

Hawaii Community College-College Council Meeting  
Bldg 388, Room 101 (Manono Campus)  
Bldg D, Room 183 (Palamanui)  
Nursing Lab (West Hawaii- Kealakekua)  
Friday, August 28, 2015  
12 noon to 2 p.m.

Meeting Minutes

1. Call to Order:

Chair Grace Funai called the meeting to order at 12:07 p.m.

2. Roll Call:

Present: Chair Grace Funai, Noreen Yamane, Joni Onishi, Jim Yoshida, Marty Fletcher, Monica Burnett for Ho'olulu, Toni Cravens, Reshela Du Puis, Mari Giel, Pearla Haalilio, Kathy Kotecki, Trina Nahm-Mijo, William Tehero Jr. for Tiana Hirota and Claudia Wilcox-Boucher for Joel Peralto

3. Welcome and introduction of College Council Members: (Grace)

The Friday before the meetings, the chair will send to the members the agenda and any reports received from the Administrators. This will be posted to the College Council blog and can be shared with your depts.

Documents on the website are in pdf format and cannot be changed. The agenda can be e-mailed as a word document with the initial meeting notice to members.

Members and guests introduced themselves.

4. Approval of Minutes: May 1, 2015

Date changed from May 15, 2015 to May 1, 2015. Minutes were approved as amended. Moved by Noreen Yamane and seconded by Claudia Wilcox-Boucher.

5. Updates from Administration

Request that after the meeting, representatives share with their depts. a summary of discussions, request feedback and input from the campus and give timely announcements. Let the council know if you need a list of your staff's e-mail address to send information and also to get their feedback. If you have feedback to share, we can put it on the agenda.

- Chancellor- Noreen (Reports attached)

- Integrated Planning Process

- Chancellor received CERC report recommendations and responded to CERC on how to deal with those recommendations.

- CERC report stated not everything was completed in the last academic year.

- There are 3 things that they will be doing in the coming months.

- Annual Review and Budget Process  
The Annual Budget and Action Plan Report is a compilation of all discussion based on program and unit reviews that were completed by the depts. Priorities were determined first by the Division Chairs, then the respective Administrator for their depts. and units. All the Administrators met to organize these requests and it is categorized with headings based on strategic outcomes. The report shows what the programs asked for and what their needs are. Items are not in priority order.
- HawCC Strategic Directions 2015-2021  
The current plan is ending and the new plan is called HawCC Strategic Directions 2015-2021. The Administrators and College Council Chair, Grace Funai and Vice Chair, Tiana Hirota met to create a draft plan for Hawaii CC based on the UH Strategic Directions, the UHCC Strategic Directions and John Morton's presentation that he gave in the spring.

The working draft can now be shared with the college to get input to revise the report and have it approved before the Chancellor leaves.

Debbie Nakagawa from John Morton's office provided us the link to the UHCC Strategic Directions on-line. The URL is in the Chancellor's report.

- HawCC-Hawai'i Papa O Ke Ao  
The UH System has developed a group to focus on Native Hawaiian leadership and development programs. The group reports to David Lassner. Hawaii CC's representative is Taupouri Tangaro.
- ACCJC  
Midterm report to ACCJC is due in October and has to be reviewed before that time. We also received notification of additional audits.
- Komohana long Range Development Plan (LRDP)  
The LRDP has been suspended for now. John Morton has to work with the BOR to determine whether or not they will be open to approve the plan. The BOR does not want to spend any more money to pay for additional costs for modifications to the plan.
- 75<sup>th</sup> Anniversary Celebration AY 2015-2016  
We have a new 75<sup>th</sup> Anniversary logo on bags and name tags. Folders are coming and Joni may be ordering shirts.
- Kauhale Newsletter  
The format is changing from Kauhale Newsletter to Kauhale News. News will be posted as they are submitted instead of monthly basis. See the Chancellor's report on how to submit news to Thatcher Moats.

- Scholarship Breakfast  
Event is to connect donors and recipients. UH Foundation will be giving us \$1,000 to support this.
- UH Foundation Development Officer for Hawaii CC  
Hawaii CC will have its own Development Officer. She will be located in Hale Aloha room 119.
- Community College Survey of Student Engagement 2016  
We are going to participate in CCSSE 2016. Chris Manaseri will be replacing Guy Kimura as coordinator.
- Vice Chancellor for Academic Affairs- Joni (Report attached)
  - Academic Support Representative will be Mitchell Okuma.
  - Academic Master Plan is posted on the web under Institutional Effectiveness.
  - UHCC Student Success Committee would like to emphasize focus on Graduation Initiative, which is part of the UH Strategic Plan.  
Developmental Education will now be done as a system since previous results for campuses were low.  
Whatever model and curriculum that is developed by the task force will be adopted. This has to be done as part of the strategic direction and is not negotiable. From there we can assess how well our students are doing from the past.  
New model incorporates wrap around services which includes tutoring and coaching. If your faculty/staff are interested in professional development, let Joni know.  
John Morton would like the developmental education program changes to be implemented by Fall 2016. It will have a huge impact on the college such as services to students and pre-requisites for degrees.
  - Committees  
The Recruitment and Retention Committee will be change to the Student Success Committee. Chris Manaseri has agreed to be the Administrator to lead the group.  
  
The Sustainability committee was not established previously. Joni will convene a meeting for those who are interested and ask the committee to prepare a charter for presentation to the Committee on Committees.
- Vice Chancellor for Administrative Affairs- Jim (Report attached)
  - See report for updates of projects on campus.
  - One major change to the process this year is that in prior years the legislature had allocated a specific amount of money for the community colleges. This year the University received a one lump sum of \$44 million. Out of the \$44 million, UH Manoa received \$20 million to renovate Snyder Hall, UHH received about \$6-8 million, West Oahu about \$2-4 million, and the community colleges about \$10-12 million.

Unlike before where the seven community colleges could decide how to divide the money, this year every community college campus was awarded one project.

Hawaii CC's project is to upgrade the electrical infrastructure on campus- estimated cost \$850,000.

In-progress projects, may use carry over funds.

- Vice Chancellor for Student Affairs- Jason (Not present –Report attached.)
    - Strategic Enrollment Management meeting will be next week Tuesday, Sept 1, 2015. It is an open meeting at 1 p.m. in Kaneikeyo if anyone wants to participate.
    - Correction by Jim Yoshida on the following:  
Title IX coordinator for the campus is James Yoshida  
Jason Cifra is the Deputy Coordinator for student related incidents  
Mari Chang is the Deputy Coordinator for employee related incidents
  - Director of West Hawaii- Marty (Report attached)
    - Palamanui campus opened on Monday, August 24, 2015. The first week is running quite smoothly. Landscaping is in progress. Working on opening the center student area.
  - OCET- Debbie (Not present-Report attached)
  - Dean, Liberal Arts- Chris ( Not present-Report attached)
  - Dean, CTE – Joyce (Not present-Report attached)
    - Members had no comments on reports submitted by Debbie, Chris and Joyce.
6. Committee Updates – Joni (Report from Leanne Urasaki)
- Committee on Committees
    - Worked on Committee Surveys for 2015-2016
  - Faculty/Staff Development Committee
    - Faculty/Staff Development Committee reviewed and updated the Faculty and Staff Handbook. The Staff Handbook was completed and will be posted. The Faculty Handbook is still a draft and will be reviewed by the Academic Senate. The responsibility of the Faculty Handbook will be moved to the Academic Senate.
  - Assessment Committee -Reshela
    - The ILO Summit evaluations were e-mailed to participants. Received only 24 responses. Please turn in your evaluations. Mahalo to Shyann for all her help.

- E Imi Pono Day will be September 18, 2015, which will include a faculty summit.
- Will be working with Jim and Jason to schedule a staff summit.
- Unit outcomes don't link well with the ILO. We need to determine Institutional Service Unit Outcomes to link to the mission and vision and will be parallel to the ILO.
- Will work with units to develop procedures for modifications to the Unit Outcomes.
- Working on Data Path, with Tyler Yoshiyama and Daniel Fernandez to make the screen more user friendly. Approximate date for completion-September 15, 2015. There will be training set up for this.
- Annual review and comprehensive reviews are still in process. Annual review training will start at the end of September. The template will be ready by end of September. Comprehensive template will be ready by the end of October.

#### 7. Unfinished Business:

- a. Haw CC 75<sup>th</sup> Anniversary Celebration Update
  - We will order 75<sup>th</sup> Anniversary banners to be placed on light poles.
  - There will be lots of events, culminating with graduation.
  - Alumni and Friends will be having a dinner on November 7, 2015. Tickets will be on sale next week for \$75.00 and can be ordered from Anne Chung. There will be a silent auction and donations are welcome. Letters will be sent to local businesses for donations for the silent auction or to place their ad in the souvenir booklet. Funds will be for scholarships.
  - Discussion of possible Faculty/Staff get together in spring 2016.
- b. Convocation week evaluation (See report from Leanne Uraskai)
  - Idea of convocation week was positive. It's a good idea to get people more involved.
  - New Hire Orientation-Thank you to everyone for helping with the events and workshops. Leanne did a lot of work organizing and setting up the workshops. The workshops were not well attended so will need to review it for next year.
  - Ask your dept. if they have any feedback or suggestions for the next convocation week.

#### 8. New Business

- a. 2015-2016 College Council Vice Chair Nominations/Vote -Grace
  - The duties of the Vice Chair include conducting meetings when the Chair is not available, meet monthly with the Chancellor, and assists with projects. There was one Vice Chair nomination-Tiana Hirota. No other nominations. Moved by Trina Nahm-Mijo and seconded by Claudia Wilcox-Boucher. Voted All in favor. Unanimous.
  - Need to start thinking of new College Council chair for next year.

- b. Program Review and Budget Cycle process update for 2014-2015 (Noreen)
  - o Documents on the website are CERC recommendations to the Chancellor and Chancellor's response to CERC. Send e-mail for comments and feedback.
  - o Annual Budget and Acton Plan is for the campus use if we receive funds extra funds. Items are not in priority order.
- c. 2015-2021 Strategic Plan Introduction (Noreen)
  - o Need to get feedback on the plan to finalize it by the end of December. Report is on the website. Wala'au sessions are being planned for College input.
- d. Chancellor's Search Update (Grace)
  - o Noreen will be retiring at the end of December. John Morton met with personnel from different job classifications and the Administrators to talk about the Chancellor's search. John Morton announced at the all-college meeting that it will be a national search and his office will identify a campus coordinator, who will put together a campus committee. The process will start this fall, have interviews in the spring and the person can start next fall. John Morton will decide on an interim Chancellor and this person would not be a candidate for the permanent Chancellor's position.  
Per John Morton's request, campus search dialogue has been postponed. We are waiting for John Morton's office to tell us how to proceed.
- e. Blue Zone
  - o Blue Zone Project is a national health initiative to keep well. The campus will need to complete a percentage of criterias to be considered a Blue Zone institution. If interested, Grace will schedule a meeting and invite someone from the organization. A task force could look into whether the Blue Zone Project is possible for Hawaii CC. Volunteers are welcome, let Grace know.

## 9. Announcements

Grace-

Anyone interested in going to Palamanui for a College Council meeting? A 2 p.m. meeting is scheduled on November 6, 2015. Let Grace know if you are interested. Those not going to Palamanui can connect via polycom from Hilo.

Noreen-

Luane is going to return to CTE. Monday is her last day. No replacement to announce at this time.

## 9. Meeting adjourned at 2 p.m.

Next meeting: Friday, September 11, 2015 at 12 p.m.

Recorded by: Janice Watanabe, Secretary to the VC for Administrative Affairs