

**COLLEGE COUNCIL MINUTES - May 7, 2021**

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| <p>College Council Meeting Minutes<br/>                 May 7, 2021, 2:00 - 4:00 pm<br/>                 Location: Zoom</p> <p><a href="#">Meeting Agenda</a></p> | <p>Chair: Jeff Fujii<br/>                 Vice Chair: Reshela DuPuis</p> <p>Representatives: Kaleo Pilago, Alan Ku, Tennille Kephart, Robyn Kalauli, Christine Quintana, Kim Stevens-Suguitan, Beth Sanders, Larissa Leslie, David Tsugawa, Thatcher Moats, Laurel Gregory</p> <p>Ex-Officio Members: Joni Onishi, Ken Kaleiwahea, Dorinna Cortez, Rachel Solemsaas</p> <p>Guests: Harold Fujii, Grace Funai, Daniel Loo, Nadine Uina Kesha Kubo, Callie Martin, Carrie Mospens, Lew Nakamura, Michelle Phillips, Lorianne Fukui-Stoos, April Kualii-Neal, Glenn-Dee Kuwaye, Jeanne Batallones, Nancy Kunishige, Sherise Tiogangco, Kanoe Lambert, Kenoalani Dela Cruz, Kesha Kubo, Kulia Salavea, Lisa Fukumitsu, Meghann Decker, Meidor Hu, Monica Burnett, New Supe-Roque, Tiffany Naea</p> |
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| Topic  | Discussion   | Action/Person Responsible         | Target Date |
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| 1. Call to Order: 2:03<br><br>By: Jeff Fujii<br>Minutes: Robyn Kalauli   | <ul style="list-style-type: none"> <li>● Meeting will not be recorded</li> <li>● Keep video and mic off unless speaking</li> <li>● Use chat whenever possible</li> </ul> |                                   |             |
| 2. Ascertain quorum  | <ul style="list-style-type: none"> <li>● Chair Jeff Fujii ascertained quorum</li> </ul>  | Jeff Fujii                        |             |
| 3. Approval of Minutes<br><br><ul style="list-style-type: none"> <li>● <a href="#">April 16 Draft Minutes</a></li> </ul> | <p><b>Motion to Approve:</b></p> <ul style="list-style-type: none"> <li>○ Motion: Christine Quintana</li> <li>○ Second: Joni Onishi</li> </ul>                           | <b>Motion carried unanimously</b> |             |

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| <p>4. Reports</p> <p>A. Chancellor's Update</p> <ul style="list-style-type: none"> <li>● <a href="#">Response to Academic Senate request</a></li> <li>● <a href="#">Chancellor's Report 1</a></li> <li>● <a href="#">Chancellor's Report 2</a></li> </ul> <p>B. DSA Update</p> <ul style="list-style-type: none"> <li>● <a href="#">VCSA Response to BOR Testimonies for Academic Senate</a></li> <li>● <a href="#">DSA College Council Update</a></li> </ul> | <p>4. Reports</p> <p>A. Chancellor's Update</p> <ol style="list-style-type: none"> <li>a. <a href="#">Response to Academic Senate request</a></li> <li>b. <a href="#">Chancellor's Report 1</a> <ul style="list-style-type: none"> <li>● Population data by districts <ul style="list-style-type: none"> <li>○ 48% of population at poverty and ALICE</li> </ul> </li> <li>● High school completers 69% economically disadvantaged</li> <li>● Fulfilling the promise <ul style="list-style-type: none"> <li>○ Goal- meet the educational demand for our island</li> </ul> </li> </ul> </li> <li>c. <a href="#">Chancellor's Report 2</a></li> </ol> <p>B. DSA Updates- <a href="#">VCSA Response to BOR Testimonies for Academic Senate</a></p> <ul style="list-style-type: none"> <li>● References to <i>Braving the Wilderness</i>, by Brené Brown, were made to encourage our kauhale to work together to repair and build our connections and to support each other.</li> </ul> <ol style="list-style-type: none"> <li>a. <a href="#">DSA College Council Update</a> <ul style="list-style-type: none"> <li>● 2021 Commencement information shared</li> <li>● Fall 2021 enrollment update: 2.2 increase in enrollment at the time of the CoCo meeting (see Hawaii.edu/iro for specific and updated enrollment information)</li> <li>● Fall 2021 Financial Aid Packaging</li> </ul> </li> </ol> |  |  |
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| <p>C. VCAS Report</p> <ul style="list-style-type: none"> <li>• <a href="#">HawCC CIP Projects List</a></li> </ul> | <ul style="list-style-type: none"> <li>○ There is a delay in relaying financial aid award information to students, but there will not be a delay in disbursement.</li> </ul> <p><b>Motion to Approve: VCAS Update to follow the DSA Update</b></p> <ul style="list-style-type: none"> <li>• Motion: Joni Onishi</li> <li>• Second: David Tsugawa</li> </ul> <p>C. VCAS Update-<a href="#">HawCC CIP Projects List</a></p> <ul style="list-style-type: none"> <li>• Updates regarding CIP (Capital Improvement Program) projects (see projects list above for a complete list) <ul style="list-style-type: none"> <li>○ STEM center renovation- target completion Fall 2021</li> <li>○ Administrative portables- building code changed for prefabricated buildings regarding the amount of insulation for the walls, so construction cannot begin until a building permit is obtained</li> <li>○ 382 cafeteria AC/dining room renovation- in design development phase</li> <li>○ 386A Biology prep room/Physics lab- pending permit; estimated completion Summer 2022</li> <li>○ Shift in focus- placing more emphasis on the six year plan with the long range plan on hold for now. This includes giving the campus a “face</li> </ul> </li> </ul> | <p><b>Motion carried unanimously</b></p> |  |
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| <p>D. Committee Reports</p> <p>Assessment Committee</p> <ul style="list-style-type: none"> <li>● <a href="#">End of Year Report</a></li> </ul> <p>College Effectiveness Review Committee (CERC)</p> | <p>lift” by painting buildings, resurfacing roofs, etc.</p> <ul style="list-style-type: none"> <li>○ Modernize shops/classrooms on the UHH campus (not previously included in the long range plans)</li> <li>○ Recently completed projects include the security office addition</li> <li>○ Special appropriation for the outdoor learning area at PAL. The Piko tent was removed. The learning area will become a permanent structure with large fans, better lighting, a kiosk, vending machines, a microwave oven, sinks, and a service area/window for the culinary department will be added. The space will be used for instruction, events, protocols, etc.</li> </ul> <p>D. Committees - Please note that end of the year reports were added to the agenda by the Chair for committees that submitted reports.</p> <p>a. Assessment Committee</p> <ul style="list-style-type: none"> <li>● Assessment committee reviewed fifteen reports during AY 2020-2021; see report</li> <li>● Submitted an end of the year memo to the Chancellor</li> </ul> <p>b. College Effectiveness Review Committee</p> |  |  |
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| <ul style="list-style-type: none"> <li>● <a href="#">CERC 2020-2022 Summary Update to College Council as of May 7, 2021</a></li> </ul> <p>Committee on Committees (CoC)</p> <ul style="list-style-type: none"> <li>● <a href="#">End of Year Report</a></li> </ul> <p>Environmental Sustainability Committee (ES)</p> <p>Faculty and Staff Development Committee (FSD)</p> | <ul style="list-style-type: none"> <li>● Reviewed and responded to eighteen Comprehensive Program/Unit Reviews</li> <li>● They have five more reviews to complete and still need to finish writing the end of the year memo to the Chancellor</li> </ul> <p>c. Committee on Committees</p> <ul style="list-style-type: none"> <li>● Joni Onishi is the Sanctioning Authority; see <a href="#">End of Year Report</a> for specific information</li> </ul> <p>d. Environmental Sustainability Committee</p> <ul style="list-style-type: none"> <li>● No report / no update</li> </ul> <p>e. Faculty and Staff Development Committee</p> <ul style="list-style-type: none"> <li>● In the past, their report was submitted at the first CoCo meeting for the Fall semester since the committee meets for eleven months; therefore, their report will be submitted at the first Fall 2021 CoCo meeting.</li> <li>● The Escape Room event was a success; thanks to all who helped with it.</li> </ul> |  |  |
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| <p>f. Kauhale Analytics and Intelligence Advisory Committee (KAIAC)</p> <p>g. Community Participation Committee</p> <p>E. Task Force updates</p> <p>COVID Steering Task Force</p> | <p>f. Kauhale Analytics and Intelligence</p> <ul style="list-style-type: none"> <li>● Institutional Research Analyst and KAI unit supervisor Mary Washington has resigned as of May 2021.</li> <li>● The Chancellor is working with KAIAC to help them prepare for Mary's absence.</li> </ul> <p>g. Community Participation Committee</p> <ul style="list-style-type: none"> <li>● No report / no update</li> </ul> <p>E. Task Force Updates</p> <p>a. COVID Steering Task Force</p> <ul style="list-style-type: none"> <li>○ Scheduled to meet on May 7, 2021 after CoCo</li> <li>○ CRRSSA funding: A number of requests for CRRSSA funding were submitted (\$5 million total for requests)</li> <li>○ Students who signed up for e-refunds and whose expected family contribution is equal to or less than \$1,800 were originally scheduled to get \$600 of emergency relief funds on May 7, 2021,</li> </ul> |  |  |
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| <p>Leadership Cohort Task Force</p><br><p>CoCo Charter Review Task Force</p> <ul style="list-style-type: none"> <li>• <a href="#">Proposed Revisions College Council Charter with mark-up V2. Spring 2021</a></li> </ul> | <p>but due to problems with TouchNet, students might get paper checks rather than e-refunds. Students without an e-refund option will get paper checks. If e-refunds are available, they will post to students' accounts in 3-5 business days. If they are not available, all eligible students will receive paper checks within 2 weeks.</p> <ul style="list-style-type: none"> <li>○ More aid may be available in Fall and possibly in Spring 2022.</li> </ul> <p>b. Leadership Cohort Task Force</p> <ul style="list-style-type: none"> <li>• No updates</li> </ul> <p>c. CoCo Charter Review Task Force</p> <ul style="list-style-type: none"> <li>• The charter was updated after the previous CoCo meeting to reflect Council members' comments and concerns.</li> <li>• Recommendation to have a legal review of the charter by the Office of General Counsel to look for any misalignments and then bring the</li> </ul> |  |  |
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charter back to the first Fall 2021 CoCo meeting for discussion

**Motion to send the revised charter to the UH Systems Office of General Counsel for review**

- Motion: Rachel Solemsaas
- Second: Joni Onishi
- Discussion:
  - Question- Why is the Chair's term only for one year?
    - Answer- Historically, this has been the practice, as well as the Vice Chair becoming replacing the Chair, and the outgoing Chair continues to attend CoCo as a mentor for the new Chair, so the Chair position is a three year commitment.
    - Question- Why isn't the Academic Senate Chair an ex officio member of Coco?
    - Answer- The Academic Senate Chair is a standing member of CoCo because they represent a constituency whereas an ex officio member only represents themselves by means of their position within the College

**Motion withdrawn by proposer**



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| <p>QFE - First Year Experience Task Force</p> <ul style="list-style-type: none"> <li>• <a href="#">QFE - First Year Experience Task Force End of Year Report</a></li> </ul> <p>QFE - Integrated Planning Task Force</p> | <p><b>Motion: Under the Academic Support Unit, add Secretarial Support (Chart 3-B)</b></p> <ul style="list-style-type: none"> <li>• Motion: Joni Onishi</li> <li>• Second: Larissa Leslie</li> <li>• Abstain: Kim Stevens-Suguitan</li> </ul> <p><b>Motion to adopt the (amended) Charter revisions</b></p> <ul style="list-style-type: none"> <li>• Motion: Rachel Solemsaas</li> <li>• Second: Joni Onishi</li> <li>• Abstain: Kim Stevens-Suguitan</li> </ul> <p>d. QFE First Year Experience Task Force- <a href="#">QFE - First Year Experience Task Force End of Year Report</a></p> <ul style="list-style-type: none"> <li>• Soft launch scheduled for Fall 2021 to include Eng 102 (course designation), IS 101 (Instructor designation), BUSN 164 (Instructor designation), and HWST 100 (Instructor designation)</li> </ul> <p>e. QFE Integrated Planning Task Force</p> <ul style="list-style-type: none"> <li>• Call for volunteers across our Kauhale- email Grace Funai if you are interested</li> </ul> | <p><b>Motion carried with one abstention</b></p> <p><b>Motion carried with one abstention</b></p> |  |
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| <p>5. Old Business</p> <p>A. Schedule for College Meetings <a href="#">2021-2022</a></p> <p>a. <a href="#">Faculty/Staff Calendar demo</a></p> <p>b. <a href="#">Academic Calendar 2021-24</a></p> | <p>in joining the Integrated Planning (IP) Redesign Sub-Committee or the Engagement/Education Sub-Committee</p> <p>5. Old Business</p> <p>A. Schedule for College Meetings <a href="#">2021-2022</a></p> <ul style="list-style-type: none"> <li>● New additions to the schedule are in red.</li> </ul> <p>a. <a href="#">Faculty/Staff Calendar demo</a></p> <ul style="list-style-type: none"> <li>● To find the calendar, go to the college's website, click on Faculty &amp; Staff, then click on Resources for Faculty &amp; Staff. The Faculty &amp; Staff Calendar is located at the top of the page.</li> <li>● Faculty and staff can add events to this calendar and can add the calendar to their own Google calendar.</li> </ul> <p>b. <a href="#">Academic Calendar 2021-24</a></p> <ul style="list-style-type: none"> <li>● Question: Was the schedule based on the BOR schedule?</li> <li>● Answer- No- the schedule was created in consultation with HGEA and UPHA; it meets BOR policy 5.205 and is in accordance with Article 5 of the UPHA agreement 2017-2021.</li> </ul> |  |  |
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|  | <p>since everyone is okay without making this a motion, Reshela DuPuis will serve as the next CoCo Chair.</p> <p>Election for Vice Chair AY21-22- Nominees:</p> <ul style="list-style-type: none"> <li>c. Lori Fukui-Stoos</li> <li>d. Christine Quintana</li> <li>e. Orlo Steele</li> </ul> <p><b>Motion to open the vote for CoCo Vice Chair AY21-22</b></p> <ul style="list-style-type: none"> <li>● Motion: Beth Sanders</li> <li>● Second: Neva Supe-Roque</li> </ul> <p>Note: Please vote by private chat message to Jeff Fujii; vote for your first choice. The winner will be selected by 50% +1 majority. If there is a tie, we will vote again for the top 2 candidates from the initial vote. Only CoCo representatives and ex officio members may vote.</p> <ul style="list-style-type: none"> <li>● Election results: 14 total votes (including abstentions) <ul style="list-style-type: none"> <li>a. Lori Fukui-Stoos- 1 vote</li> <li>b. Christine Quintana- 9 votes</li> <li>c. Orlo Steele- 2 votes</li> <li>d. Abstentions- 2</li> </ul> </li> <li>● Christine Quintana is the College Council Vice Chair for Academic Year 2021-2022.</li> </ul> | <p><b>Motion carried unanimously</b></p> <p><b>Election results by vote count</b></p> |  |
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| <p>C. Policy update HAW 3.301 College Committee Structure (CoC)</p> <ul style="list-style-type: none"> <li>a. <a href="#">Current policy</a></li> <li>b. <a href="#">Proposed Draft with mark-up</a></li> </ul> <p>6. New Business</p> <ul style="list-style-type: none"> <li>• <a href="#">Proposed Updates w/mark-up</a></li> <li>• <a href="#">UH Common Calendars</a></li> </ul> | <p>C. Policy update HAW 3.301 College Committee Structure (CoC)</p> <ul style="list-style-type: none"> <li>a. <a href="#">Current policy</a></li> <li>b. <a href="#">Proposed Draft with mark-up</a> <ul style="list-style-type: none"> <li>• This is a second reading.</li> </ul> </li> </ul> <p><b>Motion to approve the proposed draft with mark-up</b></p> <ul style="list-style-type: none"> <li>• Motion: David Tsugawa</li> <li>• Second: Rachel Solemsaas</li> <li>• Abstain: Kim Stevens-Suguitan</li> </ul> <p>6. New Business</p> <p>A. Policy Updates/Review</p> <ul style="list-style-type: none"> <li>a. HAW 7.330 Adding and Withdrawing from Classes <ul style="list-style-type: none"> <li>i. <a href="#">Proposed Updates w/mark-up</a></li> <li>ii. <a href="#">UH Common Calendars</a></li> </ul> </li> </ul> | <p><b>Motion carried with one abstention</b></p> |  |
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| <p>7. For the Good of the Order</p> <p>8. Adjournment</p> | <ul style="list-style-type: none"> <li>● This is a first read; the intent is to align HAW 7.330 with the UH System Common Calendar.</li> </ul> <p>7. For the Good of the Order</p> <p>A. Closing Remarks (Jeff)</p> <ul style="list-style-type: none"> <li>● Mahalo to everyone for their time and help with College Council.</li> <li>● Let's all work together as one Kauhale to make us stronger.</li> </ul> <p>8. Adjournment</p> <p><b>Motion to adjourn the meeting</b></p> <ul style="list-style-type: none"> <li>● Motion: David Tsugawa</li> <li>● Second: Beth Sanders</li> </ul> <p><b>Meeting adjourned at 4:28 p.m</b></p> | <p><b>Motion carried unanimously</b></p> |  |
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