

**Hawai'i Community College - College Council Meeting**  
**Bldg. 388, Room 101(Manono Campus) – Room Change!**  
**WH Admin Conference room B3 (via vidcon)**  
**January 16, 2015**  
**2:00 – 4:00 p.m.**

**MINUTES (approved as amended 2/13/15)**

1. Call to Order

The meeting was called to order at 2:00pm by Grace Funai.

2. Roll Call

Present: Jason Cifra, Dr. Marty Fletcher, Garrett Fujioka, Grace Funai, Mari Giel, Tiana Koga, Joni Onishi, Ulu Kailiana (for Cherise Souza), Dr. Taupouri Tangaro, Leanne Urasaki, Monica Burnett (for Noe Noe Wong-Wilson), Violet Murakami, Shawn Flood. Recorder: Karla Sibayan

3. Approval of Minutes: December 5, 2014

The minutes of the last meeting was distributed and reviewed by all those present. Tiana Koga moved to approve the minutes as written; Monica Burnett seconded. The minutes of December 5, 2015 were approved.

4. Updates from Administration

- Chancellor – Noreen  
Chancellor's report was distributed; Chancellor not present; no comments or questions
- Vice Chancellor for Academic Affairs – Joni  
VCAA report was distributed; some highlights:  
Lily Chan-Harris (C3T-1 Just In Time Coordinator) reported that after offering remedial math and English classes in-class tutors, 9 have submitted requests.  
Enrollment is down 3.9% (SSH is down 6.9%)  
Cancelled 28 sections during the week of registration
- Vice Chancellor for Administrative Affairs – Jim  
Vice Chancellor not present; no comment/questions
- Vice Chancellor for Student Affairs – Jason  
No written report submitted; Jason shared with the group that although enrollment is down, compared to the other campuses, it's not such a terrible number. He also mentioned Early College program is showing positive results. East Hawaii program data shows there were 205 applicants, of which 160+ registered (78% conversion). High School courses are full and we're looking at offering in summer and fall.

Title 9 - Have contracted with a 3rd party company to provide student training by sending a prior knowledge survey to all students 1/28-2/12. Survey will be followed up with a second survey 30 days later to ask how behavior/attitude has changed since the initial survey.

Hawaii Strategic Institute (HSI) - A first round of email invitations were sent out from the chancellor's office to select groups including DCs, teachers of remedial/developmental courses, STEM committee, DE committee, Student Success Committee, etc. After RSVPs are

obtained, all remaining seats will be made available. There will likely be seats available. If interested in attending contact Sandy Kama who will put you on a list.

Student Success Committee - Has met twice so far and is in the process of getting organized. The group will be meeting again on 2/3 and will be sharing data.

New Staff - Rhonda Liu (APT in Admissions and Records). Financial Aid Manager is currently in recruitment

- Director, West Hawaii – Marty  
Marty informed the group that it's "business as usual" on the West side; they continue to move forward and get ready for the move to Palamanui which is on schedule to happen in the summer, with classes and operations to commence at Palamanui in the fall.
- OCET – Debbie  
Tiana Koga reported on Debbie's behalf:  
OCET will no longer be partnering with PCATT and DevLeague to pilot a summer program for middle school students as previously reported, but they will be teaming up with them to offer RITE training (retail industry)

Summer Youth Academy will be one 3 week session this summer

- Dean, Liberal Arts – Chris  
Report submitted electronically; no comments/questions.
- Dean, CTE – Joyce  
Dean not present; report submitted electronically; no comments/questions

## 5. Committee Updates

- Assessment Committee Assessment Coordinator position description is with HR for review. In the meantime, assessment reports to be submitted to immediate supervisors.
- Committee on Committees (Joni)  
Joni reported that there is interest in creating a sustainability committee in the near future (will bring to Council when more details are available)

## 6. Unfinished Business

- a. End of Year Breakfast – recognition of success on campus  
Noreen suggested having posterboard displays/presentations to showcase various campus initiatives and grants. Council agreed it would be good to keep informal (instead of having a stream of people go to the stage). Have formal program, a time to get up and walk around and see the displays, then a formal closing to the breakfast.
- b. HawCC 75<sup>th</sup> Anniversary Celebration  
Noreen is still looking for people to help on the planning committee. Kipaepae committee will help organize committees. Please consider being a part of the planning committee, and let Noreen or Joni know if you're interested.
- c. ILO Assessment Update

The Council workgroup has been meeting to discuss and review the ILO assessment plan. They have another meeting scheduled for 1/26/2015.

## 7. New Business

### a. CCSSE – Shawn Flood

At the request of the Admin Team, Shawn presented CCSSE data to the Council. The presentation showcased 5 themes (Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners), and showed our scores over the last 3 cycles (2010, 2012, 2014) as well as a comparison of how our scores stand up to other UHCCs and the National Average. The Council discussed how the data could be used and how the council could support the further promotion of this data to the campus. In terms of the College's scope, the Council will be looking more closely at the data to see if/how it could be used for ILO assessment. It was also recommended that the data be shared with the Student Success Committee

## 8. Announcements

- Joni reported that she just got word that we now have the keys for Hale Aloha. Although it may not necessarily mean Admin, A&R and the Business Office (the first scheduled temporary occupants) can start moving in *just yet*, it is a very BIG next step. 😊
- Scholarship Night (East Hawaii) will be held on January 21 in the Cafeteria. Doors open at 5:30 and free chili bowls will be provided to students and families. Expecting about 200 people. There will be various workshop stations and those who complete all stations will be entered for a \$250 scholarship that will be given away at the end of the night.
- The next meeting will be held on **February 13, 2015**. There is a requirement that any proposed agenda items be submitted at least 2 weeks prior to the meeting. If you have any items you would like to have put on the agenda, please complete the form at this link: <http://blog.hawaii.edu/hawcccollegecouncil/form-for-proposed-agenda-items/> and submit it no later than **January 30**.

## 9. Adjournment – Meeting was adjourned at 4:00pm

*Next Meeting – Friday, Feb. 13, 2015 @ 12:00-2:00 (WH location B3)*