As of July 18, 2006, enrollment was 2043 which is 249 less than Fall 2004. No data is available for 2005 as Banner was not operational.
- There are 300 on the purge list. Contact Tressy to hold students.
- Encourage students to use the @hawaii.edu account as students are informed by email.

**COMPASS Pilot Possibility**

- Cheryl Chappell-Long is asking if MCC would like to pilot having COMPASS on the web. Questions on cost factor, workload issues, and integrity of the test. Alvin will discuss with other DOSS.

**County Budget for health related programs**

- County is providing \$500,000 to support MCC's health related programs.

### Vacant Positions

- Instructor (Counselor) VocEd position being filled by Kulamanu Vorhies on August 1<sup>st</sup>.
- Casual hire position filled by Lisa Deneen for Shane's old position. Advertising will be in September.
- Screening process for Instructor (Counselor) for Construction Academy to resume shortly.
- Interviews conducted for Instructor (Counselor) on Molokai on July 24.
- SSSP APT position has been readvertised; Clerk Typist II position has been advertised.

### Campus Wide Leadership Workshop, August 9

- All day workshop on campus organized by Clyde. Campus participation encouraged.

### Student Life

- Working on online orientation.
- Elena will be attending WO Training in San Diego.
- Chair Jaydon Isobe has resigned as ASMCC Chair. Searching for a new chair.
- Student Rotary Club on Maui, Rotaric Club. Installation held. All rotary clubs contributed monies to start a Student Rotary Club. Laycie and Amina were instrumental in forming the club on campus.

### Kuina

- Wayne will be doing out/in school activities due to cutback on sub-contract with MEO.
- Met with County on how funds be utilized from huge increase in grant monies.

### SSSP

- Confirmed 19 in their program; 14 still pending.

### Dormitory

- Closing of Upward Bound summer program.
- Preparing for Fall semester.

### Financial Aid

- College Goal Sunday-Maui, February 11, 2007, 1:00-3:00pm. Looking to have activity on campus. Cathy will contact Bobby regarding using Paina. Expect 300 participants (parents and students).

### Counselors

- Prepping weekly flash on email with updates and information.
- Individual appointments are booked.
- Registration workshop is full.

### EOC

- Mona will be acting Director during Paul's absence.
- Barry Kristel's last day is July 31. Wish him well on his retirement.

Next meeting: July 27, 2006, 8:30am, Ka'a'ike 210.



**SSDirectors Minutes**  
**July 21, 2005**  
**8:00a.m., Ka Lama 102**

Present: Alvin Tagomori, Michele Katsutani, Cathy Bio, Karmi Minor-Flores, Rodlyn Espiritu, Elena Alexander, Carol Nagano

**Budget Freeze**

- Moratorium memo from David resulted in revolving accounts having huge deficits. Exceptions to moratorium are utilities, Financial Aid position, Student Government and BOSP. All others required to submit attachment with requisition. David will review all documents.
- Due to moratorium, Alvin has requested overtime split shifts for week of August 20-25.

**Accounts Receivable RFP (Request for Proposals)**

- Plans to have the 3 bidders do separate presentations over HITS or through polycom.

**Marketing Update.**

- KAOI ad was pulled out to avoid further controversy.
- Mary Hammond, from E-W Center and formerly the International Recruiting Director for HPU, will be meeting with the International Marketing Committee on Friday, July 29, at noon (lunch included) in Ka Lama 104A. Elena and a counselor have been asked to attend this meeting.
- Saadeen from Sae Designs has been working on the brochure for the CD holder.
- Question on whether Eryck will work on search engine or should it go to College Search Engine.

**Constitution Day, September 17**

- Institutions using federal funds are required to have an activity.
- Student Government will be in charge of this activity.

**Other**

**ABIT Counselor**

- Crystal Alberto has been hired as the new ABIT Counselor.

**Financial Aid**

- Requesting that enrollment verifications are required for packaging financial aid applications.

**Ku'ina**

- Wayne Aguiran has been hired as the casual appointment.

**Student Government**

- On retreat on July 23.

**Student Life**

- Karmi and Elena will review Student Center pre-final blueprints.

**SSDirectors Minutes**  
**July 27, 2006**  
**Ka'a'ike 210, 8:30-10:00am**

Present: Alvin Tagomori, Barry Kristel, Steve Kameda, Colleen Shishido, Nancy Hasenpflug, Karmi Minor-Flores, Fred DeAquino, Carol Nagano

**Disaster Phone Tree**

- Listing distributed to all SSDirectors. Directors to use discretion on use of the list.
- Any comments and/or revisions need to be submitted to Carol.

**COMPASS Web Piloting**

- Alvin will be meeting with Debbie Winkler.
- Piloting web base not probable for fall semester.
- Was found that ASSET test is comparable to COMPASS
- Obstacles with International students and find alternative solutions.

**Financial Aid**

- Academic Competiveness/SMART Grant
- Because of issues, there may be system meeting via Polycom
- Academic Competiveness
- Question on who is responsible in handling interpretation of transcripts. Because of this requirement, high school transcripts may be required. Cathy will be asked to meet with Steve.
- Need to prepare before systemwide meeting.
- At previous polycom meeting, DOSS, FAO and John Morton discussed financial issues. Reported that Hawaii had a much higher percentage not receiving financial aid than on the national level.
- John Morton is inquiring why this occurring and what is the current practice used at the schools. Campus need to do a self-evaluation.
- Begin formulation of subgroup to look at specific areas.

**TB Clearance**

- Training for Denise and A/R who handles MMR and TB.
- August 1<sup>st</sup> downloading TB and MMR results into computers. Then meet with Denise and Glenn Nochi. Procedures needed on data input.

**IR Cadre Meeting**

- UHCC Student Services System implementing Program Review.
- Alvin wants to include data of all student population.

**Banner**

- Preparing for Banner 7
- ADA Visually Impaired?
- System still working on on-line application. Developing security check.
  
- Late Registration fee applies to students who attempts to apply late.
- Students with EL status are not charged late fee.
- If registration attempted prior to late fee period, no late fee charged.
- Pre-major listing for entering students. Survey on pre-major (refer to handout from Steve).

### **New Schedule for Student Services Staff Meetings**

- From September, Student Services Staff meeting will be held the first Thursday, from 1:30-2:45 in Ka'a'ike 107. Molokai, Hana, and Lanai connection.

### **International Recruitment Fair**

- Alice Luther will be representing MCC in October to attend the Asian 2006 Recruitment Fair sponsored by AACC.

### **Counseling**

- Chanda Fujita will be working at Kamehameha Pre-School.
- Working on filling Clerk III position.

### **SSSP**

- Placed 33 students and need to serve 8.
- Need to fill Clerk and APT position.

### **Upward Bound**

- Pleased summer summer just completed. Expressed appreciation to Paina staff for their assistance. Parents were impressed. Fred did great job with dorm.
- JoAnn will be leaving in December.
- Needing to fill Clerk position after August 6.
- Waiting word for 07-08 grant.
- Nancy will be attending National Conference in NY in September.

### **Admission & Records**

- Summer grades due August 15.
- Second purge scheduled for July 31 for Fall semester.
- It was found that students taking only NC English and Math needed to have DP holds to avoid being purge.
- Steve has requested assistance from EOC for front counter assistance during first week of instruction.
- First campus paper will include the academic calendar.

### **Dormitory**

- Fred reported that he has been receiving a large volume of emails resulting from delays in the opening of Kulanaa'o.

Next Meeting: August 10, 8:30-10:00, Ka'a'ike 210

**SS Directors Minutes**  
**September 15, 2005**  
**8:00am, Ka'a'ike 210**

Present: Alvin Tagomori, Nancy Hasenpflug, Wayne Aguiran, Elena Alexander, Colleen Shishido, Cathy Bio, Rodlyn Espiritu, Barry Kristel, Carol Nagano

**Comprehensive Program Review** due to Alvin by September 30, 2005.

**Annual program review** due by October 28, 2005. Directors must do an assessment from the last year to determine what has been done.

**Flex scheduling.**

- Offering 12-15 classes with flex schedule.
- Financial aid students advised to take one semester length course per semester.
- Flagging financial aid students in Banner taking flex courses.
- Steve must let Alvin know about implications on veterans and asked to apprise us by email.
- Information must be included in SOC regarding flex schedule. Actual date and refund schedule in SOC for flex courses. Warning label in Banner when students register for these courses.

**Loan Repayment Target and Possible Strategy.**

- MCC made a \$250,000 loan to cover cost on deficit.
- Loan must be paid by May 06.
- Student Services portion to pay for this loan is funded from g-funded salary savings. Student housing was not included in this loan due to the raising of BOR student rental rates.
- In three years, student housing should be out of deficit.

**Student Housing Bond System.** Student Housing audited yearly.

**Enrollment**

- Decreased but revenues higher from last Fall due to more non-residents enrollees.
- MLI added 40 students to the credit program.

**Community Forum**

- October 11 (by invitation only) with focus on Strategic Plan where community can look at.

**Alumni Group**

- Alumni dinner to highlight graduates and alumni on February 06. Open house to attract membership drive. Have scholarships in place in time for Alumni dinner.

**Financial Aid**

- Malia Davidson hired as the FA Counselor.

### **Counseling**

- Requested that the following blurb be included in the Spring SOC. “This Schedule is subject to change. Classes may be added or cancelled during registration. For up-to-date information, refer to the following MyUH Website: <http://myuhinfo.hawaii.edu/page/checkclasses.html>”

### **Student Life**

- Constitution Day held on campus which was mandated by federal government in compliance with federal regulations. Done on yearly basis.

### **Upward Bound**

- Summer Program worked with over 63 students. This year added courses in World topics...geography, maps.
- Funding not sure for next year. Need to wait till November.

### **EOC**

Paul is attending conference on the mainland.

### **Alvin**

- Mike Albert is creating recruitment CD containing 2-4 commercials, general catalog, and campus pictures.
- Former MCC students, Ann Gohara Wallner may be marketing recruiter in Germany; Jamie Orr McQuat in UK.

SSDirectors Minutes  
September 22, 2005  
8:00am, Ka'a'ike 210

Present: Alvin Tagomori, Nancy Hasenpflug, Karmi Minor-Flores, Fred DeAquino, Paul Levinson, Elena Alexander, Cathy Bio, Colleen Shishido, Rodlyn Espiritu, Wayne Aguiran, Tressy Aheong, Carol Nagano

**Flex Scheduling**

- Clyde received only the flex scheduling evaluation with studies done with no comparisons with other colleges. Exec Committee created a sub group for discussion on classes. There were three courses taught in the Spring (Psychology, English, and Astronomy).

**Financial aid**

- Will contact other CC's for FA feedback. FA will not know how flex will impact FA.
- Feds may cite college for implementing flex courses.
- Put a cap on flex courses.

**Registration for Spring 2006**

- There will be no wait list effective from Spring 06.
- Students will be required to register on web only.
- Steve will need to be sure that all computers in registration area are functional.
- Banner usage at MCC is low.
- Form a subcommittee composed of Alvin, Colleen, Nancy, Karmi and Paul to look at early on-line registration procedures.

**Student Recruitment Update**

- 10' display board available for use for marketing purposes. Jill, Pat, and Rafi are working on CD for ABIT and College display for retractable banner stand. Replications of CD being ordered for college fairs. Because of the short turn around, it has been very costly.

**Program Review Status**

- Counseling has completed; Steve is on track.
- Counselors will need to turn in addendum for the annual report.

**Sharing of Information**

**EOC**

- One the best financial aid workshop attended.
- Next grant due mid-February.
- Met numbers for this year's program.
- Send new students to EOC for application assistance.
- Due to federal budget freeze, two positions will be cut (APT and front desk student help position).

### **Upward Bound**

- Called former students to assist with clean up of Kamaole III.
- Report Due by October 28.

### **Financial Aid**

- There is no 25% state CWS matching available to FA.

### **Counselors.**

- UH-Hilo has funded two student help positions (1 in TLC and 1 in Molokai both Media Tech).
- Colleen Shishido is the new Maui STAR Banner Rep. Also known as Degree Audit System. Deadline for degree audit system is March 2006.
- UHH will offering the School of Pharmacology effective Fall 2007. Students should declare Chemistry as major.

### **SSSP.**

- Need staff's assistance to enroll 50 students in their program. Interviewing for APT position next week.

### **Kuina.**

- Training offered by Dept. of Labor to help with effective reporting on outcomes for their program
- Pilot program called Start Smart funded by County involved a week's orientation prior to Fall semester Students placed with student mentors at MCC and meet on a weekly basis. Continues till Spring 2006.

### **Dormitory.**

- There are vacancies in the dorm. Students must be full time, rental rates are prorated @ \$10.90/day.

### **Financial Aid.**

- Malia is working with different departments on campus to conduct workshops. Cathy and Alvin will be attending FA WASFAA Workshop Training on Oahu.

### **Student Services**

- Submit update of the **Equipment Inventory** to Carol by September 28.
- In preparation of mailout of Substance Abuse and Nondiscrimination flyers, volunteers from EOC, SSSP, Counseling, A/R student assistants, and Upward Bound assisting getting it ready for mailing.
- Jane Jarrow will be on campus on October 12 for a brief stopover. Shane is coordinating details of location and time.

Student Services Staff Minutes  
October 6, 2005  
2:30pm, Ka'a'ike 105CD

Present: Alvin Tagomori, Mona Stevenson, Karmi Minor-Flores, Michele Caberto, Wini Chung, Barry Kristel, Paul Levinson, Crystal Alberto, Donna Haytko-Paoa, Mahina Kamakana-Juario, Marti Wukelic, Shane Payba, Carol Nagano

**Registration**

- Extended 100% refund for withdrawals to Saturday of the first week of instruction. [Tabled]
- Extended period in which students can register for open classes till Tuesday of the second week of instruction.
- To register for courses instructors signature required for classes that are full from the first day of instruction.

**Registration Information**

- Staff to inform students that there will be no wait list effective spring Semester. This information will be publicized in the SOC and in the November 3 issue of Ho'oulu.
- Payment deadline is December 9. Students with balances will be purged after December 9. Students can elect to pay by installment plan.
- Counselors recommended that each page of schedule be noted with "subject to change" This recommendation will be forwarded to Jeannie.
- On-line Admissions application will be ready for Fall 06 semester.
- Flex classes affect financial aid and veterans. Committee will look at courses to address concerns.
- When BOR passed tuition increase, the E-Commerce services will begin charging the user fee for students utilizing charge cards.

**Program Review**

- Reports completed by counseling department with a partial submission from Admissions & Records. All annual reports are due to Alvin by the end of October.
- Carol will submit copies of all program reviews to Pat for mid-November visit by Accreditation Sub-Committee.

**System Program Review**

- Begin framework to recognize differences of each campus and tailoring on how we should do it (refer to Hawaii CC SS Program Review Report handout). CAS Standards well received by Accreditation Commission.

**Off-Campus Student Housing**

- Construction (ground work) started for new off-campus students with expected completion by July 2006.

### **International Marketing**

- Mona has been charged with the publicity on housing with a December 15 inquiry deadline.
- Carol is compiling a list with names and addresses. Shortly thereafter they will be notified by mail.
- Alvin has participated on the on-line college fairs.
- Alvin and Molli will be participating in the Latin American Recruitment Fair from October 12-25, 2005; Rafi Boritzer to the East College Fair from October 30-November 3, 2005. During Alvin's absence, Colleen Shishido will be Acting DOSS.
- A Committee is being formed to assist international students upon their arrival to Maui.

### **Other Information**

- UHM College of Ed Advising visit, October 14.
- Jane Jarrow will be on campus October 14 for a brief stopover. Staff welcomed to attend session.

**Student Services Directors Minutes**  
**Thursday, October 20, 2005**  
**Ka'a'ike 210, 8:30am-10:00am**

**Present:**

Elena Alexander, Cathy Bio, Fred DeAquino, Benjamin Guerrero, Nancy Hasenpflug, Steve Kameda, Michele Katsutani, Paul Levinson, Karmi Minor-Flores, Ohua Morando and Colleen Shishido.

Rodlyn Espiritu and Wayne Aguiran informed Colleen they would not be able to attend meeting (on Lana'i).

Minutes were taken by Teresa Barney.

**1. Mahalo and Kudos**

**2. College Source**

- Karmi provided background information regarding CollegeSource Online. It's a resource website and virtual library that offers access to catalogs from different colleges. Access to these catalogs is useful for transferring students as well as education professionals. Students can find information pertaining to different campuses such as articulation, demographics, virtual videos, programs, etc. The main tool is the catalog and course descriptions that will assist counselors with transcript evaluations and transfer information.
- MCC doesn't have this resource now. Karmi has made some inquiries regarding the cost for purchasing it. It has to be determined if this cost would be per computer that gets access and to be used by the TRIO programs versus purchasing it as institution. Steve suggested getting more facts and specifics. Colleen recommends a campus purchase and then to determine how access will be distributed. More research about cost and access needs to be made.

**3. Spring 2006 Registration Plan**

**Online Registration**

- Steve informed that the use of terminals for UH Portal access is a system-wide practice. All registrants will be required to register on the Web and get a username by accessing "MyUH" portal. Students without personal computers at home may use terminals at different locations on campus: Admissions and Records office, Computer Lab in KaLama Room 203, The Learning Center, EOC, and Library – 2<sup>nd</sup> floor. Instructions for accessing will be available at each site. Students will have assistance if needed on each location. Steve mentioned that announcements will be posted around campus. Also a stream video on WebCT will be created as well as an article in the school newspaper.
- Paul mentioned that it's important to have clear and user-friendly instructions for students. He has encountered difficulties when helping students when they are sometimes given error messages. Error messages are not specific to what the problem might be and technical support is needed. Steve suggested that for technical support such as password problems and access, students can call UH ITS Help desk at the 800 number. Also, they can contact Frances Segundo at

Computing Services. If the problem is related to online registration Students need to call or come to the Admissions and Records office so they can research the problem on an individual basis and override error messages when applicable. Number of credits accumulated will be applied only for home campus credits and when credits have been officially transferred/articulated into Banner.

#### No Waitlists

- Waitlists will no longer be available beginning spring 2006 semester. Decision was made by Department Chairs and Academic Senate. Steve mentioned that the waitlist system was OK, but it wasn't working due to lack of resources. It required a lot of follow-up. Also, some instructors felt pressured to get people that were on the waitlist in their classes that were already closed if space became available. MCC was the only campus still utilizing the waitlist system.
- Paul mentioned the possibility of an alternative way to create a list for instructors where they can see how many students wanted to get into a closed class. Waitlists were utilized as tools for determining if new sections of a specific class was needed depending on student's demand. Colleen said that STAR Banner has an enrollment management tool that tells you how many on-line hits or visits a class had when accessed by students.
- Without the use of a waitlist now, it depends on the student's initiative to check online when a space may open up for a specific class they are trying to get into. They might need to check several times a day.
- Nancy mentioned that she has received feedback from students that they are not happy about not having a waitlist system.

#### **4. Fire Department Tuition Reimbursement Proposal**

- Steve: MCC and the Fire Department are trying to set up a process in how to reimburse the Fire Department personnel for tuition for courses taken and that are completed at MCC.

#### **5. New Dorm – Web Inquiries**

- Colleen said that MCC homepage has added a new link providing information for the new Kahului Town Center Student Housing Project that is currently under construction. The complex is scheduled for occupancy for fall 2006. This project is privately funded and owned by Agora Realty. Carol Nagano is compiling a list in Excel with the names of people interested and that will be transferred into a mailing list.
- Although it was discussed by Alvin and Clyde that the new student housing will be managed privately, Clyde has now requested that Elena and Fred present a proposal or business plan with the costs involved if it were to be managed by MCC personnel, specifically Elena and Fred.

#### **6. Student Housing Repainting**

- Matter was deferred for discussion at a future meeting.

## 7. Department updates

### Upward Bound

- The event “Mele for the Masses” is scheduled for tomorrow. Upward Bound will be selling snacks and refreshments to raise funds for the kids to go to their trip to Washington D.C.

### Student Housing

- Operations are busy as usual at the dorms. He had nothing major to report.

### Na Pua No’eau

- 9-12 grade kids will be in Live Camera Action.

### Student Life

- ASMCC is hosting the music festival “Mele for the Masses”. It’s scheduled for tomorrow. Starts at 4:00 pm until 9:00 pm in front of Ka’ a’ike lawn. Per assessment/student survey: 80% of students wanted to have a free concert.

### Financial Aid

- Financial Aid is having an auditor on campus working in Alvin’s office since Monday, October 17. He will be leaving tomorrow October 21<sup>st</sup>.
- Charles Hemingway Scholarship is available to be awarded for spring semester. Eligible students need to be pursuing 6 credits at MCC. Amount is \$250 per award. The deadline to apply is December 15. Applications will be available at the EOC office. Fourteen students can be awarded for this spring 2006. If they don’t get enough students applying, they will then give the award in the fall semester from the spring eligible students.
- UH Foundation scholarship information will be available from January 9. Application deadline is March 1.
- March 1<sup>st</sup> is the campus FAFSA priority deadline (moved up date).
- Malia Davidson is now working as Financial Aid counselor. One of the things they are having Malia help with is to organize Financial Aid/loan workshops. They have lenders that are willing to coordinate workshops, send postcards to students reminding them of the FAFSA resources, etc.
- Financial Aid will be having two loan workshops on November 14 at 10:30am and November 15 at 12 noon. They will also be having a retention workshop for faculty and staff.
- Financial Aid is working on having students being able to accept awards on-line for years 2206-2007. The idea is to have the initial track letter mailed and the following contacts would be done on-line.

### Counselors

- Michele Katsutani, Malia Davidson and Debbie Nakama will be going to Molokai for a GEAR UP meeting at Molokai High School. They hope to also meet with the Molokai Education Center staff.
- Counseling Department will be presenting a PowerPoint presentation at an Academic Senate meeting. This is to provide awareness of our concerns about adding programs.

### SSSP

- Has finally hired an APT counselor scheduled to start on November 1<sup>st</sup> (waiting OK from Personnel to announce)
- Karmi said that more students are now coming to SSSP on their own to apply for the program. Right now they need about 30 students.

### EOC

- Dodie Manaba, EOC's Educational Specialist in Molokai is retiring. Also, the part-time EOC Educational Specialist at the Kahului campus has accepted another position at the college.
- The Career and College Fair will be held at Kamehameha Schools on November 15 and 16. Paul sent an email through campus announcements with details.

**SSDirectors Minutes**  
**November 3, 2005**  
**8:00am, Ka'a'ike 210**

Present: Alvin Tagomori, Paul Levinson, Michele Katsutani, Nancy Hasenpflug, Stephen Kameda, Fred deAquino, Karmi Minor-Flores, Rodlyn Espiritu, Carol Nagano

**Off-campus Housing**

- Maui County students will be given first preference by the December 16 deadline.
- International Meeting being conducted to begin ground work for planning International Student Support Services.
- Focus group with students on what they see is needed to plan for an international office.
- Elena and Fred developing programs for new housing. Agora wants to see what kinds of programs planned. Alvin to meet with Elena and Fred.

**Directors Reports**

**Admission & Records**

- Effective Spring 2006 all registration will be web based.
- Video taping done to inform students about the web registration process.
- Provide Steve with Course and CRN# for students encountering problems with pre-requisites. He will follow up.
- Filling the Transcript Evaluation position is critical as transcripts need to be evaluated prior to registration.

**Upward Bound**

- Finalize performance report.
- Working on state audit of TRIO.

**Counseling**

- Preparing for Spring 06 registration.
- Power Point presentation at Academic Senate Meeting on Dec. 2 on roles and responsibilities of counseling department.

**Financial Aid**

- To increase serving Molokai students.
- Two loan workshops scheduled for November 14 and 15 in Laulima 106 from 10:30-12:00pm.
- General Scholarship and FA workshops also scheduled.

**EOC**

- Dodie retires as of December 31. Paperwork ready for advertising with February 1 as proposed date of hire for Dodie's position.
- Mitch transferred to SSSP as of November 16, 2005. Hired Kuewa as casual hire to replace Mitch.

- APR completed and ready for submittal.
- PAC Meeting scheduled at end of the month.

### **SSSP**

- Welcomed Mitch to their staff.
- Annual Performance Report (APR) requested by Alvin will be completed by November 15..

### **Kuina**

- Director position soon to be filled.
- New cohort group with 35 students.

### **Admission & Records/Upward Bound**

- Question raised about catalogs not being distributed to the local high schools.
- Upward Bound has volunteered to deliver the catalogs at their next visitation.

Carol reported that the Spring 2006 SOC to be delivered by noon, November 3.  
Minutes from previous minutes are required for accreditation as well as on the web.

**SSDirectors Minutes**  
**November 10, 2005**  
**8:00am, Ka Lama 102**

Present: Alvin Tagomori, Michele Katsutani, Nancy Hasepnflug, Karmi Minor-Flores, Paul Levinson, Elena Alexander, Wayne Aguiran, Cathy Bio, Carol Nagano

**Registration Issues**

- Students are not being permitted to register for courses with pre-requisites. Steve will be asked to check on this problem when he returns from vacation.
- Video streaming will be available to students with information on on-line registration with terminals available at various sites on campus.
- E-mail sent to all students on on-line registration and on “no wait list policy”.
- Other methods of publicity will be used (electronically and in print) early on for Fall semester’s registration. Enlist entire campus to help with publicizing.
- Location to be determined for New Student Orientation for January 5 (5:00pm) and January 7 (11:00am),
- Sessions for Strategies for Success (SS) will include advising as well as on-line instructions.

**Position Priority List**

- Executive Committee will create multiple lists to acknowledge program review, and administrators to create list from program review and another list from strategic plan, which will be combined.

**ACCJC Visit**

- ACCJC Representatives Barbara Beno and Joseph Richey will visit MCC on November 14 to discuss Program Review and ABIT progress.
- Discussion by Administrators to retain Herb Coyle’s position and not to go through program review. This will be discussed with accreditation team.

**Fall 06 international enrollment.**

- Alice Luther will help to lead the discussion on how we are to proceed for an International Student Office. The proposal from the group will be brought up to the Executive Committee and Administrators for funding for Spring.
- Proposal for position(s) and roles and responsibilities of position and how it will affect the Student Services office. Name of program is up for discussion as it will involve assisting mainland and international students.
- First meeting in December with Alice, faculty, and staff to air issues and concerns. This is to relieve Georgette from the international workload.

Alvin will participate on a site evaluation team visit in March for **the Defense Language Institute.**

### **BOR Meeting, November 17-18, 2005.**

- Discussion item on electronic communication policy that involves sending emails to students, as there is no system policy on sending email relating to registration and health/safety issues. Quarterly meeting with Doris Ching's office and provide feedback to Alvin. Need to designate certain key people under certain categories as to what goes out.

### **Program Sharing**

#### **Student Life**

- Elena is currently working on facilitating more effective ways of communicating to the campus of the events, activities, and issues regarding student life. She will present her student life issues to the Academic Senate
- Campus Appreciation Day on November 9.
- Filipino Culture Day on November 16.

#### **Alvin**

- Reminder to SS Directors that student assistants who are no longer employed must be removed from the Banner system. Provide Alvin with their names.

#### **EOC**

- Submitted end of year progress report. Paul will check with personnel on timeline to begin advertising for Dodie's position.

#### **SSSP**

- Performance report will be submitted on November 15. There are 30 students to be replaced who either transferred or not returning.

#### **Upward Bound**

- Performance report completed and mailed out on November 10. Program is continuing with fund raising for Close Up.

#### **Counseling**

- Department is continuing with advising students.

#### **Carol**

- Reported that off-campus housing inquiries (28 with Hawaii addresses and 8 with mainland address) are trickling in and is for singles only. 4 students/apartment, 400 bed, approximately \$625/month. Reserved 20 names for Honda Exchange Center.

#### **Financial Aid**

- Office is working on personnel papers. Kilohana on casual hire for Assistant FAO position. Laycie and Tezrah will be hired on half-time status to replace Kilohana in the Hookama program.
- Financial Aid Banner Specialist ad will be advertised soon.
- Although FA auditor has completed his visit to campus, audit is not completed..

- Questions received from National Clearing House affects all campuses.
- Financial Aid working on timeline.
- Spring disbursement on December 31.
- UH Foundation scholarship applications deadline is January 9.
- Renewal reminder to current students for 2006-07.

**Kuina**

- Baldwin High School students visited MCC and took the placement test, and also took part in the college's Filipino Club Day.
- Conducting parent meeting with students via skybridge.
- Kickoff for cohort program.

**SSDirectors Minutes**  
**December 15, 2005**  
**8:00am, Ka'a'ike 210**

Present: Alvin Tagomori, Paul Levinson, Michele Katsutani, Nancy Hasenpflug, Karmi Minor-Flores, Cathy Bio, Wayne Aguiran, Elena Alexander, Carol Nagano

Happy Birthday Michele.

**VP STUDENT AFFAIRS BUDGET**

- Legislature awarded \$90,000 for the VP Student Affairs office. Allocation includes travel, supplies, student caucus and excludes staffing.

**SYSTEMWIDE STUDENT AFFAIRS CONFERENCE**

- One-day Conference in Spring 2006 (March) covering airfare only.
- Tentative conference topics suggested are legal issues, workplace violence, student learning outcomes, disabilities.
- Funds for consultant from our staff as consultation for mental health issues.
- Segment from Student Services participation of each department and not all are required to attend.
- Funds tentatively have been set aside for professional consultation and funding is pending on size of campus.

**Chancellor Meeting on Biennium Budget Request**

- Counselors and Steve Kameda will need to plan ahead as requests will occur by Spring semester on access and retention.

**Senior Citizen Visitor Program**

- This program available at MCC.
- Pay no tuition/fees and there is no record of attendance or paper trail of senior citizen.
- Senior citizen enrolling in webCT allowed access to portal.
- Senior Citizens must wait until late registration to register with permission granted by instructor.

**B+ Program**

- New program targeting Fall 2006
- To qualify, must be a Hawaii resident graduated from a Hawaii public high school with 3.0 cumulative gpa, considered low income according to DOE guidelines.
- Qualify for free lunch. SEED office will check on criteria and FA will disburse funds.
- UH system students need must be under cost of attendance and in financial need.
- SEED Office will check on criteria and Financial Aid will disburse funds.
- Front end begins with high school counselors.

### **Consortium Agreement**

- Student on financial aid taking DE classes...can take classes at other campuses as long as applicable to their degree.
- 6 credits at home campus—consortium agreement.
- Loan is affected if student is below 6 credits.
- Kris is able to run reports for FA office once every two weeks. This report reflects official drop.

### **Program Sharing**

#### **SSSP**

- Position vacancy for the Academic Support Specialist position.

### **Update on Banner**

- Still experiencing problems with online applications with collection of fees.
- Tentative start date of January 2006 for community colleges for online application.
- No applications needed when changing home campus within the cc system.
- Pre-requisite reports are generated by Scott Masuno.
- It was brought up that there have been misuse of information on SOATEST. Alvin is requesting feedback on who needs access to SOATEST. Modifying SOATEST may be a problem and will check with Debbie Winkler. Michele will check with counselors whether they can view and/or modify.
- Let Carol know who needs access to override a pre-requisite.
- Michele will check with Herb on who has access to STAR.
- TRIO needs access to STAR...gatekeeper is Colleen Shishido.
- Effective UHM's Summer Session 2007 will be changing to 2-5 week sessions with 100 minutes/day contact per class. With this new schedule, how does DOE's schedule impact us? Wayne will provide DOE Schedule to staff.

### **EOC**

- Dodie is retiring at the end of December 30.
- Position ads in place for February 6 hire date. Interviews will be conducted on January 11.

**Financial Aid Audit.** Findings found at all campuses, except Hilo.

### **Counselors**

- Herb is retiring at the end of December 30 with retirement party on January 14.

### **Upward Bound**

- For Close Up Visit to Washington DC in March, students are having a car wash.

### **Kuina**

- Cohort started for different schools.
- Club activity held one Saturday a month with a Community Drive in December and a Community Clean Up in January.



SSDirectors Minutes  
March 31, 2005  
8:00a.m., Wong Room  
[revised]

Present: Alvin Tagomori, Cathy Bio, Kilohana Miller, Michele Katsutani, Nancy Hasenpflug, Karmi Minor-Flores, Paul Levinson, Stephen Kameda

Distributed March 17 minutes and correct as reported.

**Tuition Increase Public Hearing, March 31, in Student Lounge.**

- A second public hearing via HITS to include Hana, Molokai, and Lanai, April 7, as requested by Interim President David McClain.

**ABIT**

- Candidate for ABIT Counselor position was recommended and offered made to candidate. Screening Committee will be reconvening on April 1 to discuss candidate's relocation status.

**Military Deployment**

- MCC is following UH-Manoa's procedures on military deployment admission status by using the Leave of Absence form. Copies of orders and length of absence must be attached to leave form. Steve will check with Nancy Johnson on cohort program. UHM, students in Med School and Law School are allowed to continue with the next cohort group. Incomplete classes are arranged between instructor and student.

**Financial Aid PADL**

- MCC was not required to PADL. The campuses that have to respond have filed for an extension. Because of seriousness and likelihood of having repeat findings, David Lassner and Doris Ching have made automation of certain processes (ie., Pell submission) as top priority through Workflow.
- Priority deadline for FAFSA is April 1 on first-come first-serve. Financial Aid will send FA tracking letters by mid-April.
- Scholarship Reception on May 5; SEOTY Reception on April 21. Financial Aid staff will attend PACFAA Spring Conference at Diamond Resort, April 3-4.
- Kilohana Miller was welcomed as the new Project Director for Hookama, funded by EdFund for the next three years. Clyde has committed to continue funding the position after the third year.

### **Reorganization**

- Pending reorganization at UHM, Admission & Records, Financial Aid, and International Services may be under Academic Affairs.

### **TRIO**

- Continue funding for TRIO (Upward Bound, EOC, and SSSP) are pending.

### **Residency Appeals**

- Doris Ching will share her concerns with Legal counsel regarding residency public meetings. Appeals Committee are comprised of residency officers and a student, except from campus having the appeal process.

### **EOC**

- Paul reported that EOC's draft of grant is close to completion. Program Advisory Meeting on May 16. Attended WESTOP Conference.

### **Upward Bound**

- Twenty-seven students accompanied Upward Bound staff to Oahu to visit UHM and other colleges. Recruitment of staff is taking place for the summer program (June 13-July 22).

### **International Students**

- Alvin will check whether international students taking DE courses from their home country and not from MCC would be accredited.

### **Counseling**

- Mikahala Helm will be acting Counseling Director from April 6-19.

### **SSSP**

- Julia and Mahina accompanied students to Oahu on March 4 for Rainbow Bridge. Returned from WESTOP Conference. Will be taking students to Hilo once dates are confirmed. Due to low numbers in their program, SSSP is actively enrolling students.
- Fall 2005 schedules available on web for pick up.

Commencement will be held on May 15, at 7:30pm, MACC.

Wong Room will be available through this semester.

**SSDirectors Minutes**  
**April 28, 2005**  
**8:00a.m., Wong Room**

Present: Alvin Tagomori, Cathy Bio, Kilohana Miller, Michele Katsutani, Nancy Hasenpflug, Karmi Minor-Flores, Paul Levinson, Stephen Kameda, Carol Nagano

March 31 minutes were reviewed and revised. Changes are noted in bold.

**Discover Data Retrieval**

- Steve will check with Judy **Buffington** on accessing enrollment. Recommended that Steve distribute UH portal information while students are in line to register. Students registering on line with pre-requisite problems must be referred to Steve.

**Program Review Update/Presentation**

- Institution has given part of their report. Student Services Annual Report is completed but the comprehensive report is still incomplete. Admission & Records area is not in compliance and deadline has moved to next year. September 30, 2005 deadline has been set with no extension given. Student Services, Administration, Academic Support deadline by February 1, 2006. Self Study by September 30, 2005. As we are on warning status, Alvin will to presentation at next Exec Committee Meeting and request that some Student Services program heads be present at the meeting.

**WASC**

- WASC Accreditation Prep. Jr & Sr wants dual accreditation visit in Fall of 2006.
- Betty K. Griesemer will be chairing Standard 2 for Academic Support and Student Services by this summer.

**MCC Student Housing Rates were approved:**

- Fall 2005-Spring 06, \$1396/semester
- Fall 06-Spring 07, \$1,605.50/semester
- Fall 07-Spring 08, \$1,846.50/semester

**Off-Campus Housing**

- Kahului Town Center, Agora Project, hopeful to complete 400-bed student housing project by next summer.

**ABIT Counselor**

- Position will be readvertised.

**Tuition Rate Proposal**

- Including the tech fee with the tuition rate proposal may be affect BOR'sconfirming of tuition rate increase.

**Upward Bound**

- Summer staffing filled with a number of former UB students.

**Financial Aid**

- Kilohana Miller reported that scholarship awards were doubled as same period last year.

**Admission & Records**

- Steve discussed membership with CollegeNet. Will attend another meeting.
- Steve will meet with Talia, Cathy, Tressy and Georgette to go over procedures.

**Student Activities**

- Student Appreciation was a huge success. Credit goes to Financial Aid.
- National Treasure (movie) sponsored by Student Life had a good turn out.
- Other activities:
- Maui Food Bank Fun Run, April 30
- Faculty Appreciation Day, May 3
- End of Semester Luau, May 3

**EOC**

- Paul has completed the first draft of the EOC grant. Recommended that Admission front line staff be trained and to refer clients to EOC for application and financial aid assistance.

**SSSP**

- Short on numbers so staff has been publicizing their program.

## **STUDENT SERVICES STAFF MINUTES (revised)**

**March 2, 2006**

**2:30pm, Ka'a'ike 105CD**

Present: Alvin Tagomori, Paul Levinson, Barry Kristel, Wayne Aguiran, Tressy Aheong, Elena Alexander, Colleen Shishido, Karmi Minor-Flores, Michele Caberto, Stephen Kameda, Crystal Albert, Donna Haytko-Paoa, Carol Nagano

February 9, 2006 SSDirectors Minutes approved as circulated.

### **Special & Revolving Funds**

- Student housing is in a deficit but is making progress in getting out of deficit.
- David will hold each department responsible for this own account.

### **Legislative Status**

- State has a surplus this year.
- MCC is still faced with high electricity cost

### **Stocktaking/Biennium/Budget/8-Year Plan/County Proposal**

- Directors came up with budget priorities for General and Tuition and Fees budget priorities.
- Instruction, Student Services, Non Credit (OCET, Academic Support), Administrative Services coming together to review and work on priorities. It then goes to system (including UHM, UHH, West Oahu) then forwarded to BOR and finally to the Governor.
- County proposal of \$2million a year to help MCC.

### **Student Housing-Agora/Bond System Opportunity**

- There have been delays with County permits.
- Study being done on increase traffic, which might impact traffic in this area.
- Construction completed by mid-fall with full occupancy.
- Developers committed with 100 beds for August 2006.
- Working cost of rental \$625/student/month (this is not be made public).
- Each apartment will house 4 students with 2 per bedroom. Apartments will include local phone, utilities, and basic cable and internet connection.
- Shared responsibility with developers handling applications and manage facility. Campus would handle programmatic activity.
- Developer will work on the application form, brochure, and website.
- Prospective students who signed up will need commitment ASAP.
- Furniture of 400 beds to be received in July 2006.

### **Future Housing Possibilities**

- MCC has a chance to put in for a \$13 million system for student housing. One suggest is to purchase Agora Student housing facility.

### **Out-of-state recruitment—Ann Wallner/Tony Chang/Alice Luther to NAFSA/Crystal Alberto/Webmaster Status**

- Contract signed with Ann Wallner as international recruiter in Germany.
- Tony Chang, entrepreneur, will recruit students-teaming agreement at no cost to us.
- Hawaii Exchange Center in Japan asking for 20 beds for one year for new housing project.
- Alice Luther to attend NAFSA Conference in Montreal. Alice may also participate in AACCC Fair in Asia.
- Crystal to attend April College Fairs in California. Work in process.
- Eryck is officially on board as webmaster.

### **Local Recruitment-open house**

- Academic Senate approved open house. Committee made up of faculty academic advisors to increase recruitment starting with open house on April 22, 8:00-1:00pm. Shane, Malia, Mona to coordinate student campus tours. Model from University of Texas.
- Sign up for tours will be done on the web
- Program tours held different times throughout year.

### **High Schools – Counselor Liaison/Coordinating Early Admit Initiatives**

- Colleen Shishido, Alvin, Michele, Tressy met with Kim Otani to discuss Running Start.
- Web page revised. Students required to apply on line. Print and submit application to high school counselors.
- Steve was asked to check with other registrars whether students register at MCC or on line (Running Start system level).
- Each semester, provide Kim Otani with a list of Baldwin High School Running Start students.

### **Banner Update**

- On-line applications for community colleges only for Fall 2006.
- Students will be able to download application and pay by check only. There is no on-line payment.
- On-line application will shut down after cut off date.

### **Sharing**

#### **EOC**

- New casual hire Tanya Mendija will be on campus Friday.

### **Kuina**

- Workshop on March for students
- Outreach to Molokai
- Summer program including Molokai students.

### **Student Life**

- Molokai students participating in graduation in May 2006

**Molokai (Donna)**

- High school tour on Molokai with special needs students.
- Distance special needs students. Donna work with Shane.

**Student Support Services**

- APT Counselor should be on board on April 3.

**Counseling**

- March 7 closing date for counselor position.

Student Services Staff Minutes  
November 3, 2005  
2:30pm, Ka'a'ike 105CD

Present: Alvin Tagomori, Ben Guerrero, Mitch Kepa, Michele Caberto, Colleen Shishido, Rodlyn Espiritu, Elena Alexander, Stephen Kameda, Michele Katsutani, Mikahala Helm, Mona Stevenson, Barry Kristel, Karmi Minor-Flores, Donna Haytko-Papa, Mahina Kamaka-Juario, Carol Nagano

**Accreditation Preparation**

- Position Priorities for Student Services developed in preparation for accreditation.
- Barbara Beno's visit in November will be to see how we are progressing.
- Planning process need to tie directly to budget.
- Short and long term biennium budget and CIP proposals submitted.
- Documents summarize what was done.
- Summary on where we are have been submitted to Clyde.
- Positions supported by tuition and fees need to show success and growth of program.
- Feedback of position request for 2005-06 on file in Student Services.
- With possible increase in non-resident tuition, may include an international student office, as it not only affects credit classes but also non-credit.

**International Recruitment**

- Create a committee regarding TOEFL score.
- If international student is not eligible for English 19 and 22, they will need to enroll in MLI program.
- Workshops for students who are transitioning from MLI to MCC credit program.
- Incorporate recruiting duties with International Office.

**STUDENT SERVICES STAFF MINUTES**  
**APRIL 6, 2006**  
**KA'A'IKE 105CD**

Present: Alvin Tagomori, Crystal Alberto, Kilohana Miller, Karmi Minor-Flores, Michele Caberto, Barry Kristel, Mona Stevenson, Elena Alexander, Ohua Morando, Donna Haytko-Paoa, Carol Nagano

**Issues Needing Discussion/Resolutions?**

- Stocktaking/Biennium Budget Update, 2007-2009
- All Chancellors will present a College Stock Taking summary to UH Executive Council.
- MCC's stocktaking presentation will include a chart distributed showing a comparison of counselors across UHCC system.
- Alvin discussed the need to update our recruitment strategy for local students..
- Barry suggested looking at the WUE program as a means for promoting MCC.

**Registration Preparation**

- Paul will contact Steve Kameda on the possibility of EOC staff assisting with front counter service during registration.

**Financial Aid**

- First batch of award letters will be mailed next week.

**EOC**

- Admissions information –blitzes from April 21 through August 11 on Fridays at 11:00am at EOC. Possibility of using the Lahaina Ed Center during the summer.

**Counseling**

- Group advising for liberal art students in process for Fall semester.

**Student Services Staff Minutes**  
**May 5, 2006**  
**Ka'a'ike 105CD, 2:30-3:45pm**

Present: Alvin Tagomori, Paul Levinson, Colleen Shishido, Crystal Alberto, Michele Katsutani, Kuewa Martin, Stephen Kameda, Elena Alexander, Donna Haytko-Paoa, Marti Wukelic, Ben Guerrero, Carol Nagano

**Registration Progress**

- Fall enrollment as of today is 996. No data available in Fall 05 as Oracle Enrollment program unavailable.

**Results of Out-of-State Student Survey/Focus Group Meeting**

- Summary based on 24 respondents.
- 4-5 interviewed for news release for local paper homepage.
- After end of semester request to meet again.
- Follow up with email to students.
- Elena is working with Alice on joint discussion.

**Student Housing Revolving Account**

- Account is in deficit resulting in no student help for Hale Haumana. Looking for \$29,000 from other funds to help with deficit.
- Alvin will cover cost for security from tuition & fees account.

**Legislative Update**

- One time allocation from the legislature signed by the Governor. In addition, legislature provided \$998,000 which will help with shortfalls in electrical shortfall.
- Monies appropriated by the legislature to fund the Construction Academy. Maui CC will have one coordinator and faculty members placed at high schools, an outreach counselor for outreach centers.

**Halau A'o**

- Received 3<sup>rd</sup> year grant with reduced funding.

**College Fair**

- West Coast College Fair attended by Crystal Alberto in May. Crystal is following up with students contacted.

**SSDIRECTORS MINUTES**  
**MAY 18, 2006**  
**8:00-10:00am, KA'A'IKE 210**

Present: Alvin Tagomori, Paul Levinson, Nancy Hasenpflug, Karmi Minor-Flores, Fred DeAquino, Steve Kameda, Maggie Bruck, Elena Alexander, Carol Nagano

Minutes of May 11, 2006, still in draft form.

**Issues/Concerns**

- **EOC** reported that they are in danger in not meeting their numbers.
- **SSSP** still in need of 15 students.
- **Admission & Records** have purged 131 (approximately 40%) summer session students. Purged students were informed by letter of the purge.
- Unpaid tuition for fall semester will be purged after July 14.
- Responsible party assigning student holds will need to follow up with students. Each director will inform their department that they need to explain to students that it is the students responsibility to follow up. This creates a budget deficit and danger when audit takes place.
- When a student becomes in default, name goes to a collection agency and student deals directly with the agency. Student must pay balance in full before allowed to register.

**UH System Devolution of Authority**

- President McClain looking at a decentralized system type authority with possibility of UH system office moving off-campus.

**Electricity Funding Update**

- \$980,000 appropriated by legislature for supplemental budget.
- MCC identified positions to be funded including ABIT counseling position.
- System funds to be used for emergency purposes (\$100,000 (10%).

**Biennium Budget Preparation**

- Thanks to Steve, Michele, and Fred for working on ongoing proposals for Counseling and Student Services Support (2 counselors, 1 Admissions Clerk, and 1 Counseling Clerk), and International Ed & Housing Director (1 position each).

**Construction Academy Update**

- Consortium meeting with DOE and MCC held on May 15.
- Currently working position description for a state-funded, non-tenured construction academy counselor and anticipated on program needs depending on the economy.

### **Carl Perkins Grant**

- Thanks to Maggie for her outstanding job in having the grant funded.

### **Kulanaa'o "place where learning occurs"**

- New name for the Kahului Town Center Housing.
- Contractors will have the website link to MCC's website as early as Friday.
- If housing is not available, accommodations made with Maui Beach, Maui Seaside, Native Conservatory (20 beds). Contractors definite by 100 beds will be ready by September 15.
- Residents must be registered at MCC and to verify and meet criteria to reside at housing.
- Alvin, Alice, and Elena meeting weekly to develop student life counseling services. \$20,000 set aside.
- Jackie Perry and Nicole Hokoana to provide counseling and student life programming.
- There will be 4 apartments for 4 RA's with free rent. Assistant needed in recommending people for RA positions.

### **Student Housing**

- Closing hall and getting ready for Upward Bound from June 7.

### **Upward Bound**

- Hosting annual family picnic on Saturday.
- All positions filled for Upward Bound summer program

### **Student Life**

- 176 graduates participated in commencement on May 14.
- MACC able to accommodate up to 180 graduates.

SSDirectors Minutes  
January 13, 2005  
8:00 a.m., Wong Room

Present: Alvin Tagomori, Michele Katsutani, Nancy Hasenpflug, Paul Levinson, Elena Alexander, Steve Kameda, Karmi Minor-Flores, Carol Nagano

**Registration Issues**

- As of 1/12/05, enrollment for Spring 05 is 2772; same time last year for Spring 2004 was 2602.
- Steve's reported that 195 students have home campuses other than MCC. He also reported 20 students have 0 credits. He distributed the purge list and will begin purging on January 14. A letter will be sent to inform purged students. Any holds will be the responsibility of the staff assigning holds.
- Both Summer Session and Fall Semester first day of registration will begin on April 11.

**BHS Request**

- Michele received an inquiry from Baldwin High School regarding a MCC update similar to what Kapiolani CC is planning. Alvin will be convening a group of interested volunteers to be planning a high school counseling workshop.

**Program Review**

- A Program Review Team Orientation is being scheduled to review the self-studies for Registrar's Office, Student Life, and Housing.

**Student Center Renovation**

- All offices and programs housed in the Student Center Building will be relocated during renovation of the Student Center. The Student Support Services Project was relocated to the Carpentry Offices in Summer of 2004.
- The Wong Room will become the temporary location for Student Government (ASMCC) and the Board of Student Publications (BOSP) during the renovation. Elena will move into the current BOSP office. Elena will request the assistance of Operations and Maintenance regarding the noise problem in the office. Questions and concerns

regarding the use of the Wong Room by ASMCC and BOSP were discussed.

## **Program Reports/Updates**

### **Upward Bound**

- Welcomed Joanne Arreola as the UB Counselor as of January 10, 2005. Nancy and Windy will be attending Close UP in Washington, DC, from Feb 18-26.

### **Admission & Records**

- Steve reported the UH system Registrars have been informed that the determination of **residency** would be tighter due to a revised interpretation of regulations.

### **SSSP**

- Karmi reported that the **SSSP program** is 30 students short of their target count and encourages staff to send interested students to them.

### **Student Life**

- Elena reported that Student Life's "welcome back" function was successful.

### **EOC**

- Paul reported Seabury Hall's turnout went well. He is working on renewing the EOC grant and will be attending the WESTOP Conference in February.

### **Financial Aid**

- The Financial Aid Officer's vacancy announcement should be published soon.

Respectfully Submitted,

Carol Nagano

**SSDirectors Minutes**  
**January 26, 2006**  
**8:00am, Ka'a'ike 210**

Present: Alvin Tagomori, Crystal Alberto, Ohua Morando, Fred DeAquino, Nancy Hasenpflug, Karmi Minor-Flores, Steve Kameda, Paul Levinson, Wayne Aguiran, Cathy Bio, Carol Nagano

**Registration Feedback**

- No closed class signs posted on classroom doors for cancelled classes or room changes which should be resolved by division/faculty.
- Paul to work with Steve on working issues and to report at the next meeting.
- With portal system, Steve needs feedback on registration systems on problems with access and overrides
- Identifying issues for next registration.
- Problems with Maui site students enrolling for Molokai courses as they assumed that it was a building and not the site location. It should be noted in the next schedule.
- Problem with part-of-term. If students withdraw after the first week of instruction, they will receive 50% refund. Refer to SOC for part-of-term refund schedule.
- Part of term differs at each campus.
- Because of workload, preferred application deadline may be recommended for Fall 2006.
- Steve requested to meet with Department Chairs and students and to develop survey form for program review and visit in October showing evidence.
- Each unit asked to provide Steve with sample instruments and assessment initiatives. Discussion at Feb. 9 meeting.
- Steve asked to check on "special tuition" for UH System classes, DE website and MCC classes.
- Problem with printer connection.
- Upward Bound will support A/R with 3-4 computes.
- With salary savings, EOC will purchase and provide mini computers to FA, Business Lab, and A/R for Banner access only.

**Senator Hee's Visit**

- Recommends clearer communication.

**Reorganization**

- Student Services has minimal changes with only FA area being revamped.
- One position in Counseling will be assigned as a lead position.
- Functional statement is due.

**AACJC**

- Refer to the attached Progress Visit Team Report for MCC as prepared by Barbara Beno.

**Common System Benchmarks**

- CC Common Calendar 2006-2009 distributed

## **Banner Update**

- New hardware installed
- Registrars will review and provide system feedback on those not meeting pre-requisites. Steve strongly recommends that pre-requisites be restricted. On-going discussion with Stella allowing only faculty to override pre-requisites.
- No progress on online application. When implemented, CC will be the first.
- Banner system will include portal self-reporting on Hawaiian ancestry. Must be completed to receive grades and to be used for scholarship verifying having 10% Hawaiian.
- For monitoring purposes, Banner to provide of users.
- Allow faculty to see who have given overrides to students for classes.
- Data must be entered on a timely manner for degrees and certificates. If delayed it may affect federal funding, i.e., Perkins). Steve will check if data entered on a timely manner. Steve will check with Wini on where reports are being extracted.

## **OHANA**

- Janet Six received OHANA grant approval to strengthen structure of outreach centers by providing laptops to students and allowing native Hawaiians more access.

## **Other**

### **CC Common Calendar (draft)**

- April 10: first day of registration for Summer Session and Fall Semester.
- Steve will check with Diane for Summer session class schedule dates.

### **Kahakuloa Day, March 3.**

- Sign up deadline is February 10.

### **Community College System Student Services Conference**

- Co-chair Sandy Matsui and Alan Yang.
- Conference scheduled in April.

## **EOC**

- Grant draft prepared with a Feb. 15 deadline.
- Molokai APT position start date is February 16.
- FA workshops –on schedule with poor attendance-work on better timing
- February 16-Molokai FA training and to assist students who needs help.
- Hana workshop on January 26.

## **A/R**

- Purged students sent letters informing them of being purged.

## **SSSP**

- Counselor position application deadline of Feb. 3, 2006.

## **FA**

- FA students who withdraw by January 29 (erase date) must pay back as it does not show on transcript. After census date, students do not need to pay back, but “W” will appear on transcript.
- Assistant FAO position interview was conducted.
- FA Banner Specialist position deadline of February 3, 2006.
- Edshare—Cathy will be presenting the Hookama project to other Edshare members on February 27-28 in San Diego.
- David Brass is helping Malia with FA workshops from a screening committee member's vantage point.
- -Hana visit in mid-February.
- March 1...Priority Deadline for FA
- March 3...FA scholarship deadline.
- March 3...FA office closed
- Awaiting word on possible funding for equipment
- No word on FAAA funding. Hold up in the VP of Finance office.

### **Upward Bound**

- Clerk position on emergency basis hired.
- Close Up trip in March.
- Working on Upward Bound grant
- Joanne will be on maternity and sabbatical and will be back with baby.

### **Hale Haumana**

- Vacancies available for two female students.

### **Kuina**

- Audit—data validation. Ray satisfied with program

### **Na Pua No’eau**

- **Super Saturday for 6-8 graders with CSI Maui with Sally Irwin and Sean Calder doing** DNA sequences and Eliza testing.
- Super Saturday in February for 9-12 graders
- Hilo pathway group and to visit Kahoolawe
- Hana trip week of February 3.

### **Counselors**

- New casual hire counselor, Kulamanu Vorhies.

Next meeting: February 9

**SSDirectors Minutes**  
**February 9, 2006**  
**8:00am, Ka'a'ike 210**

Present: Alvin Tagomori, Paul Levinson, Cathy Bio, Nancy Hasenpflug, Elena Alexander, Wayne Aguiran, Fred DeAquino, Shane Payba, Steve Kameda, Carol Nagano

Changes to January 26, 2006 minutes.

Under Kuina Program, change name from Joanne to Ray.

**Special & Revolving Funds Financial and Fiscal Control Proposal**

- Assert more control on federal programs.
- If budget falls below 2005 deficit, Director of Administrative Services will freeze account until monies can be transferred.
- If implemented, it will control spending to avoid deficit.

**Stocktaking/Biennium Budget Pre-set meeting date**

- G-funded staff will meet on February 13 on 8-year budget priorities and submitted on UH Form B and forwarded to Clyde. Student Services priorities will dictate what is requested in the budget.
- Alvin will contact David regarding need based Financial Aid funding.
- Converting Perkins Counselors positions from federal to G-funds.

**Accreditation Update**

- MCC taken off the warning status.
- We need to prepare for visit in October.
- Distribute complete set of prior surveys to work on generic survey on February 13. Question whether this should be resurrected.
- CCSSE Survey will be used this spring
- Documentation for Accreditation:
  - Meeting with focus groups
  - Meeting with Division Chairs
  - Surveys from other directors
  - Handouts from Upward Bound and FA.
  - SL- asking clubs to submit responses after activity.
  - Kuina uses evaluation forms as documentation of each activity and uses pre- and post test as assessments.
  - EOC uses work evaluation forms as well as self-evaluation leavers forms and performance report.
  - Student Housing uses safety evaluations.

## **Reports by Directors**

### **Registrar-**

- PACRAO (Pacific Association of College Registrars Admissions Officers) Conference, Nov. 5-8, 2006, \$295 conference Fee
- Pre-conference workshop on FERPA
- On line application will be implemented for Fall 2006.
- Steve asked to do follow-up identifying why students are attending MCC.
- System wide problem with Jostens on printing of diplomas
- MCC using higher NR tuition for Fall 2006, \$281/cr
- Scrutiny on ID cards.
- Proposing to impose additional fees for students dropping after withdrawal deadline.
- Instructors will need to submit grade reports Wednesday after end of term.

### **Kuina**

- FA meeting with Kuina students

### **Student Life**

- Students beginning to train starting Feb 13 for Hana relay for September.
- Leadership assessment workshop on March 23.

### **Upward Bound**

- Affected by budget cut for next grant year..
- Close Up trip to Washington DC on March 10. Meet with Senator Inouye.
- Michele Markel hired as emergency Clerk
- Community Service volunteers helping with Habitat for Humanities in Kula.

### **Financial aid**

- Reconciliation by feds will affect program for 2006-07
- Stafford Loan current students \$2,625; freshmen \$3,025. No increase in Pell grant.

### **EOC**

- Grant linking on-line
- Financial Aid workshops on Lanai, Baldwin and Maui High schools.
- Readvertised position vacancy for APT on Molokai.

Next meeting scheduled for March 2, 2006

**SSDirectors Minutes**  
**February 10, 2005**  
**8:00a.m., Wong Room**

Present: Alvin Tagomori, Nancy Hasenpflug, Cathy Bio, Karmi Minor-Flores, Fred DeAquino, Michele Katsutani, Carol Nagano

**Accreditation Update**

- Warning status was a system issue and not campus.
- Meeting of Chancellors to establish a VP for CC office. Reporting Line—UHM and UHH report to President; CC report to VP and to President.

**Excellence of Ed (EIE), March 4, 2005**

- Alvin encouraged that all Student Services personnel attend and offices to be staffed by students. Non-instructional day.
- Alvin reported that during the month of March, there will be an OCR follow-up visit.
- Wants our staff to go over program review and to have knowledge of strategic planning.
- Afternoon will be devoted to staff development.

**HIPPA/FERPA Audio Conference, Feb. 15**

- Participants to learn and interact with others on HIPPA and FERPA federal regulation.

**Student House Rate Increases**

- Proposed increase for Fall 2006, 2006, and 2008. Proposal presented to Hale Haumana students and student government. Questions should be referred to Fred and/or Alvin.

**Upward Bound**

- Nancy reported that President Bush proposing to eliminate Upward Bound, Talent Search, and Gear Up to phase in September 2006. Nancy will hand carry letters of support to the Hawaii constituents while she and Windy accompany Close Up students to Washington DC on February 15-18.
- Nancy is now recruiting for the summer UB program.

**Counseling**

- Carl Perkins voc ed program is also affected and is recruiting letters from students.

**Financial Aid**

- In final stage of hiring Kilohana Miller as Project Director for Hookama who has financial aid background.

**SSSP**

Interviews conducting for Molokai's Student Support Services Program

**SSDirectors Minutes**  
**March 3, 2005 [revised]**  
**8:00a.m., Wong Room**

Present: Alvin Tagomori, Elena Alexander, Fred DeAquino, Steve Kameda, Nancy Hasenpflug, Michele Katsutani, Paul Levinson, Cathy Bio, Carol Nagano

Alvin encouraged all staff to attend **EIE** on Friday, March 4.

**Tuition Proposal Meeting for academic years 2006-2007 through 2010-2011**

- Will be presented on campus on March 31 at noon in the Student Lounge.

**Info Tech Fee**

- Council of Chancellors is proposing an Info tech fee of \$10 per credit assessing all registered students. Fees collected will an 80/20 split, of which 80% goes to campus to services to students, 24-7 help desk, and 20% to the system. Alvin will check on fees collected for DE students.

**Student Housing fee increase**

- Being proposed effective Fall 2005 in time for March BOR meeting.

**Reorganization**

- Interim President McClain would like to reinstate the Campus & System reorg as it was recommended by the last accreditation report.
- UHM is going through a reorganization. FA, AR and Service Learning have moved from being under student affairs to academic affairs. Discussion also focused on the possibility of shifting degree programs, undergraduate and/or graduate, as UHM is an R-1 institution. The mayor of Maui has expressed an interest in teaming with MCC to offer additional **baccalaureate** programs.
- Refer to handout pertaining to Baccalaureate Program. Mayor needs 5 votes from the council to support the partnering with the College. \$2million per year and college provides \$1million per year with 2-3 Bacc degrees. Mayor is also willing to support the idea on giving more land to the college if it is needed. The specific degree programs were not an issue.

**Campus Marketing Draft**

- Rafael Boritzer's draft is available for review.

**Position Vacancies Update**

- Personnel papers have been processed for Elizabeth (Mahina) Kamakana-Juario has been recommended for the SSSP position on Molokai. Ben Guerrero has been recommended as the Halau A'o Director. Kilohana Miller will be begin on 3/18 as the Hookama grant director. ABIT Counselor is being interviewed for the position. Teresa Barney has been selected as the Clerk III.
- WASC Visit on March 15-17. Check Diane's email on WASC schedule for information.

**BOR**

- BOR will have their March meeting on campus from March 17-18, which coincides with the WASC Visit.

**PEG Access** (Public Education, Government) proposal settlement.

- Presented to PEG Board and needs votes. Proposal is that 1/6 each goes to DOE and MCC; 1/3 each goes to public and government.

**Sharing****Admission & Records.**

- Steve is attending meeting on residency rules. Tressy will be attending the Banner Summit Conference on Oahu, March 6-9.

**EOC**

- Paul attending WESTOP Conference and working on new grant.

**Upward Bound**

- Nancy is hiring for the UB summer program (June 12-July 22). UB Staff will be on Oahu on March 21-23 college tour with 27 students.

**Counseling**

- Michele reported that UHCC Counselor Workshop on Oahu on March 11 and the Wo Learning Champion Meeting on campus on March 18.

**Financial Aid**

- Cathy reported that the scholarship deadline is March 4. She will attend Banner Summit Conference from March 6-9. She will also attend the PacFAA Spring Conference on April 4-5 so office will be closed.

Submitted by Carol Nagano

**SSDirectors Minutes**  
**March 9, 2006**  
**8:00am, Ka Lama 102**

Present: Alvin Tagomori, Nancy Hasenpflug, Stephen Kameda, Fred DeAquino, Cathy Bio, Colleen Shishido, Elena Alexander, Carol Nagano

Minutes of March 2, 2006, will be revised and distributed.

**Preliminary Biennium Budget Update**

- Electricity cost will be covered by supplemental budget.
- Counselor position considered as new position when Voc Ed Counselor position is phased out.
- Elena would like to be noted in the minutes that Student Life position was included in CAS standards and should be considered in the priority listing.
- Need to reconvene to reprioritize to meet college's deadline in April.
- Steve requested that the priority listing include both Gfunds and Tuition & fees.

**Off-Campus Student Housing Update**

- Housing for 100 beds ready by July 2006 for occupancy in August 2006 with final completion by October 2006.
- To date, there are approximately 80 interested in renting. Letters will be sent to reconfirm interest.
- Agora will develop applications, brochures and internet connection. They will provide weekly maid service to clean kitchens and bathrooms, and they will run daily operations while Student Governance will be responsible in programming.
- There will be one apartment on each floor for one or two RAs.
- April meeting planned with Agora.

**Personnel/Travel Documents**

- Prior to submitting to Alvin for signature, all supporting documents should be attached.

**Sharing**

**Upward Bound**

- Nancy will chaperone 14 students for Close Up to Washington DC.

**Financial Aid**

- Scholarship deadline was March 3.
- Training session Hana and to assist Hana FA students with FA paperwork.
- Attend PacFAA conference on Oahu on March 20-21.

**Counselors**

- Submit Running Start scholarship applications to Colleen.

Next meeting, March 16.

## **SSDIRECTORS MEETING**

**March 16, 2006**

**8:00am, Ka'a'ike 210**

Present: Alvin Tagomori, Karmi Minor-Flores, Cathy Bio, Paul Levinson, Elena Alexander, Stephen Kameda, Colleen Shishido, Fred DeAquino, Carol Nagano

Minutes of March 2 and 9 were distributed. Completed minutes will also be posted on the web.

### **Campus Reorganization**

- Draft distributed for directors to review and feedback comments to Alvin.
- Final copy will be forwarded to the BOR in September.
- Note that there are three separate program review sections: Instruction, Administrative Services, and Student Services.

### **Functional Statement**

- Revision from peer counseling to 'peer academic advisors'.
- If FTE reached, possibility for Assistant Dean for Student Services position.

### **Legislative Update**

- State House partially funded MCC's electrical request.
- Budget reduced from 1.8 mil to \$300,9000...rational is to go on base budget.
- Replacement of equipment is on a 6-year cycle with new cycle beginning on the seventh year.

### **Biennium Budget**

- Supplies \$66,000 (includes travel)
- Student Help \$28,000
- Additional \$30,000 from T&F
- Equipment \$50,000
- Email staff's needs to Alvin for G-funded only.
- Microsoft Outlook – funds needed for site license.
- Office furnishing for new counselor (desk, bookcase, file cabinet)
- Submit justification and breakdown to Alvin before Friday. Carol to revise budget accordingly from submittals.

### **Running Start**

- Steve indicated that there is no admission agreement between DOE, MCC or community college system wide level. Steve asked to check and report at next meeting.
- Colleen will handle all incoming Running Start admission applications.

### **UH System wide Conference**

- President McClain has transferred \$50,000 from Doris Ching's account will go towards planning for the conference.

### **Sharing**

- Steve indicated that A/R will accommodate the grading option and students will be allowed to input change by deadline of March 17.

### **SSSP**

- Karmi was appointed President for the Pacific Island Chapter for WESTOP Region.

### **Other**

- Colleen Shishido will serve as Acting Vice Chancellor for Student Affairs during Alvin's absence, March 20-24, 2006.

No meeting for March 23 and pending for March 30.