

DRAFT

**Hawai'i Community College
College Council Meeting Minutes
November 6, 2009
2:00 – 3:15 p.m.
Conference Room 6A**

Members present: Bill Affonso, Kanoe Case (designated representative for Dana Kuamoo), Steve Cline (vidcon), Guy Kimura, Mike Leialoha, Dorinna Manuel-Cortez (Chair), Christine Quintana, Wendy Wai, Mai Wong, Noreen Yamane, Jim Yoshida (vidcon)

Members Excused: Barbara Arthurs, Rockne Freitas, Gwen Kimura, Ellen Okuma, Joni Onishi, Debbie Shigehara,

Members Absent: Doodie Downs, Beth Sanders

1. **Call to Order:** The Chair called the meeting to order at 2:08 p.m.
2. **Approval of minutes** – Minutes of the October 9, 2009, meeting were approved with the following correction: Item #6-3 the word “CENT” should be “SENSE”.
3. **Chancellor’s Update:** *Chancellor Rockne Freitas* (Excused)
4. **Academic Affairs Update:** *Interim Vice Chancellor Noreen Yamane*
 1. The Hawai'i CC Strategic Plan: 2008-2015 has been endorsed by the College Council, Academic Senate and Student Government. It was approved by Chancellor and has been posted (on the web site) and all the links were tested and working.
 2. The Long Range Development Plan for West Hawai'i – The Hawai'i CC Palamanui is going to the Board of Regents (BOR) November 2009 meeting for approval. The plan will guide the development and the transitional phases of the West Hawai'i campus from where it is now to the new site. The target of the plan is to go to a level of sustainability from silver status to platinum status.
 3. Linus Chao will be recommended for the Emeritus Professor status. It will be submitted for approval at the January 2010 BOR meeting. This is supported by the Liberal Arts Department.
 4. Vacant Positions:
 - a. Institutional Programmer position (Marvin Kitchen's old position) and the Webmaster position – to be filled as soon as possible.
 - b. Two (.5) positions for West HI
 - c. Electricity program instructor (Harry Takiue's old position)
 - d. Instructional Technology Development position-waiting for position description.

- e. Construction Academy faculty- don't know what is being planned.
 - f. Three Nursing faculty are leaving, one to retirement and two to resign. Elizabeth will try to find replacements before the end of the semester and will recruit for the permanent positions.
5. The media department is moving from the I Ola Hāloa office to Bldg 386 Room 5.
 6. Reduction-in-Force (RIF) update;
 - a. Four positions are being filled with RIF personnel in the instructional area- Hawaii Life Styles, Academic Computing Unit, VC Academic Affairs Office and the Business Education secretary. Of the positions being filled at Hawai'i CC-two positions were vacant and two were occupied. In the occupied positions, one was a temporary position, and the other position had someone with less than two years of service.
 7. Program Review update:
 - a. Because the System office keeps changing data, which is updated by Shawn Flood for the departments, the due date has been changed from November 25, 2009 to December 2, 2009.
 - b. Two jumpers for the comprehensive review are the Electricity Program and West Hawaii.

5. Budget Update: *Vice Chancellor Mike Leialoha*

1. No changes from last month's report. Still waiting for UPW negotiations, hopefully by the end of the month. If they take the 5% reduction, it could save about \$30,000, but still not enough. Faculty union, UHPA has no movement on negotiations. If no contract by next semester, will need to make adjustments on operations.
2. RIF update
In Administrative affairs there are two vacant positions -Groundskeeper and Account Clerk. We have been notified that we will be receiving a Groundskeeper, but the Account Clerk is a more specialized position so it may not be filled. Its good that the vacant civil service positions can get filled with RIF personnel, which otherwise would not be filled since it is frozen. Based on the current Governor's action, Civil Service said they have completed this first round. But if the Governor has more RIF in the future, it will impact our College.
3. Mike Leialoha, Noreen Yamane and Joni Onishi will be attending a System-wide meeting on November 10, 2009, to discuss campus operations during the paid leave days on the Friday after Thanksgiving, 4 days before Christmas, 4 days before New Years and 4 days during Spring break.

Topics of concern includes: Closure/ Partial closure of campus, who reports to work (Bargaining units that have not settled such as UPW may have to work, Federal funded programs are not included). Scan processing issues are being handled by the System office. We may need to pick up paychecks from the mailroom or from the post office. VC Leialoha said these are concerns that still need to be worked out.

4. Interim VC Noreen Yamane added: a memo from President Greenwood included information that the campus would be closed to the general public. Chancellors may determine what specialized functions or facilities can operate fully or partially. If an HGEA employee is required to work during a paid leave day, they may take it at another time prior to the end of the fiscal year. Employees who do not qualify for leave with pay may take vacation time or may work at an alternate work site. A list of those operations that will be open during the leave days is due to President Greenwood by November 15, 2009.

Noreen Yamane also explained that although faculty does not report to work, technically they are still on duty and can be called in to work.

6. **Student Services Update:** *Vice Chancellor for Student Affairs Barbara Arthurs* (Excused)

7. **West Hawaii Update:** *Interim Director, Beth Sanders* (Absent)

1. Steve Cline for Beth Sanders-WH is trying to encourage students to testify to the BOR about the benefits of the new campus.
2. The hiring committee for the West HI positions is being formed.

8. **Committee on Committees report** – *Joni Onishi, Staff Development Coordinator* (Excused)

9. **New Business:**

None

10. **Old Business:**

None

11. **Future Agenda Items:**

1. Accreditation and the Self- Study Report. Need to identify Co-Chairs and Standard Chairs, and invite a college-wide participation. Target 2010-2011 to start writing the Self-Study report.
2. Submit proposal for agenda items to College Council Chair by Monday, November 30, 2009.

12. **Announcements:**

1. Thank you to Janice Watanabe for taking the minutes.
2. Thank you to Wendy Wai for residing over the October 9, 2009 meeting. She did a good job.

13. **Next meeting is on Friday, December 11, 2009, 12-1:15 p.m., CR 6A(vidcon)**
Recorder: Sandy Kama, Secretary, VC for Academic Affairs for Melany Ayudan

14. **Meeting adjourned at 2:35 p.m.**
Recorded by: Janice Watanabe, Secretary to the Vice Chancellor for Administrative Affairs