

APPROVED---Hawaii Community College---APPROVED
College Council Meeting Minutes
August 28, 2009
2:00 to 3:15 p.m.
Conference Room 6A

Members present: Rockne Freitas, Barbara Arthurs, Mike Leialoha, Deborah Shigehara, Beth Sanders (polycom), Joni Onishi, Guy Kimura, Jim Yoshida (polycom), Marilyn Bader, Gwen Kimura, Dorinna Manuel-Cortez, Bill Affonso, Steve Cline (polycom), Ellen Okuma, Dana Kuamoo, Doodie Downs (polycom) and Kate Sims.

Members excused: Noreen Yamane, Wendy Wai

1. **Call to Order:** Chair, Guy Kimura called the meeting to order at 2:05 p.m.

Introduction of new members to the Council:

Gwen Kimura, Academic Support Unit
Dorinna Manuel-Cortez, Student Services
Wendy Wai, Office of Continuing Education and Training
Steve Cline, West Hawaii
Dana Kuamo`o, Student Government President
Deborah Shigehara, Interim Director, OCET
Noreen Yamane, Interim Vice Chancellor for Academic Affairs
Guy Kimura, Interim Dean, Liberal Arts and Public Services

Due to Guy Kimura's new appointment as Interim Dean, he will no longer be able to serve as College Council Chair. Under new business in today's agenda, the Council will nominate and elect the Vice Chair to assume the Chair's position.

Guy sent copies of the College Council charter, request for agenda items and membership Roster.

Special guest at today's meeting is Kate Sims, Accreditation Liaison Officer, who will be introducing the Mid Term Report for Council approval.

2. **Approval of May 1, 2009, minutes.** One correction was noted by Barbara Arthurs on "Item #9 – Signage Taskforce – can **be** carried over to next year..." Motion to accept minutes as corrected passed.
3. **Chancellor's Update:** Welcomed the College Council members as well as the new members. Embarking on a challenging year for a multitude of reasons: enrollment statistics is at 3300, percentage of Native Hawaiians for our campus by self-disclosure is at 41%, Student Semester Hours (SSH) is up 14.3%, additional planning needed if trend continues, i.e., scheduling of night classes.

West Hawai'i projects are moving extremely well. About two weeks ago, a reception was held for U.S. Senator Daniel Inouye. Chancellor had the opportunity to take him for a site visit at Palamanui. Senator publicly committed \$8 million to fund energy requirements for the new West Hawai'i campus.

The Long Range Development Plan will be submitted to the BOR in October. After Board approval we will obtain the permits. The Environmental Impact Statement must be completed in order to break ground. If everything goes as scheduled, the new WH campus will open for Fall 2011 classes.

Planning RFP/RFQ to do the Long Range Development Plan for the Manono Campus. Part of that plan is to renovate Hale Aloha and a transition plan to relocate Hale Aloha people to UH Hilo and bring HawCC to Hale Aloha. The transition plan will also include moving the faculty/staff at Kealakekua to the new site at Palamanui.

Challenge is the budget. Mike will give the details.

Accreditation in 2012. Moving in that direction by submitting the Mid Term Report which Kate Sims will present. The Mid Term Report will be submitted to the system for BOR approval. Simultaneously, we need to appoint the Standard chairs and prepare a timeline for the accreditation report.

Achieving the Dream – This year we are launching the first cohort “Huluena.”

4. **Academic Affairs Update:** Noreen Yamane, Interim VC for Academic Affairs is excused.
5. **Budget Update:** Mike Leialoha said that the State revenues are still on the downturn. The long range projections may turn around next year. As a result of legislative and Governor's restrictions we have to operate with \$2 million less than last year unless we have a savings in salaries. Discussions with unions in this area are ongoing. In the meantime, we are operating at a budget reduction. We cannot operate as usual since money is tight. Save money on large items such as electricity. Citing Conference Rooms 6A and 6B as examples, Mike's staff is checking the light standards to reduce the number of volt usage. New air conditioners are being installed which use less electricity (about one-half the cost). They hope to do this at other offices and classrooms to lessen the impact on budget restraints.

Chancellor added that the approach to this budget year should be with an extreme measure of conservatism until we know the actual budget from the Governor.

Dorinna asked how the enrollment increase will affect the budget. Mike responded that the 14% enrollment increase from last year, based on SSH, may increase the budget by \$200,000.

6. **West Hawaii Update:** Beth Sanders reported that the West Hawai'i classes are full. Added additional sections in English 100 and Math classes. President Greenwood will be visiting the West Hawai'i Campus on September 4.
7. **Committee on Committees Report:** Joni Onishi reported that Committee volunteer surveys were sent out and asked to encourage faculty/staff to volunteer to serve on various committees. Dorinna asked how new committees are added. Joni explained that the College Council decides on the acceptance of any new committees.
8. **New Business:**
 - a. **Election of Vice Chair:** Barbara Arthurs nominated Dorinna Manuel-Cortez. Dorinna accepted. No other nominations were made from the floor. It was moved and seconded to close nominations. Motion was carried to appoint Dorinna Manuel-Cortez as Vice Chair of College Council. Motion was unanimously approved. Dorinna will assume the duties of Chair at the next College Council meeting on September 11, 2009.
 - b. **HawCC's Mid Term Report to the ACCJC – Kate Sims:** Needs the approval today of the final draft of the Mid Term Report from the College Council. Kate mentioned that we're at the end of the process. Draft dated 7/1/09 was sent to the college community for feedback. There were two to three drafts until this final draft which will be submitted by September 15 to the BOR and forwarded to the ACCJC for approval. The accreditation page on the HawCC website does not include the 300 pages of appendices. What is important is the timeline for the self-study. Within the next year, Standard Chairs and Steering Committee will be selected and trained. We need to address the recommendations to infiltrate to every level. Motion was carried to accept the Mid Term Report. Discussion ensued with statement from Dana Kuamo`o, Student Government President, that they did not have enough time to review the report. The student vote to accept the report was 2-0-3 with most senators abstaining. Kate said that it was an oversight that the report was not given to the Student Government in a timely manner. Motion was passed to accept the Mid Term Report. Chancellor Freitas commended Kate Sims as the major author of the report and asked for a round of applause for her.

Joni Onishi added that she was following up on the Assessment SLO templates from the various programs. Each program has to submit their assessment plan, rubric, and SLO. This data is needed to better serve our students. Kate said that follow-through is important.

9. **Old Business:**

- a. **Manono Campus Signage:** Doodie Downs will chair the task force for the naming of buildings. Dana Kuamo`o will look for students to serve on the committee. Doodie will give the names of the committee members to the Council Chair and the Chair will write their charge. Chancellor clarified that his original intent was to see if there was interest in giving names to our buildings other than numbers (which seems institutionalized when identified as numbers) and if there is interest, we should set up guidelines to naming the buildings. Consideration must also be given to allow for proper Banner codes to identify each building for registration purposes.
10. **Future Agenda Items:** What may be coming is the Strategic Plan which is in the final stages to be presented to the Academic Senate and College Council.
11. **Announcements:** Guy thanked Doris Chang for preparing refreshments for the College Council meetings. Also thanked all the administrative secretaries for taking notes of the College Council meetings. Barbara informed everyone that she sent a broadcast to students of recent thefts on campus and for students to be careful of joining clubs that may be harmful (cult-like). Chancellor announced that Mazie Hirono will be visiting on Monday, August 31. President Greenwood will be visiting the West Hawai'i on September 4 and will also visit the Hilo campus sometime in October. Bill Affonso mentioned that additional parking is available in the back of the Manono Campus. Bill also said that effective September 10, Ali'i Security will be the new security company on campus. They were awarded the state-wide contract for the UH system.

Next meeting will be on September 11, 2009, 12:00 to 1:15 p.m., Conference Room 6A. Cathy Arita will be the recorder. Meeting adjourned at 3:00 p.m.