

Hawai'i Community College  
College Council Meeting Minutes  
Conference Room 6A & WH Admin Conference Room (via poly com)  
Friday, January 17, 2014

Members present: Joni Onishi, Debbie Shigehara, Jim Yoshida, Manaiakalani Kalua (Chair), May Kealoha, Jackie Alvarez-Martinez, Leanne Urasaki, Helen Nishimoto, Kamaka Gunderson, Guy Kimura (*vidcon*), Wendy Medeiros (*vidcon*), Tanya Dean (*scopia*)

Members excused: Noreen Yamane, Jason Cifra, Joyce Hamasaki, Noe Noe Wong-Wilson, Taupouri Tangaro, James, Kiley

1. Call to Order – Chair Manaiakalani Kalua called the meeting to order at 2:15 p.m.
2. Approval of Minutes – Minutes of November 8, 2013 were read and approved as corrected: Item #4b: Dwayne changed to Duane. Minutes of December 6, 2013 were read and approved as corrected: Add April, Mamo & Jackie.
3. Chancellor's Update – No report.
4. Academic Affairs/Committee on Committees Update
  - a. Positions in Recruitment
    - Academic Support C3T Farm Coordinator, APT #79688T – James Rushing casual hire ended on Dec 31, 2013. Committee is in “interview” stage
    - Academic Support DISL/MWIM, APT #777237T -- on hold due to budget
    - Academic Support HLS Media, APT #77747T – offer made, declined
    - Instructor HLS Mahiai, #87021 – in recruitment
    - Academic Support HLS, APT #78748 – offer made, declined
    - Academic Support HLS, APT #77747T – offer made, declined
    - Academic Support HLS Lawai`a, APT #79183T – readvertise
    - Academic Support ABRP/AMT, APT #77236T -- Jeff Fujii, start date 1/14/2014
    - Academic Support Science Lab Coordinator (WH), .5 APT #77365T – in recruitment
    - Instructor ECED, #87107 – Janet Smith, started Jan 1, 2014
    - Academic Support West Hawaii, APT #80573 – on hold until director is hired
    - Office Assistant III, VCAA Office, #900321 – Dawn Long, started Jan 6, 2014
    - Office Assistant III, ATE Construction Academy – Renette Pacheco hired in casual position
    - Academic Support ACU IT Specialist, APT #80735T -- in recruitment with committee
    - Secretary II Nursing, #26806 – Val Burgess-Mae, started Dec 20, 2013
    - Instructor ATE/MWIM 9 months, #82527 – Malcolm Chun, start date Jan 1, 2014
    - Instructor English, Reading and/or Writing, #87109 – in recruitment
    - Instructor English, Reading and/or Writing, #82609 – in recruitment
    - Instructor Nursing 9 months, #74863 -- Kelley O`Leary, start date 1/2/2014
    - Instructor Nursing 9 months, #86476 -- Phyllis Coolen, start date 1/2/2014

- Instructor Nursing 9 months, #83348 – on hold
  - Instructor Nursing 11 months, #83741 – changing to 9 mos, to be re-advertised
  - Director of Nursing 11 months, #84774 – May Kealoha, start date Jan 1, 2014
  - Office Assistant III West Hawaii, #900443 – pending approval of position description
  - Academic Support WH CULN, .5 APT #77175T -- in recruitment; Patti Kimball hired in a casual position
  - Secretary I HOST – pending
  - Dean for Career & Technical Education, #89456, in recruitment
  - Dean for Liberal Arts & Public Services, #89453, in recruitment
- b. Open Enrollment as of 1/17/2014
- Headcount -- 2941 (decrease 9.2%)
  - SSH – 27,391 (decrease 7.0%)
  - Need to look at what is causing the decrease.
- c. HGI Campus Completion Score Card 2012-2013
- <http://www.hawaii.edu/hawaiigradinitiative/campus-scorecards/>
- d. Automatic Admission, Spring 2010 to Fall 2013
- Fall 2013 Acceptance Data  
[http://www.hawaii.edu/offices/app/aa/cms/AutoAdmissionsSummary\\_Fall%202013\\_FINAL.pdf](http://www.hawaii.edu/offices/app/aa/cms/AutoAdmissionsSummary_Fall%202013_FINAL.pdf)
  - Acceptance, Enrollment, Persistence/Graduation Data (Fall 2010-2012)  
<http://www.hawaii.edu/offices/app/aa/cms/AutoAdmitReport2013.pdf>
- e. 55 by 25 Initiative
- [http://www.hawaii.edu/offices/app/aa/cao/55by25\\_PhaseIIforUH\\_12-13.pdf](http://www.hawaii.edu/offices/app/aa/cao/55by25_PhaseIIforUH_12-13.pdf)
- f. Annual Review and Budget Process
- [http://hawaii.hawaii.edu/docs/annual\\_review\\_budget\\_process.pdf](http://hawaii.hawaii.edu/docs/annual_review_budget_process.pdf)
- g. UHCCP Policies
- <http://uhcc.hawaii.edu/OVPCC/policies/index.php>
  - UHCCP 9.203 Faculty Five-Year Review  
Ellen will compare revised UHCCP with HAW for alignment.

Faculty due reviews:

**AY 2009-2013:**

Marilyn Bader – Liberal Arts/Math

Gordon Ching – BeaT/BT

Gayle Cho – ATE/AEC

Gene Harada – ATE/CARP

Kathleen Kotecki – West Hawaii Nursing

Charleen Marlow – Liberal Arts/Humanities

Trina Nahm-Mijo – Liberal Arts/Social Science (DC)

Allan Okuda – HOST/Culinary  
Joel Peralto – BeaT/Accounting  
Jill Savage – Liberal Arts/Math  
Kenneth Shimizu – ATE/AMT  
Robert Yamane – BeaT/BT (DC)

**AY 2010 – 2014: DUE 2/1/2015**

Donnalyn Kalei – Liberal Arts/Social Science – AJ  
Patrick Pajo – ATE/ EIMT  
Mai Wong – Liberal Arts/Social Science – ECE

- UHCCP 9.204 Lecturer Evaluation  
DCs will establish HawCC policy guidelines/templates
- h. General Education
- GEC will be recommending ENG 100, ENG 102, PSY 100, PSY/Hum 275 for General Education designation at the January Academic Senate meeting.
- i. Committees
- None
5. Administrative Affairs Update
- a. Budget
- Low enrollment means less tuition and fees.
  - You may request a copy of the budget from any of our Administrators.
  - We rely on projected expenditures to balance the budget.
  - We have a projected deficit of 2.5 million. Exact numbers are not known.
  - FY13 we had a 3 million dollar cash balance, but we also had 1.5 million in encumbrances. Which means it wasn't spent in FY13, and it would be spent in FY14. The budget was reduced from what was available. Actual carry over was 1.5 million.
  - Any questions regarding the budget please see Jim.
- b. Vendors on Campus
- Campus level efforts have stopped because CC System is in the process of developing a commercial enterprise operation. Their working with Sodexo to bring in or contract outside services to possibly have concessions on our campus. Hopefully by next year.
6. Student Services Update – No report.
7. West Hawai'i Update
- a. West Hawai'i Director Marty Fletcher
- Start date 3/10/14
8. OCET Update
- a. Motorcycle Safety Training
- See Attachment #1 for map and class schedule

- Back parking lot will be blocked off during class time
- Register through Leeward
- HawCC registration will start in September 2014

9. Unfinished Business

- Welcome – West Hawai`i Director Marty Fletcher
  - Start date 3/10/14
- Assessment of ILOs – James Kiley is working on the final draft of the Institutional Learning Outcomes (ILO) Assessment Plan and will have it available for the next College Council meeting.
  - See Attachment #2
- Facilities Use, Practices, Procedures, and Terms of Use – Comments to be brought back to College Council by January 17, 2014. Jackie Alvarez Martinez will check with POM about training sessions for faculty and staff.
  - Jackie made contact with Bill. He will get back to her.
  - Jackie hopes to have date, time and location for next meeting.

10. Announcements

- Helen Nishimoto on behalf of Academic Senate
  - Senate is working with the faculty policy committee on a survey to address bullying on campus.
- Introduce May Kealoha
- HSI (Hawai`i Strategic Institute) March 7 & 8, 2014, LeewardCC
  - 53 people signed up
  - 37 seats available
  - Open to permanent full-time Faculty, APT, & Clerical first. If there are additional openings they will offer to lecturers.
  - Contact Sam Giordanengo

11. Upcoming Events this semester

February 26	Hawai`i Community College Day
March 7-8	Hawai`i Strategy Institute
March 13-15	2 <sup>nd</sup> Annual Hawai`i Sustainability in higher Education
March 18	UHCC 50 <sup>th</sup> Anniversary at the state capitol
May 19	WIPCE Kīpaepae opening

12. Next Meeting – Friday, 2/14/14, 12-1:15P, Conf. Rm. 6A & WH Admin. Conf. Rm.

- Recorder: Paula Medeiros

13. Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Melany Ayudan  
Recorder