

Hawaii Community College  
College Council Meeting Minutes  
Conference Room 6A and WH Admin Conference Room (via poly com)  
February 8, 2013  
12:00 to 1:15pm

**Present:** Jim Yoshida, Joyce Hamasaki, Grace Funai (for Jason Cifra), Beth Sanders, Monica Burnett, Kate Sims, Wendy Medeiros, Shana Kojiro, Tony Kent, Tanya Dean, Helen Nishimoto, Marcy Martinez, Dorinna Manuel-Cortez.

**Excused:** Noreen Yamane, Joni Onishi, Jason Cifra, Debbie Shigehara, Guy Kimura, and Taupouri Tangaro

**Guest:** James Kiley, Annie Maeda

1. **Call to Order**--Chair Monica Burnett called the meeting to order at 12:06 p.m.
2. **March 1, Non-Instructional Day Activities** – Coordinator Annie Maeda, Faculty & Staff Development  
Annie Maeda went over the tentative agenda and transportation of West Hawai'i attendees. Encouraged the attendance of the Assessment Retreat.
3. **Approve minutes from January 11, 2013**—Change to the minutes were, page 8 under OCET, under 1) delete NHERC, one additional room and change to computer room, and conference room 2. Motion to approve by Dorinna Manuel-Cortez and seconded by Helen Nishimoto.
4. **Academic Affairs update/Committee on Committees**—*Vice Chancellor Joni Onishi*
  1. Positions in recruitment/filled:
    - DMA Ed Spec (to replace Richard Ehara) – in recruitment, closed 12/24/12
    - Media Specialist APT temp – in recruitment, closed 1/9/13
    - Instructional & Student Support (ITSO) - APT – in recruitment, closed 1/9/13
    - Academic Support (Curriculum Central), Temp – in recruitment
    - Construction Academy instructor for Hilo High – abolished and used to establish 1.0 FTE @ Kohala High – in review
    - Construction Academy instructor for Honokaa High (.5) – in review
    - Office Assistant III (Gen Ed) – to replace Tricia Lewis – in recruitment
    - Secretary II (Dean of LA & PS) – Lori Medeiros
    - Secretary II (Dean of CTE) – Luane Ishii
    - Instructor, West HI (Halaulani, Native Hawn Transfer & Career Guidance Counselor) – Janine Dumaguin
    - Academic Support (Educ Specialist), Temp-APT (Halaulani) – Rebecca Gabriel
    - Media Design, Temp-APT (Kulukuluua) – in recruitment
    - Instructor, HLS (West HI) – in recruitment
    - Academic Support, Temp -- APT (Halaulani) – in recruitment

Instructor, Temp (Waihonua Media Coordinator) – in recruitment  
Academic Support, Temp – APT Program Manager (C3T) – offer made and declined; second offer made, waiting for start date  
Academic Support, Temp – Farm Coordinator (C3T) – in recruitment  
Instructor, 1.0 fte, tenure track, Philosophy – process started  
Instructor, 1.0 fte, tenure track, ABRP – process started

## 2. Program Reviews

To access reports, go to <http://www.hawaii.hawaii.edu/program-unit-review/>  
CERC convened; James Kiley is completing the rubrics; evaluation will begin soon

## 3. Curriculum

- January 28th was the deadline for proposals to the CRC. If all goes well, there's a good chance it will be published in 2013-2014 catalog. Earliest effective date is Spring 2013.
- AS-NS approved by Academic Senate on 1/25/2013. Next step is to Deans/VCAAs then CCAOS
- Fire Science will be going for provisional to permanent status.
- HOST working towards changing from AAS to AS.
- Desiree Salvador (ENG) is creating a college level technical writing course for AAS degrees
- ATE-Construction is proposing a new program, Facilities Engineer (FENG) CA/AAS

## 4. Smarthinking – Contract extended to May 31, 2013

- If students are experiencing problems, please refer them to Kalyan at TLC.

## 5. Summer Courses

- Tuition Language: “UH Community Colleges summer 2013 rates for 1) remedial/developmental classes; and 2) college success courses or other classes taught as part of a learning community that includes remedial/developmental classes are charged AY 2012-2013 rates (i.e. residents \$101; nonresidents \$296)
- Encourage more remedial/developmental type courses and learning communities to be offered during the summer 2013 and encouraging students to enroll and get it out of the way. Financial Aid may be problematic and is being reviewed.

## 6. eCAFE

1. 1/22/2013 e-mail sent by Ellen asking to review list.  
(handout - 012913 eCAFE\_Spring2013\_MandatoryVSoptional\_1-22-13)

## 7. HAW 5.250

1. Revised HAW 5.250, Course Review, incorporates information from Joanne Itano regarding the (University Council on Articulation (UCA) policy on Campus Procedures for GE articulation. Also added are references to the relevant HawCC policies (HAW 5.251, Course Outline of Record and HAW 5.252, Numbering Criteria for New & Modified Courses).

2. Please review side-by-side the current policy and the proposed revision as there are major edits. Deletions are shown with strikethroughs and additional wording is italicized and underlined. Feedback to Joni before February 12's DC meeting.

#### 8. Strategic Enrollment

In reviewing our enrollment numbers we found out that it is the non-persistence from fall to spring that caused our enrollment to drop considerably. There were just below 1000 students that did not persist from fall to spring. We are drilling down into this problem.

#### 9. Initiatives

##### Developmental Education Initiatives

- RFP due to VCAA's office by February 11th
- Misty Carmichael: MacBook Mobile Developmental Classroom awarded in the first round

#### 10. Assessment

One of the ACCJC's recommendations is Student Learning Outcomes (which includes Assessment) will need to be at the Proficiency Level by 2013. It is critical that all programs, courses, and units have outcomes and a plan to assess these outcomes.

Please encourage all faculty and staff to attend the non-instructional day activities.

### **5. Administrative Affairs Update—Vice Chancellor Jim Yoshida**

#### Construction and Renovation Projects:

Disruptions: Every effort is made, as far in advance as possible, to notify the campus and occupants of buildings that may be affected by the various construction and renovation projects taking place. But we do not always know what the work schedule is or what the contractors/workers may be doing at every given time and sometimes notification from the respective contractor is at the last minute.

As was contained in the projects update report submitted for the last College Council meeting and in several e-mail and verbal (at various meetings) announcements previously:

Disruptions and interruptions hopefully will be kept to a minimum, but sometimes things do happen. If there are any concerns or issues with any of the work being done or any activity taking place, please contact Bill Affonso (333-1325) or security (934-2760 office or 845-1420 emergency)...please do not communicate directly with the contractor or workers.

- 1) Hale Aloha: A new VERY rough estimate of completion is now December 2013. However, a recent incident may push back the estimated completion date even further.
  - a. Within the past week, a high voltage conduit was damaged. The contractor, project manager, consultant/architect, and UH Office of Capital Improvement are meeting and working to not only determine a course of action to repair the damage, but also to determine whether or not additional work outside the scope of the project needs to be done.

- 2) Palamanui: No updates are available in reference to exactly what measures or actions will be pursued or taken to cover the difference between the funds available and the construction costs. (Roughly \$17.5 million available and \$25 million low bid for construction.)
  - a. In January 2013, AVP John Morton stated at the community meeting in West Hawaii that possibilities include, but are not limited to floating bonds, asking the legislature to appropriate additional funds, scaling back plans, and breaking construction down in (smaller) phases.
- 3) Komohana LRDP: A “scope of work” meeting with the consultants, PBR, was conducted previously and another meeting is scheduled for Monday, February 11, 2013 to review “progress”. The projected completion date for the LRDP is June/July 2013.
  - a. \$500,000 has been released by the Governor for the LRDP; \$7.45 million is in the BOR CIP budget for fiscal year 2014 for design; and \$15 million is in the BOR CIP budget for fiscal year 2015 for construction. There are no guarantees!

#### Beverage / Food Rights and Concessions:

- Attached are notes from the meeting held on January 11, 2013. Follow up with Brian Pactol as stated in the notes has taken place. There is information being requested that will help Brian to help us put together a proposal. An update will be provided at the next College Council meeting as appropriate.

#### Admin Affairs Positions in Recruitment:

- Planning, Operations and Maintenance: Temporary APT Auxiliary Services and Facilities Officer to oversee Janitors, Grounds and Building Maintenance (and other duties as assigned).
- Campus Safety and Security: Full-time permanent APT Campus Safety and Security Chief. (A vacant campus security officer position was converted for this position.) This person will oversee emergency planning and operations and campus security (which include all Clery-related reporting requirements).

#### **6. Student Services Update (Reported by Grace Funai from Jason Cifra):**

- Mari Giel has started as the new Disability Counselor, located in Karen Kane’s old office. Telephone number is 934-2725, [marigil@hawaii.edu](mailto:marigil@hawaii.edu).
- Tiffani Amana has been permanently hired in the Student Employment position.
- C3T2 Grant – Student Services has 4 positions, which will be hired through RCUH.
  - Part-time Career Counselor
  - Full-time Internship Coordinator
  - Full-time Transcription Evaluator
  - Full-time IT Technician

- Still reviewing data for enrollment management plan for both East and West Hawaii.
- They had a successful Kuka Kuka session with DOE. Where they collaborated with the DOE on the trends for students entering college, success rates, and where we can improve.

#### **7. West Hawai'i Update (Submitted by Beth Sanders):**

- The Palamanui Golf Tournament held on Jan 28, 2013 was a huge success. It was near sellout crowd, the weather was beautiful and the golfers seemed pleased. There was disappointment expressed since Ross Wilson was told that John Morton would be arriving for the late luncheon, which closes the event. Unfortunately he did not attend. Vice President Freitas was called on to speak since VP Morton was not there. He assured the group that the Palamanui Campus would move forward, with ground breaking to happen before the end of the year.
- Our student services people held a workshop for students on Feb 5 and have three others planned for the couple of months.
- The APT position for the Library/Learning Center is with committee and interviews have been completed. Positions should be filled soon. This is the only UCWH permanent position open at this time.
- Last Friday, Feb 1 Tangaro and his contingent held Wala'au sessions, on the Kealakekua campus, introducing Hawai'i Papa O Ke Ao, the system-wide initiative to make the University of Hawai'i a leader in indigenous education. There were four small group sessions plus a group luncheon. Approximately 40 people participated.
- On Wed, Feb 6 we hosted a meeting with Dr. Jay Siegel. There were 25 people in attendance, with the majority being from the community. Two groups asked that their names be passed on in hopes that they can help or become partners. One was Mauna Loa Helicopters and another local financial planner. This information has been sent to appropriate parties.
- Next Tue, Feb 12 Kamehameha Schools will be on campus to present a Financial Aid workshop, targeting Native Hawaiian students seeking funds to continue their education.
- On Sat, Feb 23 Kanu o Kai Aina New Century Public Charter School is holding an Adults in Transition Workshop in Waimea. Several people from the campus will be presenting. If you know of anyone in the Waimea area who might be interested please encourage them to attend. They can call Kanu for more information.

#### **8. OCET Update (Reported by Tony Kent):**

- A short-term international program with 20 ladies from Japan wanting to learn about hula and Hawaiian culture culminates today with a Kihei tying ceremony in cafeteria this afternoon. Thank you to those who attended the Kipaepae Ceremony—they were very impressed with the ceremony.
- Next week 13 students from Iiyimakita Junior High School will be coming for an Educational Study Tour to learn about oceanography, volcanology, astronomy and robotics. Many of the activities will include field trips. This year we are working with Waiakea High School Robotics club for an exchange activity.
- The Workforce Development Institute held in San Diego last week focused one area on infusing entrepreneurship on the community college campuses. As HawCC is a member of NACCE (National Association for Community College Entrepreneurship), one of our goals is to develop programs for students and the community in developing their own businesses. If anyone wants to be a part of this initiative, please contact Tony Kent.
- OCET is working with POM, the VCAA, and system Facilities Office towards having a certified motorcycle safety range on the campus. A consultant is working on the design plans and drawings for the back parking lot in front of the Nursing Portable. If it is within budget, we hope to complete the range by the end of summer with training to begin at the end of the year. Once it is up and running, weekend classes will be scheduled in the back parking lot.
- RDP Distance Learning upgrade project: RFQ for the 10 rooms went live this morning. Closes on Feb. 20, 2013.

## **9. Unfinished Business:**

- 1) Assessment Committee– James Kiley  
Side issues with assessment - Curriculum workshops with Jason Santos held, and not a great turn out need more attendees.  
Upcoming meetings/workshops:
  - February 14<sup>th</sup> regular committee meeting, but will spend time planning March 1, 2013 Retreat
  - February 15<sup>th</sup> portfolio workshop, what it is and how you can use it. Annie sent out e-mail to everyone.
  - February 28<sup>th</sup> from 10:30a – 1:00p work on Unit and Program WAG. We will provide assistance. Mass e-mail sent out.

## **New Business:**

- 1) Charter: The Charter was last reviewed in 2008. Please review the Preamble, Articles 4, 5, 6 and 7. Monica will collect feedback and discussion will be held at the next College Council meeting.

## **Future Agenda items:**

- 1) Discuss add on of Assessment Coordinator to College Council.

**Announcements:**

1) Next meeting is scheduled for Friday, March 8, 2013, 2:00 to 3:15pm, Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Room (vidcon).

- Recorder: Doris Chang

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

Respectfully submitted,  
Kanani Yamada