

Hawaii Community College
College Council Meeting Minutes
Conference Room 6A & West HI Admin Conference Room (via Vicon)
Friday, March 8, 2013
2:00-3:15 p.m.

Present: Monica Burnett (Chair), Noreen Yamane, Marcy Martinez, Tony Kent, Taupouri Tangaro, Guy Kimura, Shana Kojiro, Noe Noe Wong-Wilson, Vidcon = Tanya Dean, Hazel Reece, Wendy Medeiros, Beth Sanders, Kate Sims

Excused: Joni Onishi, Jason Cifra, Debbie Shigehara, Joyce Hamasaki, Jim Yoshida, Helen Nishimoto

Absent: Trina Nahm-Mijo

Guest: Thatcher Moats, James Kiley

1. **Call to Order:** Chair, Monica Burnett called the meeting to order at 2:06 p.m.
2. **Approval of Minutes:** Minutes of February 8, 2013 meeting were reviewed and approved as corrected.
 - a. Item #4-10, second paragraph: Please encourage all faculty and **staff** to attend the non-instructional day activities.
 - b. Item #6: Mari **Giel** has started as the new Disability Counselor, located in Karen Kane's old office. Telephone number is 934-2725, margil@hawaii.edu
Motion to approve by Noreen Yamane and seconded by Marcy Martinez.
3. **Chancellor's Update:** Noreen Yamane
Accreditation
College Recommendations
Follow-up Report Due on October 15, 2013 followed by a visit from the Commission Accreditation Self Evaluation Visit Report does not include Maui CC; only six campuses went through the ACCJC process; Maui CC is under the Senior Commission, not the Junior Commission. For the six campuses, the number of recommendations per campus varies; UHCC System are all the same. Leeward CC only had one recommendation; despite the fact they only had one recommendation, they still need to do a follow-up report.
ACCJC Annual Report is from the System Office
Four recommendations made by ACCJC; complete implementation of the Integrated Planning process; March 1st Assessment Retreat addressed this recommendation; Technology Master Plan is completed and needs to be implemented; General Education course certification is fully implemented; college level General Education requirements

for AAS degrees.

ACCJC Annual Report and Annual Fiscal Report

Annual Report & Annual Fiscal Report is due every year to ACCJC

Annual Report involves Head count enrollment data, Student Achievement data, Student Learning Outcomes & Assessment, Substantive Change Items & other information.

Annual Fiscal Report involves Stability of Revenue, Expenditures/Transfers, Liabilities, Post Employment Benefits, Annual Audit Information, & Other information

All of this information is due on March 31, 2013.

E/M Positions

Director of UHCWH - Jason Cifra will be serving as Chair for the Screening & Interview Committee.

Dean of LBRT & PS and Dean of CTE - Joni Onishi will determine the timeline when these positions will be advertised, etc.

Achieving the Dream

Meeting with Coaches, Bernadine Fong & Bill Piland on March 14, 2013 with the Admin., Campus Core Team, & Math Dept. on Statway. Statway is like a redesign of the Mathematics curriculum.

Hui Ka Ua

A non-profit organization heading by Harvey Tajiri & his group; Debbie Shigehara represents HawCC; next Speaker Series will be on March 19, 2013 with President Greenwood.

HawCC Palamanui

Ground breaking ceremony is scheduled for April 5, 2013; Charles Swabb will be present

Long Range Development Plan for Komohana

Ed specs is under review by each unit; meeting in April with PBR consultants;

Advisory Board has been established; members asked to serve have agreed.

Program Advisory Council Meeting & Reception for all CTE Programs

Joyce & Guy are coordinating a reception on April 10, 2013 from 4:00-7:00 p.m.;

meetings for the individual Advisory Boards with the programs are from 4:00-5:30 p.m.;

reception to follow at 5:30 p.m.

UH Foundation

Chancellor presentation postponed until next month.

HI Papa O Ke Ao

Wala'au Sessions completed; feedback to be consolidated and decision to be made on how to transmit to Ho'olulu Council; Ho'olulu Council will create the development of the campus plan.

HAW 9.730 Workplace Non-Violence Campus Procedures

Create a seven member Crisis Management Team; all members will need to undergo training in Dallas to be part of this team.

Food Drive

This will start shortly; Kehau Lee Hong-Mauga has agreed to be the campus coordinator.

Aviation Center

Senator Gil Kahele introduced a Bill to create a new Aviation Training Center in Hilo;

Joyce & Noreen served on the Governor's Task Force & completed the report; the Bill has been very successful; if this Bill does pass, a coordinator will be hired to look into the feasibility of creating programs at HawCC & UH-Hilo for this Aviation Training Center; the end result will be a Bachelor's degree in commercial pilot training.

External Affairs/Relations Position

Thatcher Moats has accepted, however, it is not official yet.

Legislature Bills affecting UH's independence

If any or some of these Bills pass, it will greatly impact the university independence; they want to do such things as remove the President's authority to oversee capital improvement projects & control some aspects of the budget; this all came about because of the publicity the university has been involved with.

4. VC Academic Affairs: Joni Onishi

Monica conveyed on Positions in recruitment/filled; Curriculum; Kualii Curriculum Management Module; Summer Courses are ready to be posted; ITSO Faculty/Staff Development Committee Workshop "Teaching Online: First Steps" on March 15; Computer Services continuing to upgrade operating systems from Windows XP Pro to Windows 7, new wireless controller at West HI, voicemail upgrades on all campuses; The Learning Center/Hale Kea administering an Early Alert Form; Initiatives, Part-time Innovations, RFP due to VCAA office by April 1st; Graduation & Persistence Rates, Fall Cohorts.

Noreen spoke on Graduation & Persistence Rates; there is a new software program that will help us financial predict what we can expect if we increase our Persistence Rates; this will be coming out very shortly.

5. VC Administrative Affairs: Jim Yoshida

Monica conveyed major projects currently in process & estimated dates of completion, about four of them; major projects scheduled for bids to start shortly in the summer; major projects still pending on our campus.

6. West HI: Beth Sanders

Working on the Fall 2013 schedule & is able to make use of the newest classroom which is the old nursing lab; excited about April 5 ground breaking, hopeful the contract will get signed; presented educational opportunities to the Waimea Association Community on Palamanui, programs currently offered and plan to offer; one position that was open & in recruitment, APT A in the Library Learning Center, recommendation has been sent forward & waiting for paperwork to be completed; Phi Theta Kappa Induction with 14 students.

7. OCET: Tony Kent for Deborah Shigehara

RDP Agriculture Education Center Project was extended until February 2014; James Rushing is the coordinator for Farm Business Plan Development in Honoka'a, Hilo, & maybe the next one out in Ka'u.

In collaboration with the State Department of Business & Economic Development,

County Research & Development, Small Business Development Center, and Seattle Branch of the Federal Reserve Bank to plan a Small Business Fair on campus, May 16; SBDC ran one on the West side already; they are checking with the Chambers to see what assistance small businesses need.

Seven faculty from Genesee Community College are planning to travel with students during the Christmas break to Hawaii & will be here for six days; the areas they are looking at are Tourism/Hospitality, History/Culture, Photography, Sociology & PE; for these subject areas, if any faculty is interested, they can contact Yuko Nakashima who is working with OCET.

Distance Learning RP did close, got the number of bids needed & came in right on budget; those should be installed by the end of May.

8. Unfinished Business:

Assessment & Retreat Updates – James Kiley

Reported approximately 193 people signed up for the March 1 Assessment Retreat; a survey monkey is out & closing today to get some feedback; will provide that information at the next meeting, but the overall feedback that day was positive.

Council Charter – Monica & Marcy

Last meeting had a few feedbacks on the Charter; update Student Government Name, ASUH-HawCC is still acceptable; BOR knows us by that name; within our campus, it'll be split into two groups: Student Government & Student Activities; there is an upcoming election with one representative from West HI; approximately 16 Council members.

Terms of Membership - Monica

Changing the term from one year to two years of membership on the Council, just for the representative, not the Ex-officios.

Noe Noe – having a two year term provides some stability; staggered group, half the group comes in new and the other half remains over the two years

Tangaro – this aligns with our standing committees with two year service

Monica – Vote: Motion to change in the College Council Charter the Representative Members to serve for a Two-Year Term with staggered terms; unanimous decision to change.

Chairship – Monica

There are concerns about duties of the Chair and to receive three credit hours of reassign time; HGEA BU 03 are not allowed to receive three credits of reassign time; as Chair, it would be a disadvantage to them is not receiving reassign time or compensation; should something be in the Charter that the Council Chair does receive at least three credit reassign time with the exception of those in BU 03 or do we put in the Charter that the Chair can only be a faculty or APT member?

Serving on any committee requires your supervisor's approval.

Discussion took place.

Do not want to exclude anyone from being on the Council; would like to give the opportunity for anyone to serve; however, this comes down to the compensation piece in the Charter to put in a statement that the Chair will receive at least three credit hours

of reassign time or equivalent each semester, except for HGEA BU 03 and UPW, per bargaining contract.

Discussion took place.

Two options on the table for Chairship: non-compensation or to continue with the compensation with exception of the two bargaining units, BU 03 & UPW, due to their contract.

More discussion took place.

Decision will be made at a later time; will bring this up in April's meeting.

Recorder of the meetings

Right now the Charter states that it is performed by members of the clerical servicing staff and there are some questions whether this should be changed; if this is changed, who will be recording the minutes of the meeting?

Discussion took place.

Currently one clerical per academic year takes the minutes, as the clerical pool is large enough.

More discussion took place.

A solution discussed maybe is to vote in a Secretary; compensate person on the amount of time spent working on the minutes.

Continue this discussion at the next meeting.

New Business

Presented a draft schedule for the AY 2013/2014 College Hour Meetings.

Discussion took place.

After this is approved, it will be passed on to Academic Senate.

Motion to approve AY 2013/2014 College Hour Meetings by Tangaro & Guy.

ILO's on Graduation Survey; Joni mentioned to Monica that a graduation survey will be mailed out to graduating students; for the past two years we did a graduating assessment on ILO's during graduation rehearsal where the graduates did the survey during that time.

ILO survey gives the student some closure when they graduate.

Suggestion/solution is to give student survey when they pick up their graduation application; Tangaro's recommendation about two years ago was to make this a part of the application for graduation as part of their exit process; this would not be optional; Tanya suggested that a tab be added when students complete eCafe survey; Kate stated the purpose of assessment is to demonstrate that students have mastered the skills that we say that we are teaching; purpose of assessment is for improvement; Tangaro if we want 100% response to ILO, need to attach an ILO component & incorporate in the exit process.

Noe Noe suggested that we revisit this with Jason

Monica asked if we want to participate in mail out? Vote: will not participate in the mail out survey; we will continue the ILO assessment discussion at the next meeting.

9. Announcements:

Faculty & Staff Development Activities:

March 15 – ITSO Workshop on Teaching Online First Steps

April 26 – Universal Course Design with Lori Kuni

End of March & April, Joni & Annie are planning workshops on Contract Renewal Documents and Tenure & Promotion Documents.

Next meeting will do nominations for next AY 2013/2014 College Council Chair.

Meeting scheduled for Friday, April 12, 2013, 12:00-1:15 p.m., Conference Room 6A and West HI Admin Conference Room (Vidcon), Recorder Doris Chang.

10. Meeting adjourned: 3:41 p.m.

Respectfully submitted,

Paula Medeiros