COLLEGE COUNCIL MINUTES - April 12, 2024 - Approved by Consensus

| College Council Meeting Minutes
April 12, 2024
Location: Zoom
Registration link: April 12, 2024 Registration Link

Meeting Agenda:
📄 College Council A… | Chair: Brenda Watanabe
Vice Chair: Rachel Louis (absent)
Assisting the Chair: Resh DuPuis

Representatives: Lisa Yamanaka, Robyn Kalauli, Patrick Chong, Laurel Gregory, Adam Onishi, Alan Ku, Janet Smith, Ākeamakamae Kiyuna

Ex-Officio Members: Susan Kazama, Kimberley Collins, Christine Quintana, Jodi Mine, Kalani Flores

Kauhale: Tiffanie Amana, Precious Attendido, John Atwell, Lissandra Balden Jenkins, Jeanne Batallones, Calvin Black, Kaipo Dye, Grace Funai, Harold Fujii, Pearla Haalilio, Sheldon Higa, Ian Hirakawa, Ashlee Kalauli, Kesha Kubo, Sam Kubota, Tamera Loveday, Callie Martin, Tiffany Naea, Luria Namba, Deseree Salvador, Stephen Schulte, Michael Skinner, Randiann Tokeshi, Nadine Uina, Debbie Weeks | |

Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:17pm By: Brenda Watanabe Minutes: Reshela DuPuis	● Meeting will not be recorded ● Keep video and mic off unless speaking ● Use chat whenever possible Motion to record:		

		Motion: Laurel Gregory Second: Lisa Yamanaka	Approved by consensus	
2. Ascertain quorum		● Chair ascertained quorum	Brenda Watanabe	
3. Approval of Minutes ● [March 1, 2024 minutes](#) draft		**Discussion:** No revisions requested. **Motion to Approve:** ○ Motion: Susan Kazama ○ Second: Akea Kiyuna	Approved by consensus	
4. Chair's Update		Next meeting is on May 3rd, this will be the final meeting of the academic year. All Council committee and task force chairs, please submit your End of Year reports to Brenda Watanabe by April 25th. Also on this agenda, the floor is open for nominations of Council Chair for next year.		
5. Old Business A. College Council Chair AY 2024-2025		No new nominations received to date. Brenda Watanabe, current Chair, is putting her name forward to continue as Chair for AY24-25.		
B. Committee End of Year Reports		Due by April 25th for sharing at May 3rd meeting.		

C. Policy Revision: [HAW 3.303](#) Campus Governance:
   a. [Haw 3.303 Campus Governance. Current](#)
   b. [HAW 3.303 Campus Governance. Red Line](#)
   c. [HAW 3.303 Campus Governance. Proposed_Clean](#)
     Second reading.
     Discussant: Susan Kazama
	Discussion:
	
	Minor revisions to formatting of links and headers/subheaders to comply with ADA regulations, requested by Adam Onishi and Kalani Flores.
	
	No substantive revisions requested.
	
	Motion to Approve with minor revisions as discussed on the floor:
	   ○ Motion: Kimberley Collins
	   ○ Second: Jana Smith
		Approved by consensus	

D. 2025 ISER Update: Kalani Flores, Accreditation Liaison Officer (ALO) a. [2025 ISER Final Draft](#) for review and comment	Discussion: Kalani Flores, ALO, noted that the version linked on the Council Agenda is a draft. Anyone can make comments, suggestions or revisions directly on the draft. The ISER team is still revising, e.g., the numbering system and evidence are still being checked. But narratives are intended to be completed by the Council's May 3rd meeting, so the ISER team is asking that the Kauhale members check the draft and make their comments, etc., by the May 3rd meeting.. Photo contest going on for the cover page and possibly inside the document itself. Deadline for submission is April 26th, Kauhale members can submit up to 2 photos each.		

	Team is trying to engage the Kauhale in many different ways.

Brenda Watanabe, Question; What is the final date it will come to the Council?

Kalani: It's a live document. Plan is to have the narrative of the entire doc ready for the Council by May 3rd. Team is taking comments up to May 3rd.

Please check your websites for all programs, units, and College organizations, to update. The ISER team has noticed that many websites are outdated by many years. The accreditation requires that all the information we provide to students and the community are correct and updated.

Final document is to be submitted to OVP-UHCC and UH President's office in Fall 2024, then it goes on to ACCJC after that.

Desiree Salvador: She notes she is editing, not writing. So asking members of all departments, programs, units, initiatives, etc., to update the doc as needed.

Desiree Salvador in the chat: "Please use "find" tool to search for any committee, initiative, department which has undergone changes since 2018. Esp CERC, Student Success, audit(s), strategic directions, etc." | | |

E. Schedule of College Meetings:
  a. [Draft of AY 2024-2025](#)
    Second reading.
	Discussion:
	Chair Brenda Watanabe noted that the suggestion from the interim between last meeting and this one is to only have one Kauhale Day instead of two, which is reflected on the draft version on the agenda.
	
	Adam Onishi: Suggested changing the Kauhale Day to a day in the middle of October instead of either of the two dates currently listed on the draft schedule. He suggests either Oct 11th or 18th in the morning.
	
	Resh DuPuis: Comment: If we revise the Schedule in significant ways, we cannot vote on it today. A new draft will need to be sent out to the Kauhale for a third reading and the vote would need to be delayed until the May 3rd meeting.
	
	Adam Onishi: Suggested that both the August and January dates be replaced with a single date in mid-October.
	
	Adam Onishi in chat: "Eliminate August and January Kauhale Day, and add Kauhale [Day] on October 11th or 18th."
	
	Chair Brenda Watanabe: Noted that this revision would mean that the Schedule will not be voted on today and will need to go to third reading and vote in May.
	
	Resh DuPuis: Referred to proposed revisions on the second page of the Schedule, particularly that the E 'Imi Pono Day has been red-lined out. She noted that we haven't actually held an E 'Imi Pono Day in many years.		

	Jana Smith: Commented that she likes E ʻImi Pono Day. Chair Brenda Watanabe: Noted that the statement that Kauhale Day is to fall on the fifth Friday is also being deleted from the second page of the proposed draft Schedule. She asked Council Reps to take this revised draft Schedule out to their constituents for discussion. **Motion to Approve:** **Deferred to May 3rd meeting; revised Draft Schedule per today's discussion will be sent out to the Kauhale for third reading.**		
F. Integrated Planning Timeline: B-Budget Preliminary Information. Presentation: Jodi Mine.	VCAS Jodi Mine apologized, she does not have a presentation on the B-Budget ready for this meeting. She will have her presentation ready for the May 3rd meeting. Admin Team is having a budget retreat this coming Monday. She did create a budget worksheet for Departments, they are working on those now. The Admin Team will be discussing the B-Budgets at the budget retreat on Monday April 15th. Jana Smith: Question for Jodi: Their ECE program has been told by their DC they have been given funds in their		

	budget. She wants to know what the timeline is for when those funds need to be expended? Jodi Mine: Any funds you've been given in the budget are for this current fiscal year, which ends on June 30th.. Remember that you have to encumber any funds allocated by the end of the fiscal year. Jana Smith: In previous years we were told we had to expend the funds or encumber funds by May 15th. Jodi Mine: You must expend or encumber by the June 30th deadline, BUT you must work with the Business Office to make sure you meet their deadlines for Kuali Fiscal processing, which is usually the end of May. If you need assistance, please work with her (Jodi) or Susan Horimoto in the Business Office. Jana Smith: Mahalo Jodi! Chair Brenda Watanabe: Mahalo for clarifying the deadlines.		
6. New Business A. Budget Allocation Task Force a. [BAT Final Proposal March 2024](#) Chair: Grace Funai	**Discussion:** Grace Funai: Our report is linked on the Agenda. This is an update and end of year report for the BAT. The BAT has completed its second year of work. The original work of the BAT in year one included reviewing all the resource allocation requests submitted in the		

	Program/Unit Reviews. The Task Force members created a rubric and prioritized those requests based on that rubric, and presented their list to the Admin team for their consideration. However, since the College doesn't have a specific fund of monies dedicated for these resource requests, VCSA Jodi Mine shared with the Task Force that the prioritization list was not as useful to the Admin team. Instead administrators would be trying to find different sources of money for each of the requests, e.g., Perkins, or UH Foundation, or grants. So the Admin team was actually using the list of resource requests to identify all the needs of all the Departments and Units in the College, rather than following the BAT's prioritizations. In Year Two, the BAT looked at what else a budget committee could do. They put together some proposals, held town hall sessions for the Kauhale, sent out an online poll, to find out what the Kauhale members would like to see a budget committee accomplish. These proposals include ideas like furthering the education of the Kauhale members about the budget, advocacy for large-ticket items not related to a specific Department/Unit but to serve the College as a whole, etc. Although there was some interest and support for continuing to have a budget advisory committee, given the fact that the College is so short on personnel at this time, the BAT understands that it would be difficult to get enough people to join and work on a budget advisory committee with full representation from the Kauhale right now. Also, given that our Chancellor search is ongoing and we have other administrative positions including a		

	Dean that are in the search process as well, the BAT members are providing the proposals listed in their report that is linked on the Agenda. These proposals are in lieu of starting a new budget advisory committee.		
	Grace thanked the members of the BAT who worked so hard and attended so many long, detail-oriented meetings over the past two years. Also she thanked the members of the Administration for their support of the BAT and the work they've done these last two years.		
	VCSA Jodi Mine: She and the Admin team are going to be working over the summer on all the items needed for the new budget website and expect to have that all ready for the Fall.		
	Chancellor Susan Kazama: Thanks to Grace and all the BAT members, she truly appreciates all the hard work they've done and all the different things that have come out of the Task Force. The Admin team will be discussing all their BAT's proposals on Monday during the budget retreat. She's not sure that meeting all the parts of the Integrated Planning timeline can be possible, given the uncertainty of the UHCC and UH System budgeting processes, but she is grateful that the plans provide a good way for the Admin team and the Kauhale to "close the loop" on the issues that have been brought forth.		
	Grace Funai: Since we won't be having a full campus-wide committee, she asks that the Admin review and update the Integrated Planning documents as new information comes forward.		

	Resh DuPuis: Noted that the QFE-Integrated Planning documents have now all been posted on the website in the Planning section. She suggests that the Administration come back to the Council in the Fall with their proposal for any updates to the Plan.		
	Kalani Flores in chat: "where will the BAT final report be posted?"		
	Resh DuPuis: All Council committee and task force reports are posted in the Committee Reports section on the Council's website.		
	VCSA Jodi Mine: Having Kauhale input on the budget is really important, so even without a budget committee, we'll be looking at ways we can all work together to get input from the Kauhale on the budget and we can get to a place where the budget process works for everyone.		
	Grace Funai: Looking at the Integrated Planning process approved by the Council, there is a component that includes the Administration providing the Council with the Implementation Plans, so that will still need to be looked at and provided by the Admin.		
	Resh DuPuis: Noted that we knew in developing the Integrated Planning process that this was going to be our pilot year. The fact that so much of it has worked out so well is a real success for a pilot year, so she gives a huge thank you to Grace and the BAT and everyone who's been working on it this year. The work will continue. The whole		

	philosophy of the College in this area has grown in transparency, cooperation, and openness between the Admin and Kauhale.		
	Grace Funai: Thanks to all the Kauhale members who participated in the process, the town halls, the polls and who gave their mana'o as this process has gone on these last few years. A lot of learning and better understanding of the budget has happened. More questions still are coming, but the attitude of distrust has improved tremendously. With this report, the work of the BAT is done.		
	Kalani Flores in chat: "Is there a link to QFE-IP webpage?"		
	Resh DuPuis: Yes, we'll put that in the chat and it can be added to the ISER document as well. The links are on the Planning page of the College's main website.		
	Resh DuPuis in chat: "https://hawaii.hawaii.edu/institutional-effectiveness/infographics" and https://hawaii.hawaii.edu/strategic-plan"		
	Grace Funai: She is working with Daniel Fernandez, our webmaster, to create a single landing page for all strategic planning, integrated planning and program-unit review information will be all in one central location on our website.		
	Chair Brenda Watanabe: This brings the BAT task force to an end and there won't be a proposal for a new committee for the Council to vote on.		

B. Policy Revision: HAW 1.001 Policy and Procedures Manual
    a. HAW 1.001 Current Policy
    b. HAW 1.001 Red Line Version
    c. HAW 1.001 Proposed Revision
    First Reading. Discussant: Susan Kazama
	Chancellor Susan Kazama:
	
	This proposal is to clear up our Policy and Procedures Manual and update it to current usage. The revisions in the red-line version spells out which group or committee has responsibility to review the policies based on the numbering of the policies. This aligns with the policies of the UH System policy review process.
	
	Please review the original red-line and clean proposed revision copies as listed on the Agenda. Final copy is posted and maintained by the Chancellor's Office.
	
	VCSA Christine Quintana: To add to Chancellor's report, the Admin team worked on this together and want to make this policy and the guidelines more well known by the Kauhale. Hoping that this document clarifies the policy review process and timeline, which is every three years. All comments and suggestions will be shared with the Admin team.
	
	Chair Brenda Watanabe, Question: What will the official date of approval be for policies?
	
	VCSA Christine Quintana: Feels like it should be the date it got voted on by the shared governance body. But others		

| | | have said it should be the date the Chancellor approves and signs.

Resh DuPuis: I have suggested that it should be the date the Chancellor signs. Rationale for this is that the shared governance bodies are advisory groups to the Chancellor and we forward the policies to the Chancellor for her final review and signature. But no policy is actually official until the Chancellor signs, since the Chancellor is the final signatory on each policy acting as the lead executive of the College.

Grace Funai, Question: In terms of the timing of when a policy becomes active, is it the date the Chancellor signs or the following catalog year, especially if the policy revisions affect something already printed in the catalog?

CSA Christine Quintana: Not all policies can be implemented immediately, especially if it affects how we do, for example, an academic dismissal or appeal. So thinks it will be on a policy-by-policy consideration of whether it impacts the rules posted in the catalog. The committee or group reviewing it can make a recommendation to the Chancellor in each case for the implementation date. She will incorporate this idea into the process in the next revision of this policy. | | |

	Chair Brenda Watanabe: Mahalo for all the clarification and questions. We'll bring this back for a second reading to the Council at the May 3rd meeting.		

8. Administration Updates
   A. Interim Chancellor Susan Kazama
   [College Council 2023-2024 Chancellor Updates](#)
	Interim Chancellor Susan Kazama:
	
	Please read the report linked on the Agenda, especially the dates of upcoming events. She would like to encourage all to attend the May 1st UHCC VP Erika Lacro when she gives her report to the College. Then on May 2nd we'll have the unveiling of the new Manono sign, followed immediately by the All-College End of Year meeting and awards. Also she encourages everyone to attend Commencement on May 10th at Manono and May 11th at Pālamanui. Details are in her report. Show the students your pride in them and their achievements by joining them at their graduation.		

B. VC Academic Affairs Kimberley Collins 📄 VCAA College Council Upda	VCAA Kimberley Collins: Please see all items in her report linked in the Agenda. ● CTE Dean candidates coming next week, their bios went out today. ● Update on the new LMS, BrightSpace has been coming out. All courses will be in Laulima in Summer and Fall 2024, but all courses will be taught in BrightSpace in Spring 2025. So all courses will need to be migrated to BrightSpace in		

		Fall 2024 in preparation for Spring 2025. All faculty will need to check all their course info as they migrate them to the new system.		
		○ Jana Smith, Question: Will we still have access to Laulima for courses that are not being taught in Spring 2025?		
		○ VCAA Kimberley Collins: There will be further communication about this coming soon. You may be limited in what you can keep in Laulima from courses that you're not teaching. But you will be able to migrate the shell of all your courses into BrightSpace even for those not being offered currently.		
		● Just a reminder that Star should be automatically propagating students' records for all GE courses taken at any campus.		
		○ Grace Funai: Clarifying that at the Star meeting yesterday, they were told that the automation of this is not available yet, hopefully will be available in the Spring 2025. For now the Counseling faculty will still need to manually update students' records for GE courses that they've taken at another college.		
		● Highlighted courses that are approved for **C3S** and that are available for Hawai'iCC students taking courses at UH-Hilo.		
		○ Chair Brenda Watanabe, Question: How does this impact tuition that our students pay for these courses taken at UH-Hilo?		

	- VCAA Kimberley Collins: All the details are in the policy linked in her report. - Grace Funai: Our students pay community college tuition for these C3S courses taken at a UH 4-year institution. And, as long as the course is applicable to their Hawaiʻi CC degree, the course will be financial aid eligible. - UH Systems' Equity statement is in draft and in review, it has been shared with Academic Senates. If you're not part of the Senate, please feel free to share your feedback with Kimberley and she will share that with the System group. - CCSSE is happening, see the details in her report. Incentives for students to participate is a drawing for gift cards. Please encourage your students to participate. - Data Governance briefing will include info on generative AI. Please attend if you are interested in AI. Details in Kimberley's report. - Gainful Employment deadline has been postponed to October 31st. Details in Kimberley's report. - Grace Funai, Question: Does this mean that a certificate program may be financial aid fundable in the Fall, but may not be in Spring if the numbers don't meet the Federal minimum standard requirement? - VCAA Kimberley Collins: We still don't know that information for sure. We're part of a		

	large state-wide system, but UH Systems have not given us concrete information on this yet. ○ Resh DuPuis: If our certificate completers' salaries are based on comparable O'ahu salaries, we may see some advantage since those tend to be higher than Big Island salaries for the same type of jobs. ○ VCAA Kimberley Collins: The data for existing programs, they are going to look at the actual salaries for our actual graduates. It will be based on salaries paid by employers who pay into Unemployment Insurance. Could be more difficult to get the data if the student is working for a small family business that may not pay into UI.		
C. VC Student Affairs Christine Quintana [College Council 2023-2024 DS Updates](#)	VCSA Christine Quintana: Please see her short report linked on the Agena. ● ASUH elections are ongoing, DSA is hosting a "Meet the Candidates" event next week. ● Grades due the day after graduation. ● Graduation dates and details in her report. ● Title IX back-up while Sara Vogel is on her Fulbright leave is Mari Giel, her contact info is linked in the report. ● Reminding everyone about the Care Team, Online Report form, and Basic Needs Cafe.		

	- Upcoming events are linked on her report, including Student Recognition ceremony and Outreach events. - Hawaiʻi CC Day is April 20th.		

D. VC Administrative Services
    Jodi Mine
    📄 College Council 2023-2024
	VCAS Jodi Mine:
	Please see her short report linked on the Agena. - Business Office deadlines, P-Card training and approvals. - Foreign students need to update their WH-1 every calendar year. - Security Office: Security Officers now have hand-held radios. - HR: please be aware of deadlines and protocols for student pay and timesheets, SECE and TAPS. - HR is still very short-handed and they are processing as quickly as they can. - The Division is establishing an HR email instead of having to go to individual staff members. - POM: They have installed menstrual product dispensers in bathrooms around Manono campus, see her report for details. Will be installing more, including at Pālamanui and KoEC. - Reminder: effective 2018, Hawaiʻi State law mandates that all tobacco products and smoking are prohibited on all campuses. - Title IX issues for employees will be handled by Shana Kojiro in HR.		

9. For the Good of the Order	- La Honua update: Drew Kapp (Manono) Laurel (Pālamanui and KoEC) [See La Honua Earth day flyer](#) - UHCCVP visitation, Erika Lacro, May 1st 10am (Manono). Pālamanui via zoom. - End of Year Celebration and Awards; Maweke; HawCC Sign dedication. All on May 2nd. - Commencement Ceremonies: May 10, 6:00pm (Manono); May 11, 4:00pm (Pālamanui).		
10. Adjournment Time: 1:58pm	Chair Brenda Watanabe adjourned the meeting.		

Next Meeting: May 3, 2024 12:00 to 2:00 pm