

## COLLEGE COUNCIL MINUTES - November 17, 2023\_Approved by Consensus, Jan 12, 2024

<p>College Council Meeting Minutes</p> <p><b>November 17, 2023 2:00 - 4:00 p.m.</b></p> <p>Location: Zoom; Registration:  <a href="https://hawaii.zoom.us/meeting/register/tJwoce-vpjwvH9dF-0J5A4sQWjL3MufuEnAh">https://hawaii.zoom.us/meeting/register/tJwoce-vpjwvH9dF-0J5A4sQWjL3MufuEnAh</a></p> <p>Meeting Agenda:  <a href="https://docs.google.com/document/d/1msUHOo2D7xiULzH4NdbHVAYLmlc-qKTJU3VYUafjuTM/edit?usp=sharing">https://docs.google.com/document/d/1msUHOo2D7xiULzH4NdbHVAYLmlc-qKTJU3VYUafjuTM/edit?usp=sharing</a></p>	<p>Chair: Reshela DuPuis  Vice Chair: Brenda Watanabe</p> <p>Representatives: Alan Ku, Kate De Soto, Laurel Gregory, Meidor Hu, Sandy Kama, Ākea Kiyuna, Jana Smith</p> <p>Ex-Officio Members: Susan Kazama, Kimberley Collins, Christine Quintana, Jodi Mine, Kalei Haleamau-Kam, Kei-Lin Cerf, Carrie Mospens, E. Kalani Flores</p> <p>Guests: Tiffani Amana, Calvin Black, Carrie Butler, Anne Chung, Toni Cravens Howell, Harold GKW Fujii, Grace Funai, Camille Hernandez, Sheldon Higa, Tiana Hirota, Ashlee Kalauli, Glenn-Dee Kuwaye, Kanoe Lambert, Larissa Leslie, Luzviminda Miguel, Tiffany Naea, Adam Onishi, Stephen Schulte, No'el Tagab-Cruz, Sherise Tiogangco. Leanne Urasaki, Warren Walker</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 2:03pm By: Reshela DuPuis Minutes: Sandy Kama	<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 ascertained quorum</li> </ul>	Resh DuPuis	
3. Approval of Minutes <a href="#">College Council Minutes, October 13, 2023 Draft for Review</a>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>No corrections or revisions requested</li> </ul> <p><b>Motion to Approve:</b></p> <ul style="list-style-type: none"> <li>Motion: Ākea Kiyuna</li> </ul>		

	<ul style="list-style-type: none"> <li>○ Second: Jana Smith</li> </ul>	Motion approved by consensus	
4. Chair's Update	<p>College Council Representatives who had left the College: Thatcher Moats (rep from Chancellors' Office), Daniel Loo (rep from HR/Admin Svcs). If you know of anyone who wants to represent their section, please have them contact the Chair.</p> <ul style="list-style-type: none"> <li>• CTE Rep: Lisa Yamanaka-not present today. no proxy</li> <li>• Meidor Hu-present and representing Liberals Arts Division</li> </ul>		
5. Committee Updates/Reports  A. College Effectiveness Review Committee (CERC) _ VCAA Kimberley Collins	<p>Kimberley Collins: College Effectiveness Review Committee (CERC) reviews and responds to program and unit program reviews. Current membership is smaller than previous years. Encourage others to join, contact Kimberley.</p> <p>This year is light on the number of reviews, but the committee continues Important discussions about the role of the committee and its process. The group is meeting with the Council's Budget Allocation Task Force on issues of overlap and process for peer review of programs and units..</p>		
6. Old Business	<p>Jodi Mine: She will be adding and updating the staffing plan document every month for the CoCo meetings. Looking at</p>		

<p>A. Staffing Plan Update: VCSA Jodi Mine <a href="#">FY24 Hawaii CC Staffing Plan HawCC Integrated Planning Timeline approved 2023-05-05</a></p>	<p>the listing: Filled positions are at the top, the next section is posted positions with closing dates. Those closed are with the Screening/Interview Committee or not-filled, but need to be re-advertised.</p> <p>Staffing Plan - this is not all the vacancies that we have. The listing includes the ones that the Admin Team, looking at concerns, are the positions that are going out for recruitment. They are not in any particular order. The Pool of vacancies is growing as more people leave. Some positions may be re-described. A month-and-a-half is the time from posting to filling an APT position. APT positions need to meet classification standards. Civil Service takes longer because it's reviewed by various offices (DHRD, OHR, etc). Inputting in PeopleSoft takes longer and is more complicated than the old system. Re-descriptions for positions filled within the past year, with no real change in responsibilities can move forward quickly. Some positions change over time and need to be re-described. The work environment for the position also changes. External factors delay the process when trying to fill the position temporarily versus filling it permanently. Difficult to balance the time. I do hear you, and we are all in the same boat. Working together, we can get it finalized. Asking for patience, and we understand the push.</p> <p><b>Question</b>, Grace Funai: Has it been considered to retain rather than recruit? Noticed a couple of positions where we already have people and pushing those positions up as a</p>		
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	<p>priority. They're currently in a temporary position, can we put them in the position, where we know we have people and give them a fair opportunity to apply.</p> <p>Jodi: depends on the position you're looking at. Civil Service, position in existence, we can hire 89-day hire. We should be able to push, unless position needs to be re-described. It takes a long time when OHR reviews. Example: Janitor - even though we hired 2-3 years ago, we still need to review the PD.</p> <p><b>Comment</b>, Toni Cravens-Howell: I made a similar comment during Faculty Senate re: Faculty positions - could the Screening Committee meet earlier, before the job advertisement closes? It would significantly improve the timeline.</p> <p><b>Comment</b>, Carrie Mospens: That is the current process. The Committee is created before the closing date.</p> <p><b>Comment</b>, Sherise Tiogangco: Which positions are permanent or temporary? Which ones are re-described and which are good to go?</p> <p><b>Response</b>, Jodi Mine: I gave up my office's budget position to re-describe into Contracts &amp; Grants APT. Some Civil Service are being updated. Non-instructional Faculty can be hired at any point. These are various stages. Too much work to update daily. Trying to keep up with Administrators. I will be updating the list, as we submit</p>		
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	<p>program and unit review, if there's any request for positions (available in Kuali Build) and I'll add to the staffing plan.</p> <p><b>Comment</b>, Chair DuPuis: Thank you, Jodi, for the 45 positions in that block. Maybe update it for Spring 2024. fyi, the deadline is next week for unit reviews.</p>		
<p>B. Nominations for Council Vice Chair for Spring 2024 Floor is open for nominations</p>	<p>Chair: Floor is open for nominations for Council Vice Chair for Spring 2024.</p> <p>No discussion, no nomination.</p>		
<p>C. Professional Development Funding policy - NEW_proposed by Brenda Watanabe, FSDC Chair <a href="#">Professional Development Fund Policy (draft)</a> second reading</p>	<p>Brenda Watanabe: This policy originally was developed in 2019 as a draft, but it was never brought into CoCo to make it permanent. Those requesting professional development funds currently, the request comes in, the FSDC team reviews. The committee can request prioritization consideration, but all requests then are given to the Chancellor.</p> <p><b>Motion to approve:</b> Akea Kiyuna</p> <p>Second: Kate De Soto</p> <p><b>Question</b>, Carrie Mospens: Is this a specific dollar amount?</p>		

	<p><b>Comment</b>, Brenda Watanabe: It was already in the draft. She doesn't know how the amount(s) were decided in the original draft. Maybe we should allow more?</p> <p><b>Comment</b>, Leanne Urasaki: I was the former Chair-FSD. This draft was put together as a combination of professional development funds across the system. We looked at average travel to the mainland. Admin Team at that time also had input.</p> <p><b>Comment</b>, Sherise Tiogangco: Is this policy subject to funds? Where are the funds coming from?</p> <p><b>Comment</b>, Brenda Watanabe: We can add text "based on availability of funds and Chancellor's approval."</p> <p><b>Comment</b>, Sherise Tiogangco: It's not a guarantee</p> <p><b>Comment</b>, Kate De Soto: The policy allows a 3-year cycle during which an employee can receive funds.</p> <p><b>Question</b>, Chair: There's a motion on the floor to adopt the policy. Do we move to vote now, or ask the FSD to revise and bring it back for a 3rd reading?</p> <p><b>Motion</b> to send the policy back to FSD to revise and bring back for 3rd reading in December: Kate De Soto</p> <p>Second: Meidor Hu</p>		<p><b>Motion approved by consensus</b></p>
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	<b>Motion approved by consensus</b> to send the policy back to FSD to revise and 3rd reading in December.		
7. New Business A. Proposal for Reorganization, Academic Support Units, VCAA Kimberley Collins <a href="#">Haw-CC 3B.pdf</a> (current) <a href="#">Haw-CC Proposed 3B.pdf</a> ; <a href="#">Proposed 3b</a> <a href="#">Memo HawaiiCC ASU Reorg ACU</a> <a href="#">Memo HawaiiCC ASU Reorg ITSO</a> <a href="#">Memo HawaiiCC ASU Reorg TLC-Hale Kea</a> first reading	Kimberley Collins: See attachments and take it out to your people and see if they have any questions/concerns. Please bring back any questions for 2nd reading in December.		
8. Administration Updates A. iChancellor Susan Kazama <a href="#">Fall 2023 - College Council Updates</a>	Susan Kazama:  <b>Motion</b> to move All-College Meeting from Jan 2 to Jan 4. Second: Jana Smith.  <b>Comment,</b> Chair: This is the first reading on this motion. Please take this back to your constituents, we'll bring it back for a 2nd reading in December.  Susan Kazama:  <ul style="list-style-type: none"> <li>● Increase in student enrollment.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Increase in UH Foundation donations.</li> <li>• EP9.214 Policy for instructional faculty to post their CV. Daniel Feenandez has a template and is working with VCAA Kimberley Collins, please see her for more information.</li> </ul> <p><b>Question,</b> Jana Smith: Can the form be put into the Faculty Shared Drive?</p> <p><b>Response,</b> Kimberley Collins: Yes, Daniel and I will meet with you prior.</p> <p>Susan Kazama:</p> <ul style="list-style-type: none"> <li>• Share KapCC summer tuition survey with your students.</li> </ul> <p><b>Question,</b> Meidor Hu: I thought they said they (UHCC) gave us the \$2 million?</p> <p><b>Response,</b> Susan Kazama and Jodi Mine: It was not funded by the Legislature. This impacts our Long Range Plans - but all campuses are asking for funds.</p> <p><b>Comment,</b> Grace Funai: This has been going on for a long time. We're getting left behind. Work group is critical. What do we envision? If we don't have a vision, they will tell us what to do. We don't want to refurbish buildings, we want to knock it down and rebuild. Can we push forward a plan</p>		
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	<p>and have it ready for System? Can we get funding to get the people?</p> <p><b>Comment,</b> Jana Smith: Can we discuss at All College Meeting?</p> <p><b>Response,</b> Susan Kazama: Yes</p> <p><b>Comment,</b> Kate De Soto: I want to participate and not just to accommodate their (students') academics. We need to think of their wellness.</p> <p><b>Comment,</b> Chair DuPuis: If it needs a focused discussion, is the College Council an appropriate place to discuss? But can we still keep it transparent, can we make sure all voices are heard? Please take this back to your constituents, and we can bring this back up in December.</p> <p>Susan Kazama:</p> <ul style="list-style-type: none"> <li>● 11-month Faculty on MOU: No update. Business as usual. System not implementing until Fall 2024.</li> <li>● UHCC Strategic Plan, review and provide comments by Nov 21.</li> </ul> <p><b>Question,</b> Grace Funai: What's the status of HawCC Strategic Plan?</p>		
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	<p><b>Response</b>, Susan Kazama: Team is Ākea Kiyuna, Taupori Tangarō, and Kei-Lin Cerf, they're still working on it.</p> <p><b>Comment</b>, Chair DuPui: Kei-Lin, what's the update of the HawCC Strategic Plan? Can we add that to our December meeting agenda?</p> <p><b>Response</b>, Kei-Lin Cerf: Yes, we'll be glad to do that.</p>		
<p>B. VC Academic Affairs Kimberley Collins <a href="#">VCAA College Council</a> <a href="#">Update AY 2023 - 2024</a></p>	<p>Kimberley Collins:</p> <ul style="list-style-type: none"> <li>• Hyflex - want more feedback although already spoke to DC's and Faculty. Looking for funding to experiment for our campus. Beginning of Spring, we hope to start applying for funding. We should be the lead in this since we have the largest geographical area to cover.</li> <li>• Providing links to Achieving the Dream webinars</li> <li>• Updated 2023 USDOE Gainful Employment Rule</li> </ul> <p><b>Question</b>, Grace Funai: Gainful employment rule, is it saying our certificates on the credit side, we cannot get funding?</p>		

	<p><b>Response</b>, Kimberley Collins: Correct. In effect, July 2024. Roles (DOE, HawCC, UH System) are not clear. We have to track outcomes per student. Tracked at campus level. Questions remain about who's doing the tracking, who's helping, how are they doing it, etc?</p> <p><b>Question</b>, Grace Funai: Does the work that they're doing have to relate to the certificate they received?</p> <p><b>Response</b>, Kimberley Collins: Categorized by industry, not title.</p>		
<p>C. VC Student Affairs Christine Quintana <a href="#">Fall 2023 - DSA Running U</a></p>	<p>Christine Quintana:</p> <p>Please read her update, link is on the agenda.</p> <p>Nothing further to report.</p>		
<p>D. VC Administrative Services Jodi Mine <a href="#">College Council 2023-2024 VCAS Updates</a></p>	<p>Jodi Mine:</p> <p>Please read her update, link is on the agenda.</p> <ul style="list-style-type: none"> <li>Police &amp; Fire exercise went well. Direct any inquiries or your experience to me as feedback. This was to build relationships with the HFD and PD and it will be ongoing.</li> </ul> <p><b>Question</b>, Jan Smith: Will there be new campus maps (on Manono campus)?</p>		

	<p><b>Response,</b> Jodi Mine: Yes, we're working on that.</p> <p>Comment, Grace Funai: fyi, the Christmas party is at the same time as the Senate meeting.</p>		
9. For the Good of the Order	<p><b>Comment,</b> Kalani Flores: The ISER Team invites the Kauhale to review the report. Chancellor sent out a link the other day. Please go in and comment in google doc. Deadline is Nov 30 for comments. Spring 2024 to bring forth the final draft for review. Please contact me with questions or issues.</p> <p><b>Comment,</b> Chair DuPuis: Our Community has several people who have recently lost close family members. I'm sending out our love, condolences and aloha on behalf of our Council to anyone who has lost someone. Please treasure your 'Ohana. Especially during this Thanksgiving time, remember to reach out and thank the ones you love. Happy Thanksgiving!</p>		
10. Adjournment Time:	4:03 p.m.		