

**Hawaii Community College**  
**College Council Meeting Minutes – Approved 9/12/14**  
**August 29, 2014**  
**12:00 – 1:15 p.m.**  
**Conference Room 6A & WH Admin. Conf. Rm B5**

**Members present:** Jason Cifra, Toni Cravens (polycom), Jim Yoshida, Garrett Fujioka, Sherri Fujita, Grace Funai (Chair), Mari Giel, Joyce Hamasaki, Tiana Koga, Chris Manaseri, Trina Nahm-Miyo, Noreen Yamane, Jeff Newsome, Claudia Wilcox-Boucher (for Joel Peralto), Cherise Souza, Taupouri Tangaro, Leanne Urasaki and Noe Noe Wong Wilson. Dawn Long (Observer) and Sandy Kama (recorder)

**Members Excused:** Marty Fletcher, Joni Onishi and Debbie Shigehara

1. **Call to Order:** Chair, Grace Funai called the meeting to order at 12:02 p.m.
2. **Roll Call (sign in sheet)**
3. **Introduction**
  - Agenda, Admin Reports, handouts for the upcoming meeting and Minutes of prior meeting will be sent out the Friday prior to each meeting
  - Be conscientious of reporting to your program/division. The goal this year is to increase communication at all levels.
4. **Approval of May 2, 2014 Minutes:**
  - Jason moved to approve, Leanne seconded
  - Minutes Approved
5. **Updates from Administration:**

*Chancellor – Noreen* (see attachment 1)

  - Explained purpose of CERC (College Effectiveness Review Committee) and her response to the CERC report of AY2009-2013 (see attachment 2)
  - Komohana LDRP is close to final vision. Meeting on Sept 3 to show new campus plan.

*Vice Chancellor for Academic Affairs – Joni*, reported by Joyce (see attachment 3)

  - Delete #1, bullet #4. It is in error and a duplicate of bullet #16

*Vice Chancellor for Administrative Affairs – Jim*

  - Hale Aloha finished (hopefully) by end of semester. Need inspections, certain building materials that's taking a while and holding things up
  - Gutter replacement is proceeding

*Vice Chancellor for Students Affairs – Jason* (see attachment 4)

- Thank you, everyone, who worked on enrollment. Today it's -8.2%, as compared to last Fall.
- High Schools want more meaningful studies from Running Start. Courses in Hawaiian Studies like history and culture. Also interested in History, Psychology, and Sociology
- Initiated Merit Based Scholarships with Noreen's help, like assistance to Puna and scholarships for those close to graduating but need financial assistance to finish
- Title IX is celebrating 40<sup>th</sup> anniversary. It was initiated by Patsy Mink and Hawaii and evolved from equity in sports for men & women to equity in education, access, career & job placement for women. Webpage to open soon for information on Title IX with short video. Bootcamp for Title IX scheduled for October.
- Survey sent out to all faculty and staff inquiring if they can speak/read/write/understand a foreign language. Student Services would like to include these folks in a brochure that can be shared with ESL students if they need assistance communicating with someone who can speak their language.
- Creating a calendar for training (Title IX, VAWA, Safe Zone, Mental Health, LBGT). More information coming from Kesha Kubo, Information Center Coordinator.

*Director, West Hawaii – Marty – no report*

*OCET – Debbie, reported by Tiana (see attachment 5)*

*Dean, Liberal Arts – Chris – no report*

*Dean, CTE – Joyce*

- Re-evaluating Electronics program with the Community's input, since Faculty left at the end of summer.
- Dominic Estrella (Perkins support) will visit HawCC campus on Sept 16, 3-5pm in conference room 6B to provide information on applying for Perkins Grants.
- US DOE OCTAE agency that oversees CTE programs will be visiting Hawaii, and maybe campuses in October.

6. **Committee Update:**

*Assessment Committee – Sherri*

- Sherri is rethinking the purpose and function of the committee and is open to input. Distributed the HawCC Assessment Committee Annual Report 2013-2014 (see attachment 6)
- ILO assessment summit – positive feedback coming in

*Committee on Committees – Noreen*

- Committee appointments are in progress

7. **Unfinished Business:** none

8. **New Business:**

- *Election of Vice Chair* – Tiana Koga volunteered. All favored.
- *Introduction of Revised 3 year Comprehensive Review Process* – Noreen. Feedback from the College and CERC committee both recommended a change in the annual/comprehensive review cycle. Move away from five year review to three year review. All programs and units will continue to do annual reviews. Every third year, use the report to double as the Comprehensive (no new report needs to be generated). The Council endorsed this proposal. An announcement will be sent with link. Distributed HawCC 3-Year Instructional Program Review Schedule (attachment 7) and HawCC 3-Year Unit Review Schedule (attachment 8).
- *Integrated Planning and Budget Process* – Noreen. Annual Budget and Action Plan Report was endorsed by the Council (attachment 9). Distributed Annual Review and Budget Process flowchart (attachment 10). Concern raised that there needed to be something added to the second page to also reinforce the continuous cycle. Trina will work with Joyce.

9. **Announcements:**

- Request from Ho’olulu Council to add meetings to the College Hour Schedule. The Ho’olulu Council was formed in 2006 by the Chancellor to discuss and advise on issues impacting native Hawaiian Students, Faculty and Staff. The Ho’olulu Council would like to publish the meeting dates to invite people to participate. Meetings will be on the same day as Academic Senate at 10:00am (6A/6B). Council endorsed request and College Hour Schedule to be revised and re-sent.
- Grace urged Agenda items for next meeting due as soon as possible. Normally, there is month period between meetings, but August and September meetings are only a few weeks apart.
- Campus Safety Committee is looking for volunteers. Contact Jeff Newsome, if interested. First meeting scheduled for October 9<sup>th</sup>, to review charter and update (if necessary) physical security.
- Assessment Plans due September 30. PATH trainings to be scheduled.

10. **Meeting adjourned at 2:02 p.m.**

**Recorded by: Sandy Kama, Secretary, VC for Academic Affairs**