

COLLEGE COUNCIL MINUTES - Dec 8, 2023_Approved by Consensus, Jan 12, 2024

<p>College Council Meeting Minutes Dec 8, 2023 12:00 to 2:00 p.m. Location: Zoom</p> <p>Meeting Agenda: https://docs.google.com/document/d/1mWEvQNiTrsIM7kgmqi6OA7H1D8oL_VHE2Mu6m1r32Pg/edit?usp=sharing</p>	<p>Chair: Reshela DuPuis Vice Chair: Brenda Watanabe</p> <p>Representatives: Patrick Chong, Kate De Soto, Laurel Gregory, Sandy Kama, Ākea Kiyuna, Alan Ku, Estee Nathanson, Adam Onishi, Jana Smith, Lisa Yamanaka</p> <p>Ex-Officio Members: Susan Kazama, Kimberley Collins. Christine Quintana. Jodi Mine, Kei-Lin Cerf, Carrie Mospens</p> <p>Kauhale: Precious Atendido, Lissandra Baldan Jenkins, Jeanne Batallones, Calvin Black, Carrie Butler, Anne Chung, Toni Cravens Howell, Tanya Dean, Kenoalani Dela Cruz, Harold GKW Fujii, Grace Funai, Pearla Haalilio, Sheldon Higa, Meidor Hu, Ashlee Kalauli, Tennille Kephart, Nancy Kunishige, Kanoe Lambert, Larissa Leslie, Rachel Louis, Callie Martin, Craig Mitchell, Tiffany Naea, Luria Namba, Anjeanette Oberg, Deseree Salvador, Michael Skinner, Tomoko Skinner, Sherise Tiogangco, Nadine Uina</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:03 PM By: Reshela DuPuis Minutes: Estee Nathanson	<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:	Review and vote to approve Nov 17, 2023 minutes is delayed to the Jan 12, 2024 meeting.	Resh DuPuis	

<p>4. Chair's Update</p>	<p>This is her last Council meeting as Chair.</p> <p>Huge thank you to Brenda Watanabe as Vice Chair; she will be taking over as Chair at the January 12, 2024 meeting.</p> <p>Thank you to Daniel Fernandez, Webmaster, for helping keep everything in line with documents and web updates. CoCo is a Kauhale shared governance organization and he is a major part of ensuring communication and transparency.</p> <p>Thank you to Adam Onishi, Callie Martin, and all the secretaries for all the help over the past few years,</p> <p>Thank you to all the Constituency Reps, it's been an honor and privilege to work with all of you over the past 2.5 years. Grateful for clarity and engagement with shared governance issues. Thanks to all the x-officio administrative folks, and ex officio members Kalani Flores and Taupouri Tangarō, all who help make the Council work. Finally, mahalo nui to the Kauhale for showing up and participating in the Council.</p>		
<p>5. Ka'ao Ka'ika'i Strategic Plan update, Kei-Lin Cerf</p>	<p>Kei-Lin Cerf provided update:</p> <p>Shared Google documents linked below, available to all Kauhale members. Everyone within UH can access.</p>		

[Ka'ao Ka'ika'i Fall 2023 College Council Update](#)

[Copy of UH System Strat Plan Alignment to Hawai'i CC Strat Plan](#)

[Copy of Ka'ika'i Kauhale Year-End Padlet Data](#)

[Copy of HawCC Planning Task Force Infograph](#)

Mahalo to everyone who served on the task force. You contributed a lot of good time, energy, thoughts, feelings and input on the committee. Appreciate that you found the time to contribute.

Running through activities as a refresher -

Ka'ika'i Core Commitments – priorities as set by the UH system. Waiting on Strategic Plan at the CC level; recent insight from Della Teraoka, Associate Vice President for Academic Affairs, on priorities. More info coming soon.

First four priorities have historically been important to the college system. How do we want to approach in a way that is unique to Hawai'i CC, Hawai'i island and the people we serve? Education, workforce, reskill building, workforce development.

Focusing on the fifth item - Ka'ika'i Kauhale: "Maintaining* the Well-being of the Community College," is what our

Kauhale chose to elevate for ourselves - it is Important at this time in our history and evolution.

*Last time you'll see "maintain" wording – going forward will change to Build, Develop, Raise, Grow: based on Kauhale input.

Team held a field trip to learn history of Hilo and history of leadership decisions in the Hilo area.

Discussions following field trip:

- What do we want for our Kauhale? Positive campus culture. What does that mean?
- What do we do to achieve and measure this? What does it *look* like when you're doing it and what does it *feel* like when you're doing it?
- Themes taken from input during brainstorming and imagineering exercises; summarized responses.

How do you turn ideas into action? Through behaviors; providing more communication, information, opportunities for connection, training; giving others the benefit of the doubt that everyone would choose to do their best. Clifton Strengths was recommended. List of suggestions provided in presentation.

Incredible resource in our Hawaiian Lifestyles folks; beautiful facilitators of activities such as ho'oponopono. We should act as not just an indigenous serving institution,

	<p>but an indigenous informed institution and learn how to heal, grow, develop and have difficult conversations in the indigenous way. Ask Ho'olulu Council and team from Hawaiian Lifestyles and Hawaiian cultural activities to help guide.</p> <p>How do we know if it's working? More important to look at how the Kauhale are experiencing it. How are people feeling? Showing up? Are too many leaving? Not enough applying? Looking at all these things is important.</p> <p>Padlet activity at year end celebration. Main aspects, themes came out:</p> <ul style="list-style-type: none">● How do we prioritize the personal health and well-being of the Kauhale members?● How are they managing work-life balance?● How are they doing on a personal level with psychological, emotional and physical capability to engage in their professional work? If basic needs aren't being met, then they cannot contribute their best to the Kauhale, and we cannot expect them to. <p>What does it look like to do the work that prioritizes well-being? Positive campus culture – all relationships across campus. How do we treat each other and interact? Theme: We should prioritize the activities and investments that contribute to positive campus culture.</p>		
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	<p>Campus beautification came up – progress in repainting buildings, maintenance, landscape clean up, everything contributes to a healthy Kauhale environment.</p> <p>Community engagement piece – have a reciprocal partnership so they feel that Hawai'i CC is part of the community and vice versa. When 'community' is in your name, you can't do enough. There's an expectation to be engaged in the community or invite more ideas in this area.</p> <p>"Top Actionable Items" and ideas – "Moving Forward" slide</p> <p>Look at:</p> <ul style="list-style-type: none">● What we do well and should continue doing – celebrate our strengths● What needs to be mended in order for folks to be able to move forward in a healthy way?● What do we need to cease doing? Limited amount of time, energy and capacity to focus on our priorities <p>"Suggestion for Next Activity" slide - Kei-Lin suggested following up on discussions to revisit the Mission and Vision statements for the College; recommends a third-party consultant who can walk the Kauhale through its strategic plan.</p> <p>Chair DuPuis shared that our ALO Kalani Flores has taken the lead on Mission/Vision conversations; we needed confirmation of that for the accreditation report due in mid-</p>		
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	<p>spring 2024. Once there is a formal strategic plan to align to, the Council will be required to vote to adopt/approve. It is one of the core items that the Council has specific kuleana to approve.</p> <p>No questions on the presentation.</p> <p>Chair DuPuis: Thank you to Kei-Lin, Taupouri Tangarō, and Ākea Kiyuna for leading this initiative and for everybody who contributed as well.</p>		
<p>6. Old Business</p> <p>A. Proposal to move All-College meeting from Tuesday Jan 2, 2024 to Thursday Jan 4, 2024. Discussant: Chancellor Susan Kazama Possible vote?</p>	<p>Comment, Chair DuPuis: The Council will need to first determine whether we're going to allow a motion to be voted on at the same meeting where it was introduced. If we do allow it, then we will also vote on the motion itself.</p> <p>Chancellor Kazama moves to vote in today's meeting on changing the date of the All-College Meeting from Jan. 2 to Jan. 4, 2024.</p> <p>Motion: Susan Kazama Second: Kate De Soto</p> <p>Approved by consensus.</p> <p>Chancellor Kazama moves to change the date of the All-College Meeting from Jan. 2 to Jan. 4, 2024.</p>	<p>Motion to hold single reading on next motion approved by consensus</p>	

Motion: Susan Kazama

Second: Ākea Kiyuna

Motion is open for discussion:

Comment, Chancellor Kazama: Culinary Program would have had to come in on holiday or prior in order to prep food for Jan. 2nd meeting. Some faculty/staff plan to take vacation on Tuesday, Jan. 2nd and department meetings are scheduled for Friday, Jan. 5th; may have better attendance on Jan. 4th.

Comment, Chair DuPuis: noted that this is short notice and the published Schedule of College Meetings reflects the All-College Meeting being on Jan. 2, 2024 and requests that the Chancellor's Office makes a broad, College-wide announcement to notify all of the new Jan. 4th date if the motion is passed.

Question, Tanya Dean: asked about other events such as PD and meetings planned for convocation week. Will whatever is scheduled be pushed to Friday the 5th?

Response, Chair DuPuis: shared on screen the Schedule of College Meetings – the only other scheduled meetings that week are department/division meetings on Friday Jan 5th.

Comment, Brenda Watanabe responding as Chair of FSDC: Faculty/Staff Development Committee (FSDC) is

	<p>still working on the schedule for Convocation Week, so they can adjust other activities based on proposed change to the All-College Meeting schedule.</p> <p>Comment, Chair DuPuis: asked all to consider other conflicts with trainings or onboardings or any other meetings.</p> <p>Comment, Christine Quintana: we may want to consider changing the spring All-College Meeting to Thursday on a regular basis.</p> <p>Comment, Chancellor Kazama: this may be a rare occasion for this to happen due to the semester starting early and the Monday holiday.</p> <p>Comment, Jana Smith: it can be challenging preparing for the start of a semester after a break and prefers later in Convocation Week for the All-College Meeting.</p> <p>Christine Quintana moves to end discussion and vote on changing the All-College Meeting date.</p> <p>Motion: Christine Quintana Second: Jana Smith/Lisa Yamanaka</p> <p>Approved by consensus.</p>	<p>Motion to end discussion and vote approved by consensus</p>	
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	<p>Vote called on Chancellor’s motion to change the All-College Meeting to Jan. 4, 2024.</p> <p>Adopted and approved by consensus of the Council.</p> <p>Comment, Chair DuPuis: Vice Chair Brenda Watanabe and I will work with Webmaster Daniel Fernandez to update the Schedule of College Meetings on the Council website. Everyone will help get the word out.</p> <p>Comment, Chair DuPuis: Thank you to Kenoa Dela Cruz for keeping us correct with Robert’s Rules of Order.</p>	<p>Motion to change All-College Meeting to Jan. 4 approved by consensus</p>	
<p>B. Nominations for Council Vice Chair for Spring 2024, floor is open for nominations.</p>	<p>Chair called for nominations.</p> <p>No discussion, no nomination.</p>		
<p>C. Professional Development Funding policy - NEW Proposed by: Brenda Watanabe, FSDC Chair i. Professional Development Fund Policy (draft2) ii. Internal Guidelines and Application third reading</p>	<p>Brenda Watanabe: FSDC is bringing this draft forward to adopt into policy, this is the 3rd reading.</p> <p>Current draft addresses recommendations made during the November 17, 2023 meeting:</p> <ol style="list-style-type: none"> 1) Yellow highlighted word – said ‘can’ receive funding before, now says ‘may’ receive funding 2) Awards are contingent upon availability of funds 3) All final determinations are made by the ‘Chancellor’ changed to ‘Hawai’i CC Administration’ to be more broad 		

Motion that this draft policy be approved and adopted as a policy.

Motion: Brenda Watanabe

Second: Kate DeSoto

Comment, Chair DuPuis: This is a new policy, this is our third reading. Are there any further comments/questions?

Comment, Toni Cravens-Howell: For mainland travel - \$3,000 seems low. Suggest that in a year or two, the policy could be adjusted? See if it's meeting the needs of mainland travel.

Comment, Chair DuPuis: Exceptions could be made by the Chancellor. Notes that all policies are reviewed every 5 years.

Comment, Toni Cravens-Howell: Good to know there are exceptions. Get the policy in place and maybe adjust in the review cycle.

Comment, Anjeanette Oberg: Suggest to revise wording from 'mainland' to 'continent'.

Comment, Anjeanette Oberg: (in chat): Mahalo everyone. It is a small detail, but centers the 'āina, consistent with the other values you have been discussing today.

	<p>Motion to revise the word ‘mainland’ to ‘continent’ in the policy</p> <p>Motion: Jana Smith Second: Laurel Gregory</p> <p>Approved by consensus.</p> <p>Chair DuPuis calls for the vote to adopt the policy as revised.</p> <p>Approved and policy adopted as revised by consensus.</p> <p>Chair and Vice Chair will send it to the Chancellor for final review and signature, and to be posted to the policy manual.</p>	<p>Motion to revise policy approved by consensus.</p> <p>Revised policy approved and adopted by consensus</p>	
<p>D. Proposal for Reorganization, Academic Support Units, VCAA Kimberley Collins</p> <ul style="list-style-type: none"> i. Haw-CC 3B.pdf (current) ii. Haw-CC Proposed 3B.pdf; Proposed 3b iii. Memo HawaiiCC ASU Reorg ACU 	<p>Kimberley Collins:</p> <p>This is our 2nd reading on the proposal. It’s basically putting into place what is already in practice – just making it formal in the Org Chart.</p>		

<p>iv. Memo HawaiiCC ASU Reorg ITS0</p> <p>v. Memo HawaiiCC ASU Reorg TLC-Hale Kea second reading</p>	<ul style="list-style-type: none"> ● Two positions in the Instructional Technology Support Office (ITSO) will move to new division titled Instructional Technology under Academic Affairs: <ul style="list-style-type: none"> ● Faculty Instructional Technology Developer (currently Leanne Urasaki) ● Instructional and Student Support Specialist (currently Emily Zappeto) <ul style="list-style-type: none"> ○ Leanne has been the working supervisor, but that supervisory relationship will be official ● Academic Computing Unit will now be titled Technology Services. Three positions will move under this division: <ul style="list-style-type: none"> ● Media Specialist (currently Joe Zappala) ● Media Specialist (vacant-formerly Neal Uehara) ● Web Developer (currently Daniel Fernandez) ● New division titled Student Success will include two positions: <ul style="list-style-type: none"> ● Faculty Student Success Coordinator (moving out of Institutional Evaluation-currently Lisa Fukumitsu) ● Testing Coordinator (vacant-formerly Kaleo Pilago) <ul style="list-style-type: none"> ○ Testing position will now be supervised by Student Success Coordinator ○ 		
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	<p>Motion that College Council approve the three proposed reorgs in the academic support unit. (Kimberley Collins: will make one minor edit to correct a typo)</p> <p>Motion: Kimberley Collins Second: Ākea Kiyuna</p> <p>Call for questions/discussion. None proposed.</p> <p>Adopted and approved by consensus.</p> <p>Chair DuPuis to Kimberley Collins: Council asks that you forward this to the Chancellor for approval and subsequently to the UHCC System, with the minor edit/correction as noted above.</p>	<p>Motion to approve the three proposed reorgs adopted and approved by consensus</p>	
<p>7. New Business</p> <p>A. Policy revision proposal, HAW 7.520_ Satisfactory Academic Progress</p> <p>i. HAW 7.520 Satisfactory Academic Progress current</p> <p>ii. HAW 7.520 Satisfactory Academic Progress proposed red line</p>	<p>As part of five-year policy review cycle, Christine Quintana, VCSA, requested Council review HAW 7.520.</p> <p>Changes/revisions are shown in the “red lines” version.</p> <p>Academic Warning (original definition): If semester GPA is below 2.0, but cumulative GPA is 2.0 or higher</p> <p>For instance, if it’s your first semester and you get a 2.0 or less, then your semester and cumulative GPA are below 2.0 (doesn’t fit with policy). Didn’t make sense not to put the student on warning.</p>		

<p>iii. HAW 7.520 Satisfactory Academic Progress proposed clean first reading Discussant: Kenoalani Dela Cruz</p>	<p>The team considered sister campus policies. Some have 4-tiers (warning, probation, suspension, dismissal). Some just have probation into continued probation and then dismissal. 3 campuses had one model and 3 had another.</p> <p>Sherise Tiogangco, Kenoa Dela Cruz, and Karen Crowell were on the policy review subcommittee then went to Student Affairs for review and to the Vice Chancellor for Student Affairs (VCSA).</p> <p>The subcommittee took out continued Probation – if you’re on probation then you’re on probation; added one other level of Suspension. Escalation as follows:</p> <p>If cumulative GPA is less than 2.0 any semester, student is placed on Academic Warning.</p> <p>If a student’s cumulative is less than 2.0 following a semester on Academic Warning, they will be placed on Probation.</p> <p>If a student’s cumulative is less than 2.0 following a semester on Probation, they will be placed on Suspension.</p> <ul style="list-style-type: none"> ● Readmission is allowed after one semester off or through an approved appeal (submitted to VCSA within 10 days of notification). <p>If Suspension occurs and then student receives a GPA below 2.0 again, they will be dismissed for one year.</p>		
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	<p>Question, Chair DuPuis: How does this impact financial aid?</p> <p>Response, Kenoa Dela Cruz: This policy is different than the financial aid satisfactory academic progress policy. Depends if they're a certificate student or AA/AS student. Each situation is unique so we can't say more clearly.</p> <p>Comment, Chair DuPuis: So, there <i>may</i> be a financial aid impact.</p> <p>Response, Kenoa Dela Cruz: Absolutely, yes, it impacts financial aid. There are standards that must be met to continue receiving financial aid, separate from this academic policy.</p> <p>Response, Kate DeSoto: The language in this policy doesn't alter when or how the financial aid implications would happen.</p> <p>Comment, Grace Funai (in chat): But these labels don't affect financial aid in the same way. As long as the financial aid GPA is below 2.0, the student is suspended from financial aid.</p> <p>Response, Kenoa Dela Cruz: Next draft will remove 'federally sponsored' wording and will say, "Note: Financial aid programs define satisfactory academic progress differently."</p>		
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Comment, Chair DuPuis: This is the first reading, please take this back to your constituents. These changes are substantial and the Kauhale is encouraged to review carefully.

Comment, Grace Funai: Thank you to Kenoa and the committee for your hard work on this. Food for thought - brought this up at the next Counseling meeting.

- Suggest to streamline/reduce levels.
- We don't really dismiss students. Propose to remove Dismissal, just use Suspension.
 - Student can always file an appeal to come back. We can change the amount of time we ask them to sit out.
- All of this is a permanent record on a student's academic record; don't know that we need a warning. Not feeling strong on that.
- The fewer levels we have, the easier to explain to students; easier for us to keep in mind.

Comment, Sherise Tiogangco: Along the same lines of what Grace mentioned, consider verbiage along with action.

- Maybe Warning is not necessary, but when they go into Probation, the student should be made aware.
- Before, we didn't have an indication that this could lead to something serious.

- Dismissal language should be consistent across the System. Most campuses have Dismissal.
 - Dismissal and Expulsion are different.
- Provides an opportunity for us to have some intervention with the students at various points through the steps

Comment, Jana Smith: Requests a revised draft to share with our constituencies ahead of the next Council meeting.

Comment, Chair DuPuis: If a revised draft is ready a week prior to Jan. 12 CoCo meeting, it can be shared when the agenda goes out. Subcommittee will work on revisions for 2nd reading at the January CoCo meeting; 3rd reading and possibly the final vote at the February meeting.

Comment, Sherise Tiogangco: We would prefer to approve to implement it next academic year ('24-'25) so transcripts don't look weird.

Comment, Chair DuPuis: That can be part of the motion to approve.

Comment, VCSA Christine Quintana: Mahalo to the members of the committee for reviewing this policy. Last revised in 2010. Good that we're taking a look. Encourage all to take it back to your constituents.

	<p>Comment, Chair DuPuis: This discussion shows the spirit of collaboration, everyone has a voice. Constituency Reps, please share the feedback. Thanks to the committee.</p> <ul style="list-style-type: none"> ● Constituency reps are listed on the College’s website with the exception of two: <ul style="list-style-type: none"> ■ Adam Onishi is Chancellor’s Office new rep ■ Patrick Chong is Administrative Services new rep 		
<p>8. Administration Updates A. Interim Chancellor Susan Kazama Fall 2023 - College Council Updates</p>	<p>Susan KazamaL</p> <ul style="list-style-type: none"> ● Thank you for voting to change the date of the All-College Meeting to Jan. 4th. ● Bike share station coming soon. Directly across from Hilo Brewing. Additional stations coming up: Lanikaula St. across from UH Hilo campus, Kilauea at the Hilo Bayfront Trail, Mamo and Kinoole St., Onekahakaha Beach Park, and Kealoha Beach Park. More stations coming. ● Admin leave on Dec. 22 or Dec. 29. Work with supervisors to ensure adequate office coverage. 		

	<ul style="list-style-type: none"> • Honokaa Heritage Center is planning Hamakua Sugar Days, Oct. 2024. Call for help with parking, event and meeting space, volunteers, culinary assistance, etc. <p>Question, Chair DuPuis: Will bikes be marked as Hawaii CC?</p> <p>Response, Chancellor Kazama: No, just ride share bikes.</p> <p>Question, Chair DuPuis Will Chancellor’s office hours continue?</p> <p>Response, Chancellor Kazama: Yes, will continue office hours in the spring. Please come.</p>		
<p>B. VC Academic Affairs Kimberley Collins VCAA College Council Update AY 2023 - 2024</p>	<p>Kimberley Collins:</p> <ul style="list-style-type: none"> • Great news that, pending BOR approval, Anne Chung will serve as interim CTE Dean. Recruitment is underway. • Catalog – Looking toward March publication date. Watch for emails to review and respond – seeking to shorten the review timeline. Alert: process will be different. 		

	<ul style="list-style-type: none">● IT update: Working on firewalls, planned installation on Dec. 20. Half-day of no service that day.● Helpdesk is back up and running. Appreciate use of emails while it was down. Please resume using the helpdesk. ● C3S Pilot for students to take 4-year college classes at the same rate and find them in STAR.<ul style="list-style-type: none">■ Six courses are being offered under this partnership.■ In the final stages of tweaking registrations.■ If not today, hopefully you'll see the changes next week. <p>Question, Chair DuPuis: Are all six courses online or are any face-to-face?</p> <p>Response, Kimberley Collins: UH Hilo courses are face-to-face; the rest are online.</p> <ul style="list-style-type: none">● Really appreciate people who spent time over the two days with the UHCC data team. Sharing some of the newly updated or created web pages for data. The Academic Senate data committee was invited and involved. Please take a look and reach out with any thoughts or questions.		
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- Lots of work on screening committees. Thank you to everyone for helping rebuild the capacity of the college.
- Shared links to two webinars (one already took place, shared recording; other is still open for registration). Important to our campus because, while we are a rural college, we have some of the same issues with serving students in a large geographic region with smaller class sizes.

Question, Chair DuPuis: No word yet on federal job gainful employment?

Response, Kimberley Collins: Still moving forward. Planned to be effective July 1, with first set of reporting due July 31. Affects all our certificate programs and any non-credit programs.

Comment, Chair DuPuis: If folks don't know about that and you're involved in teaching or managing or staffing a certificate program, contact Kimberley.

Question, Jana Smith: Are we going to have a College Career Day?

	<p>Comment, Chair DuPuis: Tomoko Skinner is planning one.</p> <p>Comment, Tomoko Skinner: Planning in collaboration with Hawai'i CC Day, the Career Fair, and Earth Day; maybe around April 19/20 but not finalized.</p> <p>Comment, Toni Cravens-Howell: From Dept. meeting - have found that with many distance courses, students registering from other campuses and running into conflicts with finals schedules. Suggest the VCAA reach out across campuses to create a shared finals schedule.</p> <p>Response, Kimberley Collins: Will add it to the VCAA agenda, next meeting is Wednesday, Dec. 13.</p>		
<p>C. VC Student Affairs Christine Quintana Fall 2023 - DSA Running Update</p>	<p>Christine Quintana:</p> <p>Happy Friday!</p> <ul style="list-style-type: none"> ● Grades due Dec. 18, no later than noon. ● Sherise Tiogangco, our Registrar, rolls over grades with your kōkua and support. We are always one of the first campuses and we want to continue that tradition. 		

- Incomplete grades can impact credit completion – looked at as not being completed. Can have negative impacts for financial aid. Please review policy to ensure following guidelines. Also have a conversation with the student because it could impact them and financial aid. Last semester, we had to pull back funding due to an Incomplete grade.
- Last date of attendance is needed for any grades that are F, Incomplete or I. Calvin will reach out to you if there's no last date entered.

Mahalo, everyone, for the work you're doing.

Don't forget to sign up for the Christmas Party.

Stay safe, have a great weekend.

Comment, Jana Smith (in chat): Do we get more funding (or at least coupons for pizza) for always having our grades in first?

Comment, Christine Quintana: A whole bunch of high-fives!

Comment, Sherise Tiogangco: Please double check with lecturers to ensure they submit grades on time as well.

D. VC Administrative
Services Jodi Mine
[College Council 2023-2024 VCAS Up](#)

- Jodi Mine:
- Business office reminder – close all unneeded encumbrances.
 - POs have to be signed. Can find those POs attached to the Kualii e-doc. Must be approved by FO Susan Horimoto.
 - Susan Horimoto will be on vacation Dec. 18-Jan. 5; call Tennille Kephart or Kirk Minami.

 - Safety/Security – she sent out a reminder about returning campus keys. Please do so if you still have old keys.

 - HR – Changes in office itself, but will be announced later.

 - Reminder for ethics training. UH Office of Human Resources sent out an announcement Oct. 13. Required every 4 years (since Jan. 1, 2020).

	<ul style="list-style-type: none">● Anytime a position is advertised, Jodi will send out the posting to listservs.● POM working on light fixtures, exterior. Security staff already says it's much better.● Dec. 16 there will be a power outage on Manono campus to accommodate tie-in for temporary portables. For the safety of contractors. Approx. 8a-4:30p. Temporary portables almost done (est. Jan. 2024). <p>Construction/improvement updates:</p> <ul style="list-style-type: none">● Physics/bio prep lab – early spring completion● Restrooms: 379, 381, 389 – should be done by the end of this month (Dec. 2023).● Next three buildings: 380, 390, 391 restrooms starting January 2024.● A/C renovation in 387 and 388 completion pushed to Aug 2024 – working on it from January.● Cafeteria new boiler replacement – upgrading hot water system. Planned for Summer 2024. Should have little disruption for the cafeteria.● KōEC wing – hope to complete spring 2024.		
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	<ul style="list-style-type: none">● Hale Aloha – roof is in design. Waiting for plans to come in.● Parking lot lighting – waiting for design, being worked on now.● Upper campus shops – first step assessment of buildings. Looking at how we'll move forward.● 379 building – up for renovation, going out for bid in 2024. Exterior and interior spaces.● Cafeteria – requested electrical assessment, awaiting results. <ul style="list-style-type: none">● College holiday party 12/15, 11:30a-1:00p. Please sign up. <ul style="list-style-type: none">● College logo wear orders – Jodi will be getting the orders and distributing to those who ordered. <ul style="list-style-type: none">● Thank you to everyone for all your work and dedication to the College. We have some needs and the programs all step up: Auto mech, electricity, carpentry, diesel. Back of Manono campus is more flat than ever. Thank you. <p>Comment, Chair uPuis: We received a question earlier in the meeting about future building on Manono campus</p>		
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	<p>beyond repair and beautification. Maybe Admin can go over the long-range development plans for the campus.</p> <p>Comment, Chair DuPuis: Huge mahalo to Jodi. She will always get back to you if you have a question. With limited funds and personnel, she's done an amazing job.</p>		
<p>9. For the Good of the Order A. The Council's Budget Allocation Taskforce (BAT) and VCAS Jodi Mine are holding a B-budget training on Friday Dec 8th from 2:00 - 3:00 pm via zoom. All Kauhale members interested in learning more about the B-Budget (operating budget) and how to prepare your B-Budget requests are encouraged to participate.</p> <p>https://hawaii.zoom.us/meeting/register/tJwlfuyhrz0uEtYc3KwHwKYaPOCwAW11bhRW</p>	<p>B-Budget training directly after this meeting. All are encouraged to attend.</p> <p>Happy Birthday to Chancellor Kazama!</p> <p>Comment, Chair DuPuis: This is my last meeting as Chair. Welcome Brenda Watanabe as new Chair. It's been an honor and privilege to do this work in service for the community. I couldn't have been served by a better Council. Really hope Brenda gets a good Vice Chair soon! Acknowledgement to all the people who step up to keep the Council running. Have a fabulous end of the semester.</p>		
<p>10. Adjournment Time: 1:56 PM</p>			