

**COLLEGE COUNCIL MINUTES - APPROVED**

<p>College Council Meeting Minutes November 13, 2020 12:00p - 2:00p Location: Zoom</p>	<p>Chair: Jeff Fujii Vice Chair: Reshela DuPuis</p> <p>Representatives: Laurel Gregory, Meidor Hu, Tennille Kephart, Ākea Kiyuna, Alan Ku, Larissa Leslie, Trina Nahm-Mijo, Helen Nishimoto, Christine Quintana, Beth Sanders, David Tsugawa</p> <p>Ex-Officio Members: Kei-Lin Cerf, Dorinna Cortez, Kalei Haleamau-Kam, Ken Kaleiwahea, Joni Onishi, Rachel Solemsaas, Melanie Wilson, Jessica Yamamoto</p>
	<p>Guests: Melany Ayudan, Leanda Bernabe, Monica Burnett, Anne Chung, Toni Cravens Howell, Sharon Dansereau, Renee AK Dela Cruz, Daniel Fernandez, Lorianne Fukui-Stoos, Lisa Fukumitsu, Sam Giordanengo, Pearla Haalilio, Sheldon Higa, Lucy Jones, Kristine Kotecki, April Kualii-Neal, Kesha Kubo, Nancy Kunishige, Carrie Kuwada Phipps, Glenn-Dee Kuwaye, Kanoe Lambert, Daniel Loo, Calla Luera, Aimee Maclennan, Craig Mitchell, Carrie Mospens, Lew Nakamura, Luria Namba, Jesna Nissam, Michelle Phillips, Nate Roberts, Kulia Salavea, Jason Santos, Naveen Siriah, Janet Smith, Noel Tagab-Cruz, Nadine Uina, Leanne Urasaki, Callie Villanueva, Sara Vogel, Warren "Wailani" Walker, Mary Washington, Debbie Weeks, Claudia Wilcox-Boucher, Emily Zappeto</p>

Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order 12:06 PM By: Jeff Fujii Minutes: Laurel Gregory</p>	<p>12:06 PM Announcement from Chair Jeff Fujii:</p> <ul style="list-style-type: none"> <li>● Turn off video until you speak</li> <li>● Ex-officio members are eligible to vote</li> <li>● Vice Chair R. DuPuis will monitor the chat box. Please type Question/Comment in the Chat box to be acknowledged before speaking.</li> </ul>		

	<p><a href="#">College Council Website</a></p> <p>Charter <a href="http://blog.hawaii.edu/hawccccollegecouncil/charter/">http://blog.hawaii.edu/hawccccollegecouncil/charter/</a></p> <p>Membership 2020-2021 <a href="http://blog.hawaii.edu/hawccccollegecouncil/membership/">http://blog.hawaii.edu/hawccccollegecouncil/membership/</a></p>		
2. Ascertain quorum	Quorum Met		
3. Approval of Minutes – Oct. 9, 2020	Motion to approve the minutes. (Christine.Quintana/David Tsugawa)	Motion Carried Unanimously	
4. Reports a) Chancellor's Update	<p>a) Chancellor's Update</p> <p>1. An anonymous donation of a million dollars has been made to the college to be focused on student success. Immediate action will be to build an endowment for scholarships, possibly available to students by Spring 2021. Other uses could be the purchase of student tools, payment of student fees, work-based activities and opportunities, and professional development for faculty and staff.</p> <p>2. 80<sup>th</sup> Anniversary – Spring 2021. Theme will be giving back to the community, and thanking them for allowing the College to serve them. Thatcher Moats will be capturing and compiling what the College is already doing in this regard.</p> <p>3. Leadership Development and Support- A group consisting of Academic Senate Chair and Vice-chair David Tsugawa and Toni Cravens-Howell, met with Joni Onishi to discuss this. Plans are to add PELP, CCLC, and Wo members to form a hui to carry ideas and initiatives forward. Intent is to create a pipeline to develop leaders in the College. The Chancellor thanked several other people who participated in subsequent hui discussions. Recommendation: to ask CoCo to set up a task force to develop and implement a cohort-based model of leadership development.</p>		

<p>b) Committees</p> <p>1. Assessment Committee</p> <p>2. College Effectiveness Review (CERC)</p> <p>3. Committee on Committees (CoC)</p> <p>4. Environmental Sustainability (ES)</p> <p>5. Faculty and Staff Development (FSD)</p>	<p>b) Committees</p> <p>1. Assessment Committee (AC) (Luria Namba) The committee continues to meet and review assessments reported in comprehensive reviews, and is seeking members from GSSS, Admin Services, and Academic Support. Please contact Luria if interested</p> <p>2. College Effectiveness Review (CERC) (Joni Onishi) The committee continues to meet weekly. They are reviewing the comprehensive reviews submitted last year, and then will start on reviews received this year.</p> <p>3. Committee on Committees (CoC) (Michelle Phillips) Discussion: Policy 3.301 (which affects how committees are developed) needs revamping to make the process more clear and easier to follow. Once committees are approved they are listed in the <a href="#">Committee Handbook</a>.</p> <p>4. Environmental Sustainability (ES) (Debbie Weeks) There are two sustainability committees, one Academic Senate and one broader College Council committee, which is in the process of formalization. Steps to form and recognize the CoCo committee were discussed. Steps include the make-up of the membership and recruitment to the committee.</p> <p>5. Faculty and Staff Development Committee (FSD) (Michelle Phillips) Recent Events: Halloween Trivia Night Coming up: Ergonomics Workshop with Kaua'i CC Mental Health Workshop (Kate DeSoto) <a href="#">Professional Development website</a> (including the Faculty handbook)</p>		
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<p>6. Kauhale Analytics and Intelligence Advisory Committee (KAIAC)</p> <p>7. Community Participation</p> <p>c) Update from Financial Aid – VCSA Dorinna Cortez</p> <p>d) COVID-19 Steering Task Force</p>	<p>6. Kauhale Analytics and Intelligence Advisory Committee (KAIAC) (Mary Washington)</p> <p>a. Mary shared the results of the recent Jamboard, which queried the college faculty and staff about the three the issues presented by the UHCC system: Ways to reduce expenditures, ways to increase revenues, and creative new ideas. There were 217 responses, which represents a 70% participation rate. <a href="#">HAWCC Kauhale Jamboard Responses (redacted) and Comment Count</a></p> <p>b. 2020 Faculty and Staff College Climate Survey In progress, to be updated at a future meeting.</p> <p>7. Community Participation Committee – no report</p> <p>c. Update from Financial Aid - VCSA Dorinna Cortez <a href="#">DSA Update. 2020-11-13</a> Dorinna shared her report and reminded people that any Covid related issues or reports of Covid cases should be brought to the attention of either herself (students) or Ken (faculty and staff). The email to do this is hawcovid@hawaii.edu</p> <p>d. <a href="#">COVID-19 Steering Task Force</a> (Chancellor Solemsass) The committee continues to meet for the purposes of managing and overseeing expenditures from the CARES 2 and Cares 3 allocated funds. Recent development some expenditures may be able to move to state CRF funds, which would free up some CARES 2 and 3 funds for additional items waiting on the task force’s list. The task force membership remains the same as when it was formed last summer. Discussion: Additional members? Council reps can query their areas.</p>		
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<p>6. New Business</p> <p>a. Proposed new policy on Gifts in Kind, VCAS Kaleiwahea <a href="#">Gift-in-Kind Policy. draft. 2020-11-13</a></p> <p>b. Proposed (informational – not proposed) new Recommendation form, <a href="#">College Council Recommendation Form</a></p> <p>c. UHCC Budget Proposal Update, Chancellor Solemsaas</p>	<p>a. Proposed new policy on Gifts in Kind, VCAS Kaleiwahea <a href="#">Gift-in-Kind Policy. draft. 2020-11-13</a></p> <p>Explanation: This is for items like equipment and services. All pledges and cash are already managed by the UH Foundation. It reflects current practices and procedures, is modeled after the current UHH policy and is meant to protect the college from accepting gifts that are not necessary and guard against unnecessary future costs that the gifts might entail.</p> <p>b. New Recommendation form (informational), Chancellor Solemsaas <a href="#">College Council Recommendation Form</a></p> <p>Chancellor Solemsaas is requiring that this form be used in the future. It is similar to the forms already created for the Academic Senate and Student government. Purpose – to maintain transparency and shared governance objectives. The form tracks recommendations, including the chancellor’s responses, with the completed forms to be published on the CoCo website.</p> <p>c. UHCC Budget Proposal Update, Chancellor Solemsaas</p> <p>Chancellor reports from each community college were due to UH VPCC Erica Lacro earlier in the week, though some system working groups on individual areas listed in the October 12, 2020 memo, titled <a href="#">University of Hawai‘i Community Colleges Organizational and Resource Planning Ideas for Consideration and Discussion</a> are still in progress.</p> <p>The next steps in recommendations to the BOR by VP Lacro and President Lassner have been pushed back from December</p>		
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	<p>2020 to January 2021, since the Governor has delayed the UH budget until December and they need to see that before taking recommendations to the BOR. The areas under consideration are:</p> <p>Table 1. Planning for the possible consolidation of operational units  Table 2. Possible programmatic considerations  Table 3: Possible academic program considerations  Table 4. Reposition unique campus space for commercialization / revenue generation  Table 5. Other revenue generating activities</p> <p>Chancellor Solemsass commented briefly on the following areas:</p> <p><b>Table 1 Operational Units possible Consolidation</b>  <b>Financial Aid</b> : HawCC staff positions – 5 regular, 1 tuition funded (1 empty position)  Centralize – a pilot project between HawCC, Maui College and Kauai CC to run April/May 2021, team and personnel planning to be determined. [during Q&amp;A, list corrected to HawCC, Maui College and Windward CC]</p> <p><b>Admissions</b>: Centralize – HawCC staff positions - 6 FTE; discussions ongoing with Dorina and Kalei, islandwide – no action plan yet.</p> <p><b>Institutional Research (including Assessment)</b>: HawCC 3 FTE - 2 staff, 1 11-mo. faculty  Still have unique data needs for each college but some can of it may be centralized.  HawCC, Maui College, Windward pilot may be piloting consolidation; waiting for working group report.</p>		
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	<p><b>Human Resources and Finance:</b> HawCC staff – 13 FTE, including 2 at Pāalamanui; No recommendations from working group yet.</p> <p><b>Non Credit and Workforce Development:</b> HawCC staff - 6 FTE, 2 are 11-mo. faculty. Some level of centralization – i.e. marketing, program coordination, administrative and logistical support, Recommendations – integrate support to credit and non-credit students; EM position- Combine Edvance Director with CTE Dean position. re: 2 11-month faculty – keep international Program position, which is also assuming job placement/career services (position abolished) since tasks are year around; Curriculum coordinator position: what kind of expanding role is necessary beyond curriculum development? What is centralized vs what is needed to support the program? Apprenticeship (internship) permanent faculty position has been abolished, but this has compliance issues, so considerations need to be ongoing for that position’s tasks.</p> <p><b><u>Programmatic Alignment</u></b> <b>Table 2, 3, 4, 5</b> <b>Liberal Arts and other disciplines –</b> Working group results not yet seen, but could reduce lecturer costs by coordinating courses with other colleges. Streamlining by looking at courses not on degree pathways.</p> <p><b>Student Affairs:</b> HawCC -12 FTE including 7 generalist counselors, 1 disabilities counselor, 1 mental health counselor, 1 NSO counselor, 1 outreach counselor; 1 student life position is vacant. Conversion of all positions 11 to 9 mo could save \$143K. At this time, Chancellor is recommending that no positions be converted to 9-mo. Savings idea:</p>		
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	<p>Leave student life vacant  Counselors teach for credit (save lecturer cost)  Save on other vacancies  Mental health counseling – charge insurance 3rd party for services?</p> <p><b>Academic Affairs</b> - 10 11-month faculty  but excluding 1 in IR (Assessment) and 2 in EDvance leaves  7 FTE; converting to 9mo all these positions will save \$94K.</p> <p><b><u>Recommendations:</u></b>  <b>LPN program</b> – convert 11 mo program to 9 mo as of Fall  21-22, but may need summer faculty until curriculum  revisions are completed.</p> <p><b>Hawai‘i Papa O Ke Ao</b> 11 mo faculty position supporting  Hawai‘i Papa O Ke Ao; Chancellor is working with UHH and  President Lassner’s office to secure Title 3 funding for  summer work.</p> <p><b>Academic Support Units</b>  Where possible, centralize operations and share services,  i.e., library, testing centers, tutoring, pathway coordination.  Joni facilitating discussions with ASU faculty and UHH.  No recommendations yet for ASU positions, but continuing  to explore savings and efficiencies island-wide.  Possibly faculty could teach programs to reduce lecturer  costs.</p> <p><b>TEAM - Tropical Forest Ecosystem &amp; Agroforestry  Management</b>  1 FTE faculty, no savings recommended  Agroforestry restructuring to align with B.A, improve pathway  for students.</p> <p><b>AEC - Architecture, Engineering &amp; CAD Tech</b></p>		
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	<p>1 FTE faculty and 1 vacant position abolished.  Construction and trades industry alignment ongoing.  Operational and program alignment across the board w.  HonCC and Mānoa for 2+3 program, strong economic need  island-wide. Possible to share courses and find lecture savings.</p> <p><b>ABRP - Auto Body Repair &amp; Painting</b>  no savings  Hui with HonCC, shared courses; survey was sent out to  industry.</p> <p><b>CM/DMA - Creative Media/Digital Media Arts</b>  faculty position was abolished, so no permanent faculty, only  lecturer costs  Hui looking at data and needs; possible program alignment and  savings of lecturer costs.</p> <p><b>Business Tech &amp; Culinary</b>  5 FTE faculty in BEaT and 4 in Culinary (1 vacant) plus lecturer  costs.  No reports from working groups yet.  <b>IT</b> - working group report not in yet.  No savings recommendations.</p> <p><b><u>Other ideas</u></b>  UHH working group (administration); working to find shared  services and operations, creating working group hui between  UHH and HawCC.</p> <p>UH Board approval 6 year Capital Improvement plan, building  plan for Manono campus pushed back.  Idea is for HawCC to co-locate into UHH campus instead.  Trades will stay up at UHH campus..  Ken and his UHH partner Kalei are in a working group re:  possible colocated facilities uses.</p>		
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	<p>Island wide centers -          Need consultation with other working groups and communities. Chancellor is working with Chancellor from MauiCC Lui Hokoana about island-wide services and will be presenting points for consideration to VP Lacro. Will be discussing this issue with the community.</p>		
6. For the Good of the Order			
7. Adjournment	<p>Motion to adjourn (Christine Quintana/Laurel Gregory)          2pm</p>		
8. Next College Council Meeting December 4, 2020 from 2:00p - 4:00p			