

Hawai'i Community College
College Council Meeting Minutes
October 9, 2009
12:00 – 1:15 p.m.
Conference Room 6A

Members present: Mike Leialoha, Bill Affonso, Guy Kimura, Trina Nahm-Mijo, Sherrie Fujita, Gwen Kimura, Debbie Shigehara, Barbara Arthurs, Noreen Yamane, Ellen Okuma, Wendy Wai, Jim Yoshida (vidcon), Beth Sanders (vidcon), Stephen Cline (vidcon)

Members Excused: Rockne Freitas, Christine Quintana, Joni Onishi, Dorinna Manuel-Cortez

Members Absent: Liberal Arts DC, Dana Kuamoo, Doodie Downs

1. **Call to Order:** Co-Chair, Wendy Wai called the meeting to order at 12:07 p.m.

Moment of Silence for victims of the following countries that were hit by recent tragedies: American Samoa, Samoa, Philippines, Indonesia, Tonga, Japan, and the Solomon Islands

2. **Approval of the Sept. 11, 2009, minutes:**

- Item #4.a.i. Correction of position title: System Programmer
#4.a.ii. Correction of position title and description: Web Developer, currently in recruitment and screening of applicants.
#4.a.iii. (Addition) Instructional Developer, re-description of Earl Tamiya's old position. This is a faculty position to help faculty with instruction and designing of distance learning classes. Ellen Okuma will look at what other campuses are doing and will work on the position description.
#4.b. Spelling Correction: Strategic
#6.c. Word corrections: "4 classes" instead of "4 credits" and "Eng 21" instead of Eng 20R, and HSER 110
#9.b.i. Correction: "The staff handbook is based on the faculty handbook which was created by the Faculty Senate Policy Committee over a three year period. The Staff Handbook is a live document open to revisions as needed."
#9.b.ii. Word correction: "on-line" instead of "on line"
#9.b.iii. Word correction: "on-line" instead of "on line"

A motion to approve the minutes as corrected was made by Guy Kimura and seconded by Barbara Arthurs. Motion passed.

3. **Chancellor's Update:** *None*

4. Academic Affairs Update: *Interim Vice Chancellor Noreen Yamane*

1. System Programmer Screening Committee is reviewing applications. Marvin Kitchen is working at least 20 hrs per week and Tony Kitchen is filling the position as a casual.
2. Web Developer Screening Committee is finding time to meet and review applications.
3. Instructional Developer need to recruit.
4. Division Chairs were asked to withhold 10% from their Instructional Budget on reserve to meet budget shortfall.
5. Program Review Data elements are forthcoming. System needed to make corrections to data. Adjustments made sometimes affects other programs. Please attend Shawn's presentation on Program Review for updates.
6. Two .5 positions (Math & English) in West Hawaii wants to recruit. Noreen to check vacancy report.
7. Long range plans for West Hawaii campus is pending Chancellor's approval.
8. Strategic Outcomes are almost final.
9. During Chancellor's meeting on Oahu (10/7), talks of hiring retirees. Retirees must have been retired 6 consecutive months by Dec. 31, 2010, before being re-hired. Guidelines to come from System & HR. Exemption for Lecturers.
10. Deadline for Comprehensive and Annual program review is moved to Dec. 2009

5. Budget Update: *Vice Chancellor Mike Leialoha*

1. Nothing new, most information is in the papers. RIF impact started with civil service people, eventually will ripple to HawCC. First action will be to fill our vacant positions. Currently none of the five vacant positions have been filled. People are subject to "bumping". Met with Civil Service personnel and passed out forms. Remain optimistic. See what happens with economy.

6. Student Services Update: *Dean Barbara Arthurs*

1. According to Bert in Admissions, we have accepted 250 applications for next fall. It will continue to grow.
2. Civil Services concerns: there are two temporary positions in Financial Aid (clerk & APT). Try not to worry and be immobilized.
3. SENSE survey complete. Thank you letters were sent.
4. Working with Faculty of English and Math (Hu'i Makamae), Funding source to be determined.

5. Student Services doesn't have reserve. Cut 4% last year and 4% this year.

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7. West Hawaii Update: *Interim Director - Beth Sanders*

1. Palamanui amendments passed the County Council on Wednesday evening. Bill 136/137 passed 1st reading. Second reading on Oct. 21. Optimistic to move in Spring 2011 or Fall 2012. People from Hilo testified. Thank you for your support.

8. Committee on Committees report: *None*

9. New Business

1. HawCC Strategic Plan – *Ellen Okuma* – Handout A
The Academic Senate endorses the HawCC Strategic Plan with addition of 6 additional Action Strategies (those highlighted and in italics)
Votes: Ayes-13, Nays-0. Faculty & College Council both endorse.
2. Assessment – *Trina Nahm-Mijo* – Handout B
FY 08-09 available online. Council made aware of accomplishments and upcoming focus on transition into institutionalization. Need to come up with a plan to give to the Chancellor. Institutionalize committees' actions on campus. Email your ideas to Trina at naahmmijo@hawaii.edu. Need to be creative because there are no monies. Consolidate and synchronize into one office. IR/Distance Educ/Inst. Developer/Professional Dev/Staff Development all together to anchor Assessment office. Need Full Time coordinator for what this transforms to. Evolve into something by the end of the 4-yr cycle. Weave Online Workshop on 10/22, in Conf. Rm 6A. Start thinking of software for outcomes (streamlining). Needs input. Assessment in COGNOS?

10. Old Business - None

11. Future Agenda Items

1. Refer to online form “proposed agenda items” and route to chair, for discussion with Chancellor

11. Announcements

1. Ellen Okuma – On 9/25, the Academic Senate endorsed the General Education Student Learning Outcomes
2. Bill Affonso – Planning, Operations and Maintenance will be installing hand sanitizers in the Cafeteria, Early Childhood, Science Labs and Computer Labs (all lower campus). If you buy the soap, the distributor will give you the dispenser with logo. No contract. West Hawaii put in request for hand sanitizers and is still waiting.
3. Wendy Wai – She is working with UH-Hilo (Samoan Club) and Salvation Army in the relief effort. Flyers were sent out. Drop off site is at the OCET office, HawCC, Bldg. 379A, Rm 3. First shipment is being sent out on Wed. 10/14. Shipments will be sent out continually within the month (Oct), as long as items are received. Clothing, canned goods, food, blankets, batteries, bedding, etc. All items will not be turned away. Thank you!
4. The Vice Chair thanked Sandy for serving as recorder.

**11. Next meeting Friday, November 6, 2:00 - 3:15 p.m., CR 6A (Vidcon)
Recorder: Janice Watanabe, Secretary, VC for Administrative Affairs**

12. Meeting adjourned at 1:10 p.m.

Recorded by: Sandy Kama, Secretary, VC for Academic Affairs