

Deans' Advisory Council  
Tuesday, May 6, 1997  
Kopiko 209

**Present:**

Linka Corbin-Mullikin	Robert LeClair	David Nakamaejo
Ed Kalinowski	Charles Matsuda	Mike Tagawa
Bert Kimura	Joan Matsukawa	Mona Lee
Delmarie Klobe	Jan McWilliams	Leon Richards
Frank Leake	Sanae Moikeha	Louise Pagotto

**Absent:** Jim Jeffryes, Susan Pope

**I. Announcements**

**A. Recipients of Certificates & Graduation**

Mona noted that although it's too late to include recipients of Certificates of Completion in this year's graduation exercises, they will be invited to future ceremonies. Relevant department chairs will be given copies of the graduation forms to distribute to appropriate students.

**B. Summer Registration**

Registrations are pretty much at the same level as last year. As of 5/6, 1,547 students registered, with one more day and late registration left (in Summer 1996, 1,631 students registered). In summer school, 75% of the population is continuing students (much higher than other CCs, which typically enroll 50% or so continuing students). One explanation: for non-resident students, summer school is cheaper than regular session.

**C. Fall Semester**

Applications are slow but along similar patterns as previous semesters. No cause for concern yet.

**D. Management Audit**

Copies of the Auditor's Report on Faculty Workload were distributed. The report is critical of procedures for determining workload and workload equivalencies. KCC was singled out for under reporting assigned time credits. Requests for clarification of the State's calculations have been stonewalled. A likely outcome of the report is a more stringent guidelines and procedures on assigned time. Assigned time is vital to move the institution forward, so we will continue to offer it. However, faculty must submit reports on assigned time activities so we can remain credible. **Please remind faculty that the deadline for reports on Spring 1997 assigned time is May 30.**

**E. Year End Reports & Contract Renewals**

A number of contract renewal dossiers are still outstanding. They **need** to be submitted as soon as possible.

**Lecturer assessments are due May 30.** They need to be turned in on time.

**Year-end department reports are due May 30.**

## **2. Items for Discussion**

### **A. Budget Update**

The legislature did not impose 8% cut and stated that the Governor cannot restrict UH's budget, so our allocation will probably be the same as 1996-97. Allocations will be forthcoming from the business office.

### **B. DPC Guidelines**

Once approved, the guidelines should be sent to ISO. Once established, they **must** be followed or else grievances may be filed procedural violations, etc. **Departments are reminded to make sure they are using the final forms of the general guidelines distributed by the Chancellor's Office.**

**Next Meeting: Tuesday, May 20, Kopiko 202. Provost's presentation at 11:30, lunch at 12:00. Please invite your office managers.**

Respectfully submitted,

Louise Pagotto