







COLLEGE COUNCIL MINUTES - March 10, 2023_Aproved 2023-04-14

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| <p>College Council Meeting Minutes March 10, 2023 2:00 pm to 4:00 pm Location: Zoom Registration: https://hawaii.zoom.us/meeting/register/tJ0uf-GqqDkvHtElsGil2O0xx1nLKXDz0_4a</p> <p>Meeting Agenda</p> | <p>Chair: Reshela DuPuis Vice Chair: Vacant Assisting the Chair: Alan Ku</p> <p>Representatives: Laurel Gregory, Sandy Kama, Alan Ku, Daniel Loo, Thatcher Moats, Carrie Mospens, Esther Nathanson, Cheryl Pavel, Kate Soto, David Tsugawa</p> <p>Ex-Officio Members: Rachel Solemsaas, Jodi Mine, Kei-Lin Cerf</p> <p>Guests: Precious Mae Atendido, Lissandra Baldan Jenkins, Jeanne Batallones, Calvin Black, Carrie Butler, Anne Chung, Toni Cravens-Howell, Kenoalani Dela Cruz, Kanaloa Ducosin, Daniel Fernandez, Grace Funai, Pearla Haalilio, Eri Hall, Sheldon Higa, Robyn Kalauli, Tennille Kephart, Keshia Kubo, Kanoa Lambert, Tamera Loveday, Callie Martin, Luzviminda B. Miguel, Tiffany Naea, Luria Namba, Deseree Salvador, Tomoko Skinner, Jana Smith, Orlo Steele, Sherise Tiogangco, Nadine Uina, Sara Vogel, Warren Walker, Debbie Weeks</p> |
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| Topic | Discussion | Action/Person Responsible | Target Date |
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| 1. Call to Order: 2:01pm By Chair Reshela DuPuis Minutes: David Tsugawa | <ul style="list-style-type: none"> Meeting will not be recorded Keep video and mic off unless speaking Use chat whenever possible | | |
| 2. Ascertain quorum | <ul style="list-style-type: none"> Chair ascertained quorum | Reshela DuPuis | |
| 3. Approval of Minutes | Discussion: Several name spelling corrections noted in Minutes | | |

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| <ul style="list-style-type: none"> • College Council MINUTES Feb 10, 2023. Draft for Review | <p>Motion to Approve with minor spelling corrections</p> <ul style="list-style-type: none"> • Motion: Laurel Gregory • Second: Lissandra Baldan Jenkins <p>Approved by consensus with 1 Abstention</p> | <p>Approved by consensus with 1 Abstention</p> | |
| <p>4. Chair's Update</p> <p>a. New URL for College Council website: https://www.hawaii.hawaii.edu/hui/collegecouncil/</p> <p>b. UH Systems Academic Calendar 2023-2026 https://drive.google.com/file/d/1UjaA477uAlvUVIaGAKFVVa0KTUorly_M/view?usp=share_link</p> | <p>We have a new unified URL for the Council website (previously under blog status), using the tag "hui" in the address, which now is in URLs for College Council, Academic Senate, and ASUH sites. Mahalo to our webmaster Daniel Fernandez!</p> <p>UH Master Calendar has been published, see link in agenda. Chair recommends that all Kauhale members check this Master Calendar when planning. All Hawai'i Community College calendar planning must account for dates/events listed in the UH Master Calendar.</p> | | |
| <p>5. Old Business</p> <p>A. Nominations are still open: Council Vice-Chair Spring 23 and AY23-24 Chair. Nomination form: https://forms.gle/YE4wDMnPAmyKWNUb8</p> | <p>Nominations are still open for College Council Vice Chair. Chair opened the floor to nominations.</p> <p>Debbie Weeks self-nominated.</p> <p>Question: does the position require the candidate to have tenure?</p> | | |

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| | <p>Response, Reshela DuPuis: The Council Charter does not have any requirements for tenure for officership.</p> <p>No other nominations were received from the floor.</p> | | |
| <p>B. Committee on Committees</p> <p>i. Haw 3.301 College Committee Structure: policy revision proposal</p> <p>a.  Haw3.301... current</p> <p>b.  Haw3.301...</p> <p>c.  Haw 3.30... second reading</p> <p>ii. College Council Charter revision proposal, Article VI, Section 1, "Committee on Committees"</p> <p>a.  College-C... current</p> <p>b.  College C... red line</p> <p>c.  College C... clean second reading</p> | <p>Second reading. Chair opened the floor for discussion.</p> <p>Comment on purpose of revisions, Toni Cravens-Howell: To make a cleaner, more detailed document.</p> <p>Comment, Kate De Soto: Revisions clarify process and Committee's scope of authority.</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> • Motion: Esther Nathanson • Second: Kate De Soto <p>Approved by consensus</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> • Motion: Laurel Gregory • Second: David Tsugawa <p>Approved by consensus</p> | <p>Approved by consensus</p> <p>Approved by consensus</p> | |

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| <p>C. Campus Climate Survey Update: Dr. Sara Vogel Vogel</p> | <ul style="list-style-type: none"> • Original Campus Climate survey vendor was problematic, there was a need to find a new survey vendor. • “Viewfinder” vendor has been chosen by the survey team. Expected deployment to Kauhale approx. end of March/early April. The survey will be sent out to all College members [employees]. • Viewfinder website: https://campusclimatesurveys.com/ https://campusclimatesurveys.com/faqs <p>Question, Chancellor Solemsaas: Will we have the capacity to alter questions?</p> <p>Response, Sara Vogel: Limited capacity, will depend on the language being used.</p> <p>Question, Chancellor Solemsaas: Do we need a task force to modify the survey?</p> <p>Response, Reshela DuPuis: If there is interest in reviewing or modifying the instrument. Is there a suggestion or motion for the College Council to create a new Task force?</p> <p>Response, Sara Vogel: We can reassemble the old team or create a new one. Either way, we need to make the survey happen.</p> <p>Response, Reshela DuPuis: The previous task force was organized under the Chancellor. We need College Council representation. Possible options: 1) We consider a motion</p> | | |
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| | <p>to create a new Council task force to review and create the instrument; this will delay deployment); 2) We consider a motion to deploy the survey as is.</p> <p>Response, Chancellor Solemsaas: Third option: Have each representative consult their constituents to get feedback by having constituents review the Viewfinder survey.</p> <p>Response, Sara Vogel: Any survey is a one-shot picture. There is already lots of information about the campus climate. This is only one tool. The real work is in analyzing the data. Separate conversations on getting feedback are not going anywhere. We need to move forward, need to implement processes and procedures.</p> <p>Response, Chancellor Solemsaas: Agree with the need to move forward. Last climate survey was done some years ago.</p> <p>Response, Reshela DuPuis: A motion is needed one way or the other.</p> <p>Motion: To implement the Viewfinder survey as is this semester with minor language changes: Rachel Solemsaas</p> <p>Second: Cheryl Pavel</p> <p>Approved by consensus</p> | <p>Approved by consensus</p> | |
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| <p>D. Budget Report: Chancellor Rachel Solemsaas & iVCAS Jodi Mine</p> <p>i. HEERF funds https://hawaii.hawaii.edu/covid-19/heerf</p> <p>ii. B-Budget - Jodi Mine</p> <p>iii. Personnel Staffing Plan Staffing Plan 2023 - Jodi Mine</p> | <p>Rachel Solemsaas:</p> <ul style="list-style-type: none"> • Attended webinar to get guidance on HEERF funding, including no-cost extension between now and June 2023. HawCC received additional \$2 million for SSARP portion; will request no cost extension. <p>iVCAS Jodi Mine texted she has been pulled away and is unable to rejoin the Council meeting due to an emergency situation with the ongoing construction on Manono campus.</p> <p>Chair asked for a motion to move forward on the agenda.</p> <p>Motion to move forward on Agenda: Kate De Soto</p> <p>Second: Laurel Gregory</p> <p>Approved by consensus</p> | <p>Approved by consensus</p> | |
| <p>6. New Business</p> <p>A. Schedule of College Meetings AY 2023-2024. DRAFT Schedule of College Meetings AY 2023-2024. DRAFT 1 first reading</p> | <p>First Reading.</p> <p>Comment, Reshela DuPuis: I've received requests to add HSSI on the 1st Friday in March; also to change Div/Dept and Council meeting dates/times because of HSSI. Note that yellow-highlighted items are not confirmed</p> <p>Discussion:</p> | | |

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| | <p>Comment, Carrie Mospens: Because of HISSI, 3/1/23 Department meetings need to be changed to 3/8/23 and College Council to 2pm on 3/8/23.</p> <p>Comment, Reshela DuPuis: Reps, please take draft Schedule out to your constituents to review.</p> <p>Comment, Chancellor Solemsaas: May not have Kauhale Day in S24. Usually done on the fifth Friday.</p> <p>Comment, Kenoalani Dela Cruz: Commencement Dates can be finalized. Remove yellow.</p> <p>Comment, Reshela DuPuis: Final exam period in December can be finalized. Remove yellow.</p> <p>Comment, Kesha Kubo: Graduation dates can be finalized. Remove yellow.</p> <p>Comment, Reshela DuPuis: Are there other events not included on the calendar draft that should be included? Also, please check the list of possible events below the calendar. Second Reading will be next month.</p> | | |
| <p>B. Ka'ao Ka'ika'i Strategic Planning Task Force Update - Chancellor's Task Force: Tangaro Taupouri, Kei-Lin Cerf, Ākeamakamae Kiyuna</p> | <p>Presenter Kei-Lin Cerf:</p> <ul style="list-style-type: none"> ● Call for participation in Kauhale Day (3/31). There will be a Ka'ika'i Task Force excursion about Hawaiian leadership in Hilo. ● Task force is ensuring that HawCC's Plan is distinct but aligns with the UH System Strategic Plan. ● Members now are identifying priorities. | | |

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| | <ul style="list-style-type: none"> • If interested but cannot attend, please send input to the three Task Force Chairs. The Chairs will post online or email the Strategic Plan draft with opportunities to comment on the process before presenting to the College Council. <p>Comment, Reshela DuPuis: This task force is organized under the Chancellor's Office. The QFE Integrated Planning Task force is the College Council's group and they will be reporting next month.</p> | | |
| <p>7. Administration Updates</p> <p>A. Chancellor's Update Rachel Solemsaas Solemsaas Chancellor's Update</p> | <p>1. Community Survey conducted by SMS Research and done in collaboration with Kaua'i Community College. Objectives: 1) To look at the image of the College in the community and 2) to assess our products and how we are doing in delivery.</p> <ul style="list-style-type: none"> • Presenter Thatcher Moats summarized the survey results - <ol style="list-style-type: none"> 1. Objectives 2. Sample Size & Methodology 3. Survey Respondent Demographics <p>Summary of Findings:</p> <ul style="list-style-type: none"> - Community Awareness Top of Mind - Community Awareness Functions - Community Assessment Strengths - Community Assessment Weaknesses - Community Assessment Meet Community Needs - Community Assessment Unmet Needs - Community Assessment Program Needs | | |

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| | <p>- Reputation Change During Covid</p> <ul style="list-style-type: none"> • Interest in Higher Education • Course Delivery • Hawai'i CC Support <p>Question, Chancellor Solemsaas: What are the next steps based on this report?</p> <p>Response, Thatcher Moats: To develop branding-marketing and institutional identity, use this as the baseline of data of research along with other research. Then, hire a marketing agency to develop plans using this data.</p> <p>Comment, Chancellor Solemsaas: Admin team met with Thatcher. Takeaways from data: Main issues are</p> <ol style="list-style-type: none"> 1) Affordability and quality. 2) Lack of programs. <p>Looking into better collaboration with University Center to bring in other programs. Links to survey report details in shared folder, see Chancellor's update report for folder link..</p> <ol style="list-style-type: none"> 2. Update: HB 78. Free Community College. Legislative timeline and key dates for Senate Bill to make community college free. 3. Update: E/M Positions Update 4. Kauhale Day Agenda | | |
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| | <p>5. West Hawai'i Community Request - Honoring Chancellor Rockne Freitas.</p> <p>Community is requesting 1) naming of road at Pālamanui campus, and 2) support from Hawai'i Community College (Resolution, personal letters of support). Kalei Haleamau-Kam will lead discussion with Pālamanui faculty and staff; Chancellor will schedule a wala'au.</p> | | |
| <p>B. VCSA Update Christine Quintana VCSA Update</p> | <p>Sherise Tiogangco presented a briefing in place of VCSA Christine Quintana, who is not able to be here today. Please see update link for details:</p> <ol style="list-style-type: none"> 1. Registration reminders 2. Hawai'i CC Career and Resource Fair reminders 3. Graduation information | | |
| <p>C. iVCAA Update Melanie Wilson VCAA College Council 2022-23</p> | <p>Comment, Reshela DuPuis: VCAA Melanie Wilson will be moving to the Windward CC campus in a few weeks. She is not able to be here today. Please see her report in the update link. Questions or comments can be sent to her at mfwilson@hawaii.edu.</p> | | |
| <p>D. iVCAS Update Jodi Mine</p> | <p>iVCAS Jodi Mine alerted the Council that she is not available due to an emergency situation with the ongoing construction on Manono campus. She will report at the next College Council meeting.</p> | | |

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| | <p>Motion to move Agenda item 5D to April 14th College Council meeting: Esther Nathanson</p> <p>Second: Carrie Mospens</p> <p>Approved by consensus</p> | Approved by consensus | |
| 8. For the Good of the Order | <p>Comment, Jana Smith: Early Childhood Education (ECE) is returning to in-person conferences and is presenting and hosting an ECE conference March 17, 2023. 🎉</p> <p>Comment, Reshela DuPuis: Thanks for the rain! The forest needed it. ☁️ Please remember to take care of your 'ohana and self-care.</p> <p>Comment, Deseree Salvador: Daylight savings ends on Sunday for the mainland and Alaska. 🕒</p> <p>Comment, Lissandra Baldan-Jenkins: Happy Spring Break everyone and remember to smell the flowers! 🌺</p> | | |
| 9. Adjournment: 3:50pm | | | |