COLLEGE COUNCIL MINUTES - Feb 10, 2023_Approved 2023-03-10

College Council Meeting Minutes January 13, 2023 12:00 - 2:00 p.m. Location: Zoom Meeting Agenda: College Council AGENDA February …	Chair: Reshela DuPuis Assisting the Chair: Carrie Mospens Representatives: Laurel Gregory, Sandy Kama, Ākeamakamae Kiyuna, Daniel Loo, Thatcher Moats, Esther Nathanson, Cheryl Pavel, Michelle Phillips, Kate Soto, David Tsugawa Ex-Officio Members: Rachel Solemsaas, Melanie Wilson, Jodi Mine, Jessica Yamamoto, Taupouri Tangaro Guests: Precious Mae Atendido, Lissandra Baldan Jenkins, Jeanne Batallones, Calvin Black, Carrie Butler, Anne Chung, Shae Clark, Toni Cravens Howell, Susie DeSa Dill, Harold GKW Fujii, Grace Funai, Mari Giel, Pearla Haalilio, Eri Hall, Camille Hernandez, Ian Hirakawa, Meidor Hu, Robyn Kalauli, Tennille Kephart, Kesha Kubo, Nancy Kunishige, Larissa Leslie, Tamera Loveday, Callie Martin, Luzviminda Miguel, Tiffany Naea, Lew Nakamura, Luria Namba, Adam Onishi, Rae Pacheco, DL Salvador, Jennifer Sims, Tomoko Skinner, Janet Smith, Kim Stevens-Suguitan, Noel Tagab-Cruz, Randiann Tokeshi, Sherise Tiogangco, Nadine Uina, Warren Walker, Brenda Watanabe, Debbie Weeks, Claudia Wilcox-Boucher, Kory Yamada

Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:01pm By: Reshela DuPuis Minutes: Ākeamakamae Kiyuna	• Meeting will not be recorded • Keep video and mic off unless speaking • Use chat whenever possible		
2. Ascertain quorum	• Chair ascertained quorum	Resh DuPuis	

3. Approval of Minutes ● College Council Minutes, January 13, 2023_Draft for Review	**Motion to Approve:** ● Motion: Laurel Gregory ○ Motion to accept to minor edits ● Second: Esther Nathanson ○ Agree to second amended motion **Discussion:** ● Comment - Larissa Leslie ○ Larissa‘s name listed under representatives → should be listed under guests Motion to accept with minor edits ● Laurel Gregory agree ● Esther Nathanson second **Vote:** ● Adopted and approved by consensus	**Motion to approved with minor edits: Adopted and approved by consensus**	
4. Chair’s Update	Thank you to those who stepped forward to help with today‘s meeting: ● Carrie Mospens stepping in to assist the Chair in the absence of an elected Vice-Chair. She knows the Council as she was formerly the Chair (2018) ● Ākea Kiyuna is taking minutes today, switched for David Tsugawa ● Thatcher Moats, who took the minutes at the January meeting. Notes: Two administrators not able to join us today		

	• VCSA Christine Quintana. Larissa Leslie will be stepping in to give Christine's report • VCAA Melanie Wilson is only able to be with us for a short time. Michelle Phillips will be stepping in to go over the Committee on Committees materials when we get to that point in the agenda.		
5. Committee Updates/Reports A. First Year Experience Committee i. FYE Committee Re…	Robyn Kalauli is reporting in place of Noʻel Tagab-Cruz for the committee. • **AVID** ▪ Had a training on January 25, 2023 • Went over WICOR as an overview ▪ Next training on February 17, 2023 • Last AVID training that is scheduled • Not sure about the renewal of the contract • Committee discussed what would happen moving forward if the contract is not renewed • **Kaʻao** ▪ Some workshops for student works, specifically, will be announced soon ▪ Working on more workshops for faculty and staff that may want to learn more about this ▪ Have met with individual faculty, staff and DCs to get an idea of how many people would want this type of training, as well as timing		

	● **Survey results from student surveys** from Fall 2022 semester ■ Students taking FY designated course ■ 89 student responses ● Majority of responses are positive ● 92% or higher for every hallmark ● Students feel as though we are meeting the hallmarks in these course ● some comments pulled at random and included in the committee report ● Still working on putting together data for persistence from last semester ■ Students continuing on that completed FY courses with a C or better ■ Met today and had a good discussion **Comment and Questions,** Chancellor: ● Good momentum for First Year Experience (FYE)**.** ● As for the AVID Contract, when does the current contract expire? **I**s the Committee going to make a recommendation about renewal? Timing can inform the funding source**.** **Response,** Robyn - The contract ends this semester**.** ● Committee proposes a scaled back contract ● 6 hours of training with access to all resources		

	● In-house training as a possibility ● Cmte is going to go through Melanie for Admin team to discuss **Discussion:** ● Even if it does expire, if committee applies before June 30, HEERF funding could potentially pay for the next year ● Cmte is working to create a demographic profile of students in these courses ● There is a Systemwide effort looking at Native Hawaiian success, demographic data can be analyzed for this. ● The College wants to keep building from this original FYE initiative ● If there are other data sets that could be pulled (i.e. how many Native Hawaiians, age group, gender, persistence, etc) **Reponse,** Robyn: ○ The committee will look into putting in a request and will reach out to admin if they need help with getting that kind of information **Comment,** Resh: ● Congratulations to the committee for their efforts and for getting results like this!		

B. Committee on Committees
i. Basic Needs Com…
ii. CoC Committee A…
	Michelle Phillips reporting.
	
	The CoC has two items, both are informational only. There are also two items under New Business related to the committee that need to be reviewed and hopefully voted on during our next meeting.
	
	● **Basic Needs Committee**
	  ● Applied and approved as a new committee under VCSA's office.
	  ● CoC is sending it forward as an approved official committee.
	
	● **Revision of the Committee Application** so that it matches the committee handbook information that is needed
	  ● Some of the questions were not being answered in previous applications
	  ● Revised to update and gather information when handbook needs to be created		

6. Old Business A. Nominations open for Council Vice-Chair	**OpenNominations for Vice-Chair** Our previous Vice-Chair has left the College. Resh will be asking individuals to assist the Chair during the monthly		

Nomination form link: Nominations for College Council Vice-Chair	meetings until the Council is able to vote on a new Vice-Chair. ● Link to Nomination form is included in the agenda ● No nominations have been received yet ● Form has been out for a week ● Hoping to get nominations in by March meeting ● Hoping to be able to vote on nominations at the April College Council meeting Chair is asking new and mid-career employees to step up. Please do not be afraid to step into this leadership position. We need a Vice-Chair who is willing to be the Chair in AY23-24. We need someone to step into leadership who has the Council and Kauhale's best interests at heart.		
7. New Business A. Committee on Committees i. Haw 3.301 College Committee Structure: policy revision proposal a. Haw3.301. Revised … current b. Haw3.301. Proposed … c. Haw 3.301_Proposed… first reading	Michelle Phillips reporting. 1) **Haw 3.301 College Committee Structure: policy revision proposal** Background: ■ College Council revised HAW3.301 College Committee Structure last year. ■ Committee members looked at it again, with new people on the committee		
ii. College Council Charter revision proposal: Article			

VI, Section 1, “Committee on Committees” a. College-Council-Char… current b. College Council Chart… red line c. College Council Chart… clean first reading	● Realized some changes should be made to make it more inclusive and a more defined process Changes ■ Clarification on sanctioning authorities ■ Categorization of different types of committees ■ How new committees would be established ■ What the Committee on Committees’ role is for the Council and the College ■ Sets up a general structure for new committees to be formed and how they would fit under College Council and under different administrators ● This is a first reading ■ Please come back with any suggestions for changes or questions **2) College Council Charter: revision proposal** ■ Need to change the Charter if we are going to change the policy above. ● “Article VI. Standing Committees” would be the only section to be changed. ■ Proposal updates the language to match the HAW3.301 policy ***if*** the revisions are accepted.		

	Chair: Encourages everyone to discuss with constituents, colleagues, hui. Hope to have vote on these changes in March meeting.		
8. Administration Updates A. Chancellor Rachel Solemsaas Chancellor's Update	Chancellor discussed items in her update report, the link is on the agenda. • **Out Migration Report** • Jason Santos has been working with Hawai‘i Data Collaborative ■ Initial findings provided • Inquiry about our College for Big Island residents moving off the island ■ the impact of this migration • Interesting points: ■ For Ka‘ao KAI, more information is needed to truly understand what is going on ■ For Hawai‘i County ■ The net migration is positive ○ people leaving island are fewer in number than than people moving here ■ The report also provides breakdown by districts on Hawai‘i Island • Uses IRS data ■ Compares addresses from last year to this year ■ Number of people leaving Hawai‘i Island → 6,209		

	■ Number of people moving to Hawai‘i Island → 4,308 ● Feel free to go through the data report ● Want to see if we can match this to our College population and demographic ■ Is this impacting the college-going ages on our island? ■ wants to have a discussion about what this means in terms of workforce. ■ How does it impact the services that need to be provided? ● **Workforce Survey Initial Report** ● in partnership with Maui and Kaua‘i, contracted with “Interact” to get a workforce survey ● Making the results available through the Fact Book or via the College Council agenda ● UHCC Employer Needs Survey ■ Not disaggregated by the county ● Workforce and Economic Opportunities ● Admin team is going to dig deeper into the Employer Needs survey at their next meeting ● Community College trends: ● We‘re not very different from what is happening nationally ● EAB provided support in looking at the enrollment decline		

	■ Applications that help to track enrollment and early alert in order to stay competitive while looking at the trends in enrollment ● 6 trends to watch in 2023: ■ Increased competition ■ online universities ■ rising wages ■ alternative learning pathways ■ application to more colleges ■ Capitalizing on dual enrollment rebounds ■ We have seen this coming and mahalo to all of those who have supported Early College ■ Includes Running Start and Early College programs ■ Try to capitalize on dual enrollment ■ Increased unmet basic needs and mental health concerns ■ glad that our Basic Needs Committee is approved. ■ **Pell Grant availability for incarcerated adults** ■ Program at Kulani Prison ■ Another opportunity that we should be paying attention to		

	■ Small hui that Melanie and Jessica are coordinating ■ Federal Pell dollars that could come to our county if invested into this ■ Submitted personnel request for 1 FTE for the prisoner education program ○ see if it can be included in the final UH legislative funding bill ■ **A shrinking talent market** ■ pandemic recession that resulted in high turnover within higher education ■ difficulty filling those positions ○ failed searches ○ challenge trying to find candidates ■ The critical need for first-year momentum ● Something that is happening nationally can provide ideas for what is happening with us locally ● **Good Jobs Hawai‘i** ● $60 million grant statewide ■ Different funding sources ■ $35 million to offer free workforce development statewide for three years ■ offering free skills training ■ wrap-around support		

	■ hope is for workers to land in quality jobs ● 4 key industry sectors ■ healthcare ■ technology ■ clean energy/skilled trades ■ creative industries ● Not just limited to credit courses ● Funding available for students ■ Up to $8,000 in tuition and fees for programs up to 1 year in duration ■ Up to $2,000 for work-based learning incentives ■ Up to $8,000 for Pathway Advancement Stipends ● **Kauhale Day** ● Save the date: March 31, 2023 ● Kaʻao Kaʻikaʻi Strategic Planning Activities ● Trauma Informed CARE ● We are included in the **Fulbright Program Top Producing Institutions** ● Recognition from the US Secretary of State		

B. VC Student Affairs Christine Quintana VCSA Update	Larissa Leslie reporting in place of VCSA Christine Quintana. ● **Student Government, ASUH** ■ Mahalo to the Kauhale ■ Received 11% of the student body to vote on the CSO Convention document ■ The team facilitating this process is going to meet to finalize this CSO convention ■ Next Step ● Find students to serve on these organizations ● Please communicate this to any students you think would be a great leader for our College ■ Mahalo to everyone who put in the work, especially the students who were a part of the editing process ● **Participation Verification** ■ 100% participation in the verification process ● DSA has created a "FERPA Quick Guide," link is in the report ■ Anyone who has questions or needs guidance regarding FERPA, this guide can be helpful ● **DSA Workshops in February** ■ For Faculty and Staff		

	■ Thursday, Feb 23, 2pm ● Hosted by Sherise Tiogangco along with Calvin Black ● Talking about relationship between PV (Participation Verification) and LDA (Last Date of Attendance) ● **Kahuaola Basic Needs Center** ■ Grand opening, Monday, February 13, 2023,11am ■ It is already operational, so students can utilize their services now ● **Wo Learning Champions Announcements** ■ WoLC applications are currently open ● Can nominate colleagues for awards ■ Next WoLC cohort ● Someone who might benefit from leadership development and networking across our campuses ● **HawCC Da**y is a go ■ Date changed to April 22, 2023, Saturday ■ Community event		

	● inviting community to come and participate along with students, faculty and staff ■ Keep a heads up on announcements coming for this event **Comment**: Chair to Larissa and DSA folks: Please make sure that we get the update for these events so that they can be included on the College Council Schedule of College Meetings for next year.		
C. iVC Academic Affairs Melanie Wilson VCAA College Council 2022-23	Melanie was not able to appoint a proxy to lead on her written report. The Chair discussed items from the written report. ● Melanie's last day as VCAA is March 22 ● New VCAA Kimberley Collins will be coming in around March 24 ● Changes to CERC ○ Ongoing discussions about how CERC is going to be integrated into strategic planning and in the QFE-IP process. **Question**, Janet Smith: ○ Can we meet the new VCAA at the next College Council meeting? **Response,** Chair & Chancellor ■ Kimberley and Melanie have been meeting virtually		

	■ Chancellor will ask Kimberley if she can join the March College Council meeting.		
D. iVC Administrative Services Jodi Mine	● **Construction projects** ■ Thank you for tolerating all of the noise of the construction projects ○ All of the construction projects are going okay, despite a few hiccups ■ The portables are starting, but right now they are i mobilization mode ■ Flagpole ○ still waiting for estimates to get it fixed ○ on a temporary basis, unless anyone opposes, looking at displaying flags in the display case in Building 379 ○ Flags will be up in the display case ■ She will provide a more complete report at the March meeting ● **B budget** ■ Uploaded to the accounts ■ If anyone has questions, please contact Jodi **Questions** brought up at the last meeting: ● **HEERF funding**		

	■ Chancellor working with Ken about this. Admin will report on this funding at the March Council meeting.		
9. For the Good of the Order A. At the last College Council meeting, Grace Funai, Chair of the QFE-IP Implementation Task Force, mentioned the video and website linked below, in which our former VCAS Ken Kaleiwahea provides training on budget websites that can help give programs/units their real time and historical expenditures. Here's the link for the site: http://uhcc.hawaii.edu/ovpcc/budget/files_reports_public.php And here's the video: **Budget Training with Ken.mp4** Feel free to share with other Kauhale members.	● **Budget Training on Video** ○ Grace Funai recorded this training video last year from former VCAS Ken Kaleiwahea ○ Ken teaches how to understand budget reports ○ The video is available via the link in the agenda and Resh will try to have it included in the College Council website.		

B. Dr. Luviminda Miguel, Nursing & Allied Health Division Chair, shares with the Kauhale the report linked below, prepared by the National Advisory Council on Nursing Education and Practice as their 18th report to the US Congress. Luz researched and wrote parts/sections of this report. The report recently was received by Secretary Becerra (HHS), the US Senate and House of Representatives. **NACNEP 18th Report to US Congress- PREPARING THE NURSING WORKFORCE FOR FUTURE PUBLIC HEALTH CHALLENGES** https://drive.google.com/file/d/1poVmNQtNmG-weM1u7SSSB2Y-QZszm4rp/view?usp=sharing	• **NACNEP 18th Report to US Congress** ▪ Dr. Luviminda Miguel contributed to this report that has gone up to the US Senate and House of Representatives ▪ Preparing nursing workforce for future public health challenges Comment, Dr. Luz: It was an honor to contribute to this report. I did some of the research and wrote some of the suggestions to the legislatures.		
10. Adjournment Time: 1:04pm	Adjournment called by the Chair.		