

**HAWAI'I COMMUNITY COLLEGE**  
**College Council Meeting Minutes**  
**February 11, 2011**  
**12:00PM - 1:15 PM**  
**Conference Room 6A**

**Members present:** Joni Onishi, Debbie Shigehara, Beth Sanders (Vidcon), Guy Kimura, Jim Yoshida, Dorinna Manuel-Cortez (Chair), Bobby Yamane, Mary Goya, Gwen Kimura, Wilton Watanabe, Steve Cline (Vidcon), Ellen Okuma, Kanoe Case, Monica Burnett

**Members Excused:** Noreen Yamane, Mike Leialoha, Doodie Downs, Taupori Tangaro

**Members Absent:** Christine Quintana, Bill Affonso

1. **Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 2:02pm.
2. **Welcome:**
3. **Approve minutes from January 14, 2011:**  
Minutes were approved with the two edits below
  - Move Tony Kent to guest roster
  - RDP update: Change to "Upgrade West Hawai`I", do not include room numbers
4. **Closing the Loop updates:**
  - a. *Feedback on Strategic Outcomes and Action Strategies for Goal C*
    - Establish a Grants Writing and Management Office to increase UH extramural funds support
    - West Hawai`i-Hired someone for the Educational Talent Search grant
    - HLS-Hired Eric for Title III and Congressional grants
  - b. *Suggestions for Wala`au session*
    - Students (Kanoe Case)
    - First-Year Experience (Monica Burnett)
  - c. *Four Goals-Assignment from last meeting*
    - Bobby's division met and discussed 1) Course outlines to make sure all courses had course learning outcomes 2) Alignment of assessment and CLOs 3) Goal is to have faculty and staff pick one course in program and assess in alignment with program learning outcome
    - Mary's division will have a workshop on March 4 to make sure they have an assessment for all of their outcomes

5. **Chancellor's update-Interim Chancellor Noreen Yamane**

*a. Strategic Outcomes and Performance Measures Goal D (Dorinna)*

- Look at Goal D for next meeting. Funding of positions for staff development, evaluating positions for conversion from temporary to permanent, funding new positions recommended by the CERC, position for Director of Information and Technology, provide permanent position for WH campus, CCSSE participation and SENSE

*b. AtD report and Native Hawaiian Well-Being Survey*

- Available online

*c. Wala`au AtD*

- A session was held for AtD and they are planning a second session next week
- Kanoe requested a session for the students, Dorinna will look into it
- All sessions are going well

*d. Komohana update*

- Academic Senate requested Noreen to share the Komohana site resolution with President Greenwood and Vice President Morton. On Feb. 4, 2011, Noreen joined Chancellor Straney and President Greenwood on tour to the Komohana and China Center sites. UH is not sure if Komohana is under the DLNR or UH. UH will find out and report back.

*e. Palamanui blessing for mid-level road, tentative 3/18/2011*

- Beth confirmed the date is still March 18, 2011

*f. Hawai'i Strategy Institute*

- To be held at Windward Community College, March 4-5. 30-40 spots are reserved for HawCC faculty and staff, about 32 have already been filled, Joni mentioned no one will be declined from attending

*g. Draft of HawCC ILO's*

- The assessment committee presented a draft on HawCC's ILOs. The College Council is responsible for assessing the ILOs. A sub committee will be formed from the Council to review the ILOs and be sure the outcomes are measurable. It was decided to put off forming the sub committee until the next meeting to allow time to take the ILO's back to the departments and constituents for discussion.
- Beth asked if it would be appropriate to ask Kate Simms to address this to the College Council, Mary suggested emailing Kate.
- Should be added to closing the loop assignment, Dorinna will work with Noreen to make time for this
- Bobby suggested WDD should be involved

- Shawn Flood provided a link to read up on Culture Competency since it was added to the draft ILO
6. **Academic Affairs update-Interim vice Chancellor Joni Onishi**
- Nursing Dept. received a recommendation for an eight year unequivocal reaccreditation
  - Division Chairs will be in discussion about whether or not ecafe will be considered the common evaluation for faculty and staff
  - Early alert system with counselors for gate keeper courses
  - Reviewing Division Chair rules and responsibilities & how they are appointed or chosen
  - HawCC continues to be the highest in graduating and persistence rate amongst the colleges
  - Bill in legislature (SB120): Repeals policies that establish revolving and special fund accounts in the University and state agencies. If bill passes, balances in these accounts will revert back to the State general funds
  - Summer tuition is reduced to \$248 for all campuses except for Manoa, non-resident tuition is \$316
  - Fall applications are on tract, expecting as much, if not more, than Fall 2010's 3,800 students
7. **Administrative Affairs update-Vice Chancellor Mike Leialoha-Excused**
8. **Student Services update**
- Gear Up grant is up for renewal this year. System is starting to put together proposal
  - CTE-Culinary program's self study report is due
  - Lehua Lei O Hilo – This is the name given by Kekuhi for the automatic admission initiative between HawCC and the DOE. Katherine Matayoshi has approved the initiative and the MOU is being developed. This will allow high school graduates automatic admission into HawCC. This is an island wide initiative to be launched in 2012. “Lehua” represents the West side, a place of completion or setting of the sun, “Lei” talks about how we are bound to our community, and “Hilo” for the Hilo moon, a time of great beginnings and newness and dawning of our understanding of who we are as people
  - Lehua Lei O Hilo does not replace the Kama‘āina application, but will be phased out once Lehua Lei O Hilo is fully implemented
9. **West Hawai`i update – Interim Director Beth Sanders**
- The Palamanui formal blessing for the mid-level road is scheduled for March 18, 2011. Signs are being made and will be posted at the site to announce the future home of “Hawai`i Community College-Palamanui”
  - Wala`au talk story session with Tangaro and Noreen is on Feb. 18, 2011
10. **Kauhale update-Taupouri Tangaro-Excused**

11. **Staff Development Report-Staff Development Coordinator Monica Burnett**
  - Tangaro will be setting up workshops in Hilo and West Hawai`i for Kihei making in preparation for graduation
  - Feb. 25, 2011: Meidor Hu will present a workshop on “10 Things to do to Create an Effective Flyer”
  - Feb. 23, 2011, 7am – 4pm: Learning Times will present a one day virtual conference on the Community College Innovator Spotlight. There will be 25 presenters and the presentations will be available on line for 6 months
  
12. **Committee on Committees-Joni Onishi**
  - Technology Advisory Committee-Proposing to change the composition of the committee and review the function and purpose of the committee
  - Beth requested two people in West Hawaii
  
13. **Unfinished Business**

None
  
14. **New Business**

None
  
15. **Closing the Loop relay assignments**
  - a. *Strategic Outcomes and Action Strategies Goal D*
    - Feed back on ILOs
    - Continuing feedback on 4 HawCC goals
  
16. **Future Agenda items**

Please submit a Proposed Agenda Item Form to the Chair at least two weeks prior to the date of the College Council meeting at which you would like the item discussed.
  
17. **Announcements**
  - Lehua Lei O Hilo-See Student Service update
  - Senate Bill 10-70 written by Clayton Hee, Chair of Ways and Means. Ka Haka `Ula o Ke`elikolani College of Hawaiian Language of the University of Hawai`i at Hilo will separate them into their own language university and they propose to be the sole provider of Hawaiian Language and culture. HawCC Ho`olulu has requested that the bill be tabled for further discussion
  - ITS is proposing a hawai`i.edu to google migration. It will be mandatory for students but optional for faculty and staff
  - Noreen has submitted her personal goals to President Greenwood and they are available to the College Council for review

- The BOR secretary Ruth Amemiya asked the faculty senate for feedback on all chapters of the BOR revisions to the policies. Deadline Feb. 28, 2011. The senate requested an extension due to the volume of the document
- The Chancellor screening committee is moving along. Applications can be reviewed starting Feb. 14, 2011. Looking at July 1, 2011 hire date.

**18. Next meeting, Friday, March 11, 2011, 2:00pm – 3:15pm, Conference room 6A,  
Recorder: Sandy Kama**

**19. Meeting was adjourned at 1:18pm. Dorinna thanked Cathy for recording.**

Recorded by Cathy Arita