

COLLEGE COUNCIL MINUTES - May 5, 2023. Approved 2023-08-25

<p>College Council Meeting Minutes May 5, 2023 2:00 - 4:00 p.m.</p> <p>Location: Zoom Registration link: https://hawaii.zoom.us/meeting/register/tJUpcu2qpiMpHtJJnqsAcmlE-fOBbtU6j7ak</p> <p>Meeting Agenda</p>	<p>Chair: Reshela DuPuis Vice Chair: Vacant</p> <p>Representatives: Kate De Soto, Laurel Gregory, Meidor Hu, Alan Ku, Daniel Loo, Esther Nathanson, Cheryl Pavel, David Tsugawa</p> <p>Ex-Officio Members: Rachel Solemsaas, Kimberley Collins, Jodi Mine, Christine Quintana, Kalei Haleamau-Kam, Kei-Lin Cerf, Jessica Yamamoto, Carrie Mospens, E. Kalani Flores</p> <p>Guests: Precious Atendido, Lissandra Baldan Jenkins, Jeanne Batallones, Mamo Bernabe, Calvin Black, Carrie Butler, Toni Cravens Howell, Anne Chung, Kenoalani Dela Cruz, Daniel Fernandez, Grace Funai, Pearla Haalilio, Eri Hall, Sheldon Higa, Ian Hiraakawa, Ashlee Kalauli, Tennille Kephart, Rachel Louis, Tamera Loveday, Callie Martin, Dr. Luzviminda B. Miguel, Tiffany Naea, Luria Namba, Jesna Nissam, Adam Onishi, Michelle Phillips, Tomoko Skinner, Jennifer Sims, Jana Smith, Sherise Tiogangco, Nadine Uina, Warren Wailani Walker, Debbie Weeks</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 2:05 By: Reshela DuPuis Minutes: Cheryl Pavel	<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 	Resh DuPuis	
3. Approval of Minutes	<p>Discussion:</p> <ul style="list-style-type: none"> P 9, Item 7e: name misspelled; corrected. <p>Motion to Approve: - Accept minutes with minor revisions</p>	Abstentions: 0 No: 0 Approved by consensus	

April 14th Meeting Minutes. Draft for Review	<ul style="list-style-type: none"> ○ Motion: Rachel Solemsaas ○ Second: David Tsugawa 		
<p>4. Chair's Update</p>	<p>This is the last meeting of the year. Mahalo to all members for their volunteer time and efforts. The Council has 8 standing committees, 4 task forces. Special thanks to Daniel Fernandez, our webmaster, and Callie Martin, secretary to the Chancellor, for helping to keep CoCo functioning well.</p>		
<p>5. Committee Updates/Reports</p> <p>A. Committee on Committees (CoC) - FSDC Chair Michelle Phillips</p> <p>Committee on Committees End of Year Report AY22-23</p>	<p>Michelle: Nothing to add.</p> <p>No questions.</p>		
<p>B. Assessment Committee (AC) - Luria Namba</p> <p>Assessment Committee End of Year Report AY22-23</p>	<p>Luria: Nothing to add. Thank you to all committee members. No questions.</p>		
<p>C. College Effectiveness Review Committee (CERC) - interim Co-Chair Jesna Nissam</p>	<p>Jesna: Grateful for all members/ reps. CERC met regularly throughout the year. Reviewed 7 Comprehensive Programs/Unit Reviews. CERC members took turns writing the Response Memos.</p>		

<p>CERC End of Year Report AY22-23 tba August 25, 2023 meeting</p>	<p>Jesna shared that there were discussions re: CERC's mission and value, this will continue in the new academic year. Jesna shared that she has learned a lot about what is going on throughout the whole campus by her work on this committee.</p> <p>Written report is coming, will be submitted soon.</p> <p>No questions.</p>		
<p>D. Environmental Sustainability Committee (ESC) - Debbie Weeks ESC End of Year Report AY22-23 tba August 25, 2023 meeting</p>	<p>Debbie shared that she has been the chair, K. Lyons has left. Difficulty in keeping the club going due to less student presence on campus, so the committee is short on members.</p> <p>Future projects: looking at reusable cutlery in the cafeteria.</p> <p>Written report is coming, will be submitted soon.</p> <p>No questions.</p>		
<p>E. Faculty and Staff Development Committee (FSDC) - Michelle Phillips Faculty-Staff Development Committee End of Year Report AY22-23</p>	<p>Michelle: thank you to all members. Nothing to add to the report.</p> <p>No questions.</p>		

<p>F. Community Participation Committee (CPC) - Dr. Sara Vogel and Kesha Kubo Community Participation Committee End of Year Report AY22-23</p>	<p>Not present, no verbal report; see written report attached. No questions.</p>		
<p>G. Accreditation Steering Committee (ASC) - ALO Kalani Flores/Christine Quintana/Kanoe Lambert Accreditation Steering Committee End of Year Report AY22-23 w Timeline</p>	<p>Kalani: Change in co-chairs, Christine stepped down, Kaleo Quintana will be co-chair. Appreciative of all the members for gathering evidence and helping with coordinating. Acknowledge Chancellor Solemsaas for her support, efforts, and advice. Kauhale is scheduled to review the ISER document in Fall 2023, it will be presented to the Council.</p>		
<p>H. First Year Experience Kauhale Committee - No'el Tagab-Cruz FYE End of Year Report AY22-23 tba August 25, 2023 meeting</p>	<p>Written report is coming, tba August 25, 2023 meeting. Resh: Encourages everyone to check out the results of the student surveys from the committee's report to the Council Feb 2023. Available in the Committee Reports archive: Copy of FYE Committee Report to College Council. Feb 10, 2023.pdf No questions.</p>		
<p>I. COVID Steering Task Force & HEERF Funding - Interim VCAS Jodi Mine</p>	<p>Not present; report is coming, tba August 25, 2023 meeting.</p>		

<p>COVID Funding End of Year Report AY22-23 tba August 25, 2023 meeting</p>	<p>No questions.</p>		
<p>J. Leadership Cohort Task Force - Dr. Sara Vogel Leadership Task Force End of Year Report AY22-23</p>	<p>Not present. No questions.</p>		
<p>K. QFE - IP Implementation Task Force - Grace Funai QFE-IP Implementation Task Force End of Year Report AY22-23 QFE-IP Changes to the Institutional Effectiveness and Budget Allocation Process</p>	<p>Grace: nothing further to add to the report. No questions.</p>		
<p>L. QFE - IP Budget Allocation Task Force - Grace Funai Budget Allocation Task Force End of Year Report AY22-23</p>	<p>Grace: nothing further to add to the report. Mahalo to everyone for the last 5 years of effort for QFE-IP and BAT. Resh: see Old Business on this agenda, items B and C. Item B includes all the reports the QFE-IP group is presenting to the Council for adoption, item C is a proposal for BAT to continue for another year. Both items are up for a vote today.</p>		

<p>6. Old Business</p> <p>A. Vote on Council leadership AY23-24</p> <p>Options 1-4 to be voted on</p>	<p>Vote: options 1-4 Debbie Weeks present, Brenda Watanabe not here. Need a volunteer from ex-officio or representative to accept the private chat votes.</p> <p>Discussion: Resh: is this process ok? Did reps have time to ask their constituencies and to vote?</p> <p>Motion: To vote on the council leadership Laurel Gregory</p> <p>Second: Rachel Solemsaas</p> <p>-Christine volunteered to accept votes. Question from Jana: if Chat will be recorded or preserved. Christine: yes. Voting occurred. 1st round: 5 for option #2; 3 for option #3; 5 for option #4.</p> <p>Second round: Option #2 = 5 votes; Option #4= 9 votes.</p> <p>Option #4 won, Resh DuPuis to serve one semester more as Chair, Fall 2023; Brenda Watanabe to serve as Vice Chair, Fall 2023, and then to serve as Chair, Spring 2024.</p> <p>Resh thanked the Council for the vote, and noted that we will still need to bring on a new Vice-Chair to serve with Brenda in the Spring 2024 term.</p>	<p>Final Vote result: Resh DuPuis to serve one semester more as Chair, Fall 2023; Brenda Watanabe to serve as Vice Chair, Fall 2023, and then to serve as Chair, Spring 2024.</p>	
<p>B. QFE-Integrated Planning Task force proposed plans and documents</p>	<p>Motion to adopt all QFE-IP documents: Rachel Solemsaas, Second: Kate De Soto</p>	<p>Motion approved by consensus</p>	

<p>i. HawCC Institutional Effectiveness Plan REV3</p> <p>ii. HawCC Institutional Effectiveness Plan Flowchart REV5</p> <p>iii. HawCC Budget Distribution REV3</p> <p>iv. HawCC Integrated Planning Timeline REV4</p> <p>second reading</p>	<p>Discussion: None.</p> <p>Consensus vote: All documents adopted by consensus vote.</p>		
<p>C. Budget Allocation Task force (BAT) proposal BAT Proposal for College Council second reading</p>	<p>Motion to extend BAT for another year: Rachel Solemsaas Second: David Tsugawa</p> <p>No Discussion</p> <p>Consensus vote - Motion approved.</p>	<p>Motion approved by consensus</p>	
<p>D. Proposed Resolution: naming of Pālanui entry as Rockne Freitas Way, A Joint Resolution by the Academic Senate, College Council and Ho‘olulu Council of Hawai‘i Community College</p>	<p>Motion: To adopt resolution: Rachel Solemsaas Second: Christine Quintana</p> <p>Vote: Resolution adopted by consensus.</p>	<p>Resolution adopted by consensus</p>	

second reading			
<p>E. Budget Report: iVCAS Jodi Mine</p> <p>i. HEERF funds https://hawaii.hawaii.edu/covid-19/heerf</p> <p>ii. B-Budget B-Budget Allocation - FY 2023</p> <p>iii. Personnel Staffing Plan Staffing Plan 2023. folder; Staffing Plan 2023</p>	<p>i. HEERF funding to expire June 30, 2023. Funded goods and services need to be received by June 30, 2023.</p> <p>ii. B-budget allocations based on 2019 actual expenditures. Admin team had a retreat today, working on strategies going forward. This process is new with new admin team members and new ideas, it is evolving. Team needs time to review for FY 24.</p> <p>iii. 19 positions currently in recruitment. Vacant positions are not in recruitment, admin team is gathering info and relooking at decisions made going forward. New staffing report will be coming out for the new academic year, will be presented to Council then.</p> <p>Floor opened for comments/questions (including comments posted in the zoom chat):</p> <p>Question, Kenoa: how long can a position be open until it is swept?</p> <p>Answer, Jodi: 2 yrs. This was waived during COVID. UHCC VP Mike Unabasami wants to reinstate the policy. Hiring freeze is over so some positions may be returned to us. In the UH System, there are over 300 positions vacant.</p>		

Question, Meidor: B-budget: Which budget are we working on? Last year's?

Answer, Jodi: All programs should be submitting budgets to their deans. We are at the starting process of establishing the 2024 budget.

Question, Sherise: The positions that were swept were vacant prior to COVID?

Answer, Jodi: One sweep occurred by the Legislature and they took whatever positions were vacant and we lost the position numbers. Then there was another sweep from UH, where positions were swept from the campus.

Campus decisions to reduce the "tuition and fee"-paid vacant positions are complicated because they also involve fringe benefits (up to 50% more added to the salary base) and were not approved by the Leg. It does take a toll on the cash availability.

Comment, Rachel: 2011-2012 enrollment was 3200, tuition revenue was high,. We need now to respond because a lot of positions were affected by funding changes under COVID.

And in 2016, we got a mandate from former UHCC VP John Morton to decrease the 26 tuition-funded positions. We were doing that, then COVID hit and there was a budget freeze from the top of UH Systems.

	<p>Comment, Jodi: We removed the 11 positions from the College. If there is a need that was created by this loss of personnel, we need to relook at that.</p> <p>Question, Jana: was the \$2M that was reported in the budget coming back to us?</p> <p>Comment, Rachel: I will cover that in my report.</p>		
<p>F. Discussion: Reflection on April 13th UHCC Leadership presentation on UHCC Strategic Plan, UHCC's contribution to UH System Strategic Plan, and information regarding AY2022 HawCC data.</p> <p>i. UHCC Strategic Directions & Fall 2022 Data Performance Indicators</p> <p>ii. UHCC Spring 2023 Campus Visit - HawCC. April 13, 2023</p>	<p>Deferred from 4/13/23 meeting.</p> <p>Discussion:</p> <p>Rachel: 1st report linked is about our performance indicators, we were supposed to get funding from these indicators. Encourage everyone to read the reports and what are the actionable items and takeaways from these performance indicators and achieve success. Shows continued disparity in success and access for Native Hawaiians trends going the wrong way.</p> <p>I would like to address Jana's question: p8 there are 2 funding sources, general fund and tuition and fees funding. Monies in the general fund, if not spent, go back to the State. The general fund has 2.5 million over (this is not ours to keep.) UHCC VP Mike Unebasami has directed to sweep all of the general fund to pay debt service at the UHCC level.</p>		

	<p>The 2nd funding is tuition revenue was \$6 million (2018), \$5.5 million now because of declining enrollment. Projected to decrease to \$4.5 million. Less than \$4 million available for the B-budget (supplies, travel, etc). There is a \$10.4 million fund balance, the question is, what are we going to do with that? These are the conversations that need to happen.</p> <p>Pāalamanui debt: it's a 30 yr mortgage. We cannot use revenue funds to pay off debt, but can put it aside in Reserves. Per UHCC policy, we must have 5% in Reserves.</p> <p>Question, Kate: Is the \$10.4 million going to our College or UHCC? In 2016, that figure was less than \$874,000.</p> <p>Question, Kalani: For the \$4.023 million, have they discussed at the System level if they are going to bring it back to the campuses and what are our goals? Goals are going up, but tuition is going down. Will they be bringing it back to the campuses for discussion?</p> <p>Answer, Rachel: Yes and yes.</p> <p>Question, Jana: Did the vacant positions essentially provide the fund balance?</p> <p>Answer, Rachel: Part of the \$10 million came from the 11 positions, of which we were only able to fill 2. Revenue loss from COVID and personnel losses also came into it, and</p>		
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	<p>also we were on a hiring freeze. But the number of tuition hours is down 15%, so revenue is going down.</p> <p>No further comments or questions.</p>		
7. New Business (none)	No discussion		
8. Administration Updates A. Chancellor Rachel Solemsaas Chancellor's Update	<p>Rachel:</p> <p>2 E/M (Executive/Management) positions in recruitment: CTE Dean and VCAS.</p> <p>Reserves and contingencies: We need to realize that we must have a prudent level for fund balance.</p> <p>For equipment budgets: The Program/Unit Review is where you ask for the one-time funding.</p>		
B. VC Student Affairs Christine Quintana VCSA Update	<p>Christine:</p> <p>See Updates, it has links to student government charter and student life updates.</p> <p>Enrollment is down, the DSA team will be working on how we can boost some activities to support our enrollment.</p> <p>Graduation will be May 12 Hilo, and May 13 Pālanui.</p>		

	<p>Chair asked for a motion to extend the meeting.</p> <p>Motion to extend meeting: Cheryl Pavel</p> <p>Second: Kimberley Collins</p> <p>Motion approved by consensus.</p> <p>Christine - Mahalo to everyone for all you do.</p>	<p>Motion approved by consensus</p>	
<p>C. VC Academic Affairs Kimberley Collins VCAA College Council updates</p>	<p>Kimberley:</p> <p>Pointed out highlights, please check out update linked on agenda.</p> <p>UHCC System has asked us to share the different definitions of class delivery.</p> <p>Current issues:</p> <p>Lecturer recruitment;</p> <p>College reorganization, changes from 2018 will be disseminated thru College Council at a future date.</p>		
<p>D. iVC Administrative Services Jodi Mine iVCAS Update</p>	<p>Jodi:</p>		

	<p>Building updates: Get your lecturers to turn in their keys to the Business Office. We're trying to get an accounting of all keys issued.</p> <p>The portable at the back of Manono campus is up and connected.</p> <p>Safety and Security (Training) Officer hired: Patrick Chong. His duties will include conducting active shooter training.</p> <p>Finalizing POM manager hire, new manager may start this month if hiring is finalized.</p>		
<p>9. For the Good of the Order A. Nursing Program - Tribune Herald May 2023 write up</p>	<p>Congratulations, check it out. Any questions direct to DC Dr. Luz Miguel.</p>		
<p>B. Call for Nominations for Interim Chancellor</p> <p>i. Interim Chancellor at Hawai'i CC MQs & DQs</p> <p>ii. Susan Kazama CV2023</p>	<p>Everyone should have received an email from UHCC interim VP Della Teraoka, via Callie Martin, regarding MQs and Desirable Qualifications for the position of Interim Chancellor. This is the UHCC System's call for nominations. Rachel Solemsaas' last day will be June 30, 2023.</p> <p>Della Teraoka's message: she has received nominations, no CVs received so far, nominees have until 5 pm today for consideration. She will send out CVs and a survey through the College's listservs. There is a nomination from System, please see the CV/Bio for Susan Kazama. She is from Hilo, a Waiakea High grad, has worked at other UHCC</p>		

	<p>Community Colleges, and has been a leader at the ACCJC. Timeline is extremely tight, System wants to have a nominee ready for the last BOR meeting of the year on May 18th. Please pay attention to your emails regarding nominations and contact Della with comments, questions or nominees.</p> <p>Comment, Laurel: I have worked with Susan Kazama for 15 years. Lately she has been working in Continuing Ed, which would be an advantage. Also, it's not optimal to take one of our current senior administrators to take up the Chancellor position. I think Susan Kazama is a good fit.</p> <p>Comment, Jana: I didn't feel that there was any push from the System to choose a specific person as interim chancellor. They seemed to be attentive to the College's needs and we need someone to steer the ship.</p>		
<p>10. Adjournment Time: 4:20pm</p>	<p>Resh: Thank you to everyone, it's been an amazing year for participation! See you all at graduation.</p> <p>Next meeting is August 25, 2023.</p>		