

COLLEGE COUNCIL MINUTES, October 13, 2023_Approved by Consensus. 2023-11-17

<p>College Council Meeting Minutes October 13, 2023 12:00 - 2:00 p.m. Location: Zoom</p> <p>Meeting AGENDA</p>	<p>Chair: Reshela DuPuis Vice Chair: Brenda Watanabe</p> <p>Representatives: Kate De Soto, Melissa Garcia, Laurel Gregory, Ākea Kiyuna, Alan Ku, Daniel Loo, Caroline Naguwa, Esther Nathanson, Jana Smith, Lisa Yamanaka, Emily Zappeto (ASU proxy)</p> <p>Ex-Officio Members: Susan Kazama, Jody Mine, Kalei Haleamau-Kam, Kei-Lin Cerf, Tangarō</p> <p>Kauhale: Lissandra Baldan Jenkins, Carrie Butler, Vivian Chin, Anne Chung, Kenoalani Dela Cruz, Susie DeSa Dill, Grace Funai, Sheldon Higa, Meidor Hu, Ashlee Kalauli, Rachel Louis, Tamera Loveday, Tiffany Naea, Luria Namba, Adam Onishi, Michael Skinner, Tomoko Skinner, Jennifer Sims, Orlo Steele, Sherise Tiogangco, David Tsugawa, Sara Vogel, Warren Walker</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:02pm</p> <p>By: Reshela DuPuis Minutes: Kate De Soto</p>	<ul style="list-style-type: none"> Meeting will not be recorded Keep video and mic off unless speaking Use chat whenever possible 		
<p>2. Ascertain quorum</p>	<ul style="list-style-type: none"> Chair ascertained quorum 	Resh DuPuis	
<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> Minutes September 8, 2023_DRAFT for Review 	<p>Discussion:</p> <ul style="list-style-type: none"> No corrections or revisions requested <p>Motion to Approve:</p> <ul style="list-style-type: none"> Motion: Akea Kiyuna Second: Lisa Yamanaka 	<p>Motion Approved by Consensus</p>	

<p>4. Chair's Update</p>	<p>Chair expressed gratitude for administrators' attendance at College Council meetings and updated the Council on absences and proxies.</p> <ul style="list-style-type: none"> ● VCAA-not present today ● VCSA-not present today, Sherise Tiogangco will provide today's DSA update. ● ASU-Emily Zappeto is the proxy for today's meeting. 		
<p>5. Committee Updates</p> <p>A. Faculty and Staff Development Committee (FSDC) - Brenda Watanabe</p>	<p>Brenda Watanabe provided update:</p> <ul style="list-style-type: none"> ● Committee is being tasked with assisting with professional development funds ● FSD developed a draft Professional Development Fund Policy in 2019, but it wasn't taken to College Council ● FSDC requests that the Council complete a first reading of this policy. ● Comments: <ul style="list-style-type: none"> ○ Brenda: Late requests were historically difficult to accommodate as it was a challenge to convene the subgroup to review the application in a timely manner. ○ Chair Comments: <ul style="list-style-type: none"> ■ Reminded the Council that the role of CC is consultancy. If any recommendations are wanted to revise or amend this proposed policy, please bring it to the next Council meeting. 	<p>First Reading: Professional Development Fund Policy.</p>	

	<ul style="list-style-type: none"> ■ Representatives please review this policy with your constituents. ■ We can have additional readings and delay the vote if recommendations for revisions are made. 		
B. QFE - IP Budget Allocation Task Force - Grace Funai	<p>Grace Funai provided update:</p> <ul style="list-style-type: none"> ● Reviewed role of BAT: to enhance kauhale participation and transparency in the College's budget processes. ● The task force designed a rubric and evaluation process related to resource requests submitted through Annual and Comprehensive Program-Unit Reviews, with intent to prioritize funding needs. ● BAT has reviewed 2022 budget requests utilizing the rubric they designed and submitted their feedback to the Administration team. ● However, VCAS Jodi Mine has since informed the BAT that there is no longer a line item in the College budget for these types of requests <ul style="list-style-type: none"> ○ Historically, we had utilized "performance funding" from UHCC to meet resource requests and special needs ● Current plan from Admin is to utilize the resource requests list to understand and document campus needs so that other funding options can be explored. ● Jodi Mine expressed intent to respond to all those who submitted requests last year to let them know the status of funding for their request 		

	<ul style="list-style-type: none"> Grace presented a list of BAT members as they each were tasked with going to their constituents to gather feedback on the necessity of a budget committee and what type of roles they should play. Link to google doc to collect this information: https://docs.google.com/document/d/1HePxggCd4B3euACZFQ8B_qSPeUi8kwXE8rwPmtMroo0/edit?usp=sharing <p>Feedback will be reviewed at a future BAT meeting with Susan Kazama and Jodi Mine.</p> <ul style="list-style-type: none"> BAT will hold a town hall on 11/3/23 3-4:30pm via zoom (link emailed out to the Kauhale) to further discuss the feedback received. Past ideas of the role of BAT: <ul style="list-style-type: none"> Education on budget processes Potentially have BAT representation at administration's budget retreats BAT as a mechanism to keep administration accountable Assist with tracking requests to ensure follow-up occurs 		
<p>6. Old Business</p> <p>A. Budget report from Administration: VCAS Jodi Mine, interim Chancellor Susan Kazama</p>	<p>Budget Report and Staffing Plan update from Administration per the Integrated Planning Timeline:</p> <ul style="list-style-type: none"> General Funds: <ul style="list-style-type: none"> Expected to expend full amount 		

[HawaiiCC Integrated Planning Timeline adopted April 2023](#)

 FY24 Hawaii CC ...

- Remaining funds from fiscal year 2022 were utilized by UH System to pay off a bond for a Photo-Voltaic system. Manono campus was previously not included in the PV initiative due to historical intent to relocate the campus. This bond is \$2million per year. Last year, an opportunity came to pay off the bond. Benefit is that this bond is now paid off and that increases the financial standing of the system. There is an intent for HawCC to benefit from these savings.
- Tuition and Fees:
 - System funding process will assist with rectifying the difference in the projection between revenue and expenditures.
 - Debt Service-PAL is a annual payment
- Revolving Funds from Extramural Grants:
 - \$486,415 includes indirect cost from HEERF
 - \$100,000, admin will be identifying how to expend this (considerations: grant writer costs)
- Other Revolving: historically was special funds
 - Ex: Revenue from trades, student activities, student government, EdVance revenue, transcript revenues
 - Expenses: include personnel, lecturers, supplies
- Federal Work Study
 - \$5820 must be put aside which results in \$52,378 to be expended
 - Work Study Need is first come first serve. If you have a student that has unmet need and is work

	<p>study eligible, contact financial aid to determine if you can fund/hire them.</p> <ul style="list-style-type: none">○ Historically funds are fully expended● SSARP (remaining of HEERF):<ul style="list-style-type: none">○ \$2,215,342 Remaining○ Funds will be used for: Mental Health expansion of services, Basic Needs expansion of services and distribution, Network Expansion (creating additional work/study areas for students that are outdoors)○ Must be spent by July 2024● Allocations are listed in Kuali Financial System (KFS) (Allocation Code=B600)● If there is a need for other or different student worker allocations, please contact Jodi Mine● Public monthly budget reports available (tuition and fees) through OVPCC Budget Office. Use this step by step guide to access this public data (Comments Tab) <p>Chair Comment: Communication between faculty/staff and admin regarding needs is key to helping administrators have the information they need to make their decisions.</p> <p>Question: Melissa Garcia-Does ASUH have access to this budget information?</p> <p>Response: Jodi Mine confirmed that this information is public.</p>		
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<p>7. New Business</p> <p>A. Nominations for Council Vice Chair for Spring 2024</p>	<p>Update provided by Reshela DuPuis:</p> <ul style="list-style-type: none"> • Succession plan is detailed within the College Council charter • Current chair will finish mentorship of Vice Chair Fall 2023 • Vice Chair will assume Chair position Spring 24 • Will need a Vice Chair for Spring 24 • Brenda Watanabe expressed intent to serve as chair AY 24-25 if voted in, noting that a 1 semester term is very brief. Vote on this intent will occur at the end of Spring 2024. <p>Chair requested nominations for vice chair candidates for Spring 2024.</p> <p>Nominations can be submitted by contacting the chair with cc to Vice-chair; to your representative; or at the November meeting. November, candidate biographies will be dispersed and vote will occur in December.</p>		
<p>A. Hawai'i CC General Education Inquiry Team Report: Kenoa Dela Cruz, Caroline Naguwa, Carrie Mospens</p> <p>i. Hawai'i CC F23 GE Inquiry Survey - ALL Results, 2023-10-13</p>	<p>Kenoa Dela Cruz provided update:</p> <ul style="list-style-type: none"> • Caroline Naguwa, Kenoa Dela Cruz, and Carrie Mospens are our campus representatives • Late August/early September a new Inquiry Survey was disseminated to the campus. • History: 		


<p>ii. Hawai'i CC F23 GE Inquiry Survey - SUMMARY Results. 2023-10-13</p> <p>Informational - no vote required</p>	<ul style="list-style-type: none"> ○ In 2021 all campuses were charged by the UH System to do a General Education redesign. ○ 2022, proposal was disseminated and feedback was provided ○ Summer 2022 a new team was formed and they strived to create the GE baseline (what can all 10 campuses agree to as our baseline). Feedback was gathered. ○ Spring 2023 campuses convened and no agreement was met, which has resulted in a pause in GE redesign discussions. ○ Per UHCC iVP Della Teraoka, the current team will research GE methods and how to message this to students (not redesign). Intent is to continue to engage faculty, lecturers, students, and support staff. Inquiry survey came from this intent. ● Inquiry Survey results <ul style="list-style-type: none"> ○ 21 responses received ○ Results reviewed ● Campus representatives met across the System and shared their results <ul style="list-style-type: none"> ○ 4 teams have been developed for further exploration <ul style="list-style-type: none"> ■ Value of GE ■ Messaging about GE ■ High Impact Practices 		
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	<p>■ Gathering Evidence of Student Success (transfer data)</p> <p>Question:</p> <ul style="list-style-type: none"> • Susan Kazama: How far apart are we from Mānoa? • Response (Kenoa): At this point we are not sure, there hasn't been further discussion between Mānoa and the other campuses. Multi-Campus Accord demonstrates the stalemate that occurred with the 2023 proposal. EP 5.209 policy indicates that however a course is designated at one campus, that designation must be honored at other campuses when transfer occurs. <p>Comment:</p> <ul style="list-style-type: none"> • Caroline Naguwa: Group is mindful of the transfer concerns and intent to smooth that process, but also really want GE's to represent the integrated learning experience, not just a requirement that must be met. 		
<p>C. Professional Development Funding policy - NEW proposed: Brenda Watanabe</p> <p>i. Professional Development Fund Policy draft</p>	<p>Brenda Watanabe shared previously</p> <p>Chair opened the floor to comments/concerns regarding the draft Professional Development Fund Policy.</p> <p>Susan Kazama: Expressed concerns regarding convening and timing with requests as this may be a challenge if applicants aren't planning ahead.</p>		

	Response: Brenda Watanabe clarified that there is a late application process within the draft policy.		
8. Administration Updates A. Interim Chancellor Susan Kazama Fall 2023 - College Cou Updates	<ul style="list-style-type: none"> • 10/26/23 Acting UHCC VP Della Teraoka Campus Visit: 9:30am at Pāalamanui and 1pm at Manono, Kaneikeyao. • Kauhale Day was a success. Will look at how to integrate students in the future. • Office of Research Services (ORS): Manages grants (our campus has at least 30). Current staffing concerns have impeded the switching of Principal Investigator from past Chancellor to Susan Kazama. This is affecting funding availability and some grants are having to request no-cost extensions. Please contact Susan Kazama (smurata@hawaii.edu) if you are having challenges with grants that the Interim Chancellor is not aware of. • MOU between UHPA/BOR/UH regarding vacation earning faculty: <ul style="list-style-type: none"> ○ Originally was only for federally funded specialists; employee could take overload, but this would result in a loss of vacation. ○ This MOU now moving towards applying to all 11-month faculty who earn vacation, which would mean: <ul style="list-style-type: none"> ■ Employee can choose to get paid through overload, which will result in forfeiture of vacation 		

	<ul style="list-style-type: none">■ Reasoning: faculty are not hourly so they can't accrue overtime■ In Fall 2024, this MOU is to be implemented <p>Comment: Kenoa-OHR has met and will be issuing a decision/statement</p> <ul style="list-style-type: none">● LMS: see updated timeline in Chancellors linked update.● ISER: Standard IIA draft went to administration for review. It will be made available to the Kauhale next. <p>Question: Jana Smith: Will LMS implementation be January 1st, 2024?</p> <p>Response: Emily Zappeto: January 1st, 2024 is the proposed contract start date, not necessarily implementation start date. Small pilot project will occur first before mass implementation.</p> <p>Question: Vivian Chin: Is it Canvas, Blackboard, Ilearn, etc?</p> <p>Response: Emily Zappeto-that part isn't known yet, it will be decided in the future.</p> <p>Response: Lissandra Baldan Jenkins: Fall 2024, an initial cohort will launch with selected colleges. Fall 2025 is the expected date of full implementation. Professional development will occur to assist with transition.</p> <p>Question: Melissa Garcia: Why is this change happening?</p>		
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	<p>Response: Reshela DuPuis-There have been many complaints about Laulima, the System decided to seek an alternative.</p> <p>Chair Requested Motion to extend Meeting:</p> <p>Motion: Akea Kiyuna</p> <p>Second: Emily Zappeto</p>	Approved motion by consensus vote to extend meeting	
<p>B. VC Academic Affairs Kimberley Collins  VCAA College ...</p>	<p>No proxy for the report, chair suggested all review the link provided.</p>		
<p>C. VC Student Affairs Christine Quintana Fall 2023 - DSA Running Update</p>	<p>Update provided by Sherise Tiogangco</p> <ul style="list-style-type: none"> ● FERPA Basics Information Session 10/27/23 11am-12pm (zoom link and passcode in the update) <ul style="list-style-type: none"> ○ Sherise Tiogangco available to have one-on-one discussions if needed to address FERPA questions ○ FERPA reporting form to assist with risk mitigation ○ Sherise Tiogangco is our campus FERPA Compliance Officer ● Early Alert: Mahalo to instructors who provided kudos and alerts. Found in Star Instructor Support App. 39% of instructors responded. ● Student Life: ASUH Student Activities group has 1 opening (VP for Pālamanui and Ko). Student 		

	<p>Government has 2 openings (Senator at Pālamanui and Senator for CTE)</p> <ul style="list-style-type: none"> Hawai'i CC Day will be April 2024 		
<p>D. VC Administrative Services Jodi Mine</p> <p> College Counc...</p>	<p>Update from Jodi:</p> <ul style="list-style-type: none"> Business Office update: there are limitations on items you can purchase. Currently can't purchase tissue paper, face masks and wipes (due to end of COVID guidelines). Items that could be deemed as personal may not qualify for purchase with public funds. If there is a need, it needs to be justified. Safety and Security-11/7-11/9 Manono Campus will be using HawCC Manono Campus as a training site for HPD and HFD for ALERRT training (active shooter training). The College is not an active participant in it and minimal impact to the College operations is expected. Communication to the campus and public will occur. Cafeteria will be closed on those days. If you have any concerns, please talk to Patrick Chong, Security Manager.. Polo Shirts: order announcement will be coming out soon. Order will be via an online store through Creative Arts. Personnel Reminder: January 2023 EP 2.202 was established. Please review this. Open position statuses updated 		

	<ul style="list-style-type: none"> Bldg 393-additional lighting added. Are working to improve lighting on campus. <p>Chair called for questions</p> <p>No questions or comments</p> <p>Chair-Mahalo to Jodi for continuing to share staffing updates.</p>		
9. For the Good of the Order	<p>Brenda Watanabe: FSD Event-Meditation Workshop. Sign-up Deadline 10/19/23.</p> <p>Reshela DuPuis: Children's Center will be doing Trick or Treat Walk on campus. See email to hang pumpkin.</p> <p>Jana Smith: Please, not too much candy.</p>		
10. Adjournment Time: 2:16pm			