COLLEGE COUNCIL MINUTES - <mark>May 3. 2024</mark> Approved by Consensus

College Council Meeting Minutes May 3, 2024 Location: Zoom Meeting Agenda (link): May 3, 2024 Agenda	Chair: Brenda Watanabe Vice Chair: Rachel Louis Representatives: Ākeamakamae Kiyuna, Lisa Yamanaka, Sandy Kama, Kate De Soto, Patrick Chong, Orlo Steele, Adam Onishi, Laurel Gregory, Jana Smith, Eri Hall Ex-Officio Members: Kimberley Collins, Christine Quintana, Jodi Mine, Anne Chung, Carrie Mospens, Kalani Flores Kauhale: Philton Velasco, Tiffany Naea, Stefanie Sasaki, Nadine Uina, Callie Martin, Carrie Butler, Kaipo Dye, Calvin Black, Harold Fujii, Kesha Kubo, Luria Namba, Ian Hirakawa, Lissandra Baldan Jenkins, Reshela DuPuis, Sherise Tiogangco, Warren Walker, Tagi Qolouvaki, Laura Hall, Michael Skinner, Tamera Loveday, Sheldon Higa, Vivian Chin, Ashlee Kalauli, Luz Miguel, Tanya Dean, Kapena Landgraf, Samantha Kubota, Kaleo Quintana, Jennifer Simms, Tiffani Amana, Randiann Tokeshi, Pearla Haalilio

Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:04 pm By: Brenda Watanabe Minutes: Lisa Yamanaka	● Meeting will not be recorded ● Keep video and mic off unless speaking ● Use chat whenever possible	Approved by consensus	
2. Ascertain quorum	● Chair ascertained quorum	Brenda Watanabe	
3. Approval of Minutes	**Discussion:** No revisions requested.	Approved by consensus	

● April 12. 2024 - DRAFT (link)	**Motion to Approve:**
	   ○ Motion: Akea Kiyuna
	   ○ Second: Kate De Soto		

4. Chair's Update	Next meeting is on August 23rd, this will be the first meeting of the academic year. Also on this agenda, the floor is open for voting of Council Chair for next year. Looking at transfer credits, attendance, and updating policies. Committees end of year reports.		
5. OLD Business			
A. College Council Chair for AY 2024-2025. Vote for Chair. Vice-Chair Rachel Louis	One nomination: Brenda Watanabe Discussion: Brenda Watanabe, current Chair, is approved to continue as Chair for AY24-25. **Motion:** Akea Kiyuna **Second:** Carrie Mospens	Approved by consensus	
B. Committees End of Year Reports: List of Committees and Reports	Continue to submit reports. They were Due April 25th. See links for updates.		

Committee on Committees (CoC) Chair, TBA	Resh DuPuis to update and continue conversations from 2022-23 yr. How to best provide peer review and support.		
Assessment Committee (AC): Chair: David Tsugawa	David Tsugawa stepping down. Reshela DuPuis has agreed to convene the committee in the Fall of 2024.		
College Effectiveness Review Committee (CERC): VCAA Kimberley Collins	Kimberley Collins and the committee met regularly every month via zoom. All members are welcome to attend, regardless if on committee. Recommendations, and updates provided. Will add updates to the folders.		
Environmental Sustainability Committee (ESC): Debbie Weeks	Debbie Weeks not available for update.		
Faculty and Staff Development Committee (FSDC): Tiana Hirota	Tiana Hirota not available, Brenda Watanbe provided an update in place. See link for updates. Survey went out to Kauhale for Faculty/Staff Development.		
Community Participation Committee (CPC): Kesha Kubo	Kesha Kubo a couple highlights. See link for detailed list. Holiday and Merrie Monarch parade; fall and spring. Looking for new members on committee and community events.		

Accreditation Steering Committee (ASC): Kalani Flores	Kalani Flores: Submittal of 2025 ISER Final Draft to representatives of Hawai'i CC governing bodies for certification in spring 2024.		
First Year Experience Kauhale Committee (FYE): No'el Tagab-Cruz and Robyn Kalauli	No'el Tagab-Cruz and Robyn Kalauli to upload to committee link. Not available.	Send report to Brenda to upload to FYE folder	
Ka'ao Ka'iKa'i Task Force	Uploaded to the committee's link. Resh DuPuis made clarification for the Ka'ao Ka' ika'i Task force under the College Council in Fall. Phase 2 of implementation phase; Measure and metrics.		
QFE - IP Budget Allocation Task Force: Grace Funai	The plan is to provide additional budget information on the HawaiiCC website,encompassing a continuous listing of resource requests and their status. The website is also intended to include links to resources that can aid individuals in better comprehending and managing their budgets.		
Approve Standing Committee Chairs	Standing Committee chairs do not go through an approval vote as is done at Academic Senate.		

C. 2025 ISER Final Draft for Certification	Discussion: Kalani Flores two aspects asking to certify. ISER team is asking that the Kauhale members check the draft and make their comments, etc., 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. Asking members of all departments, programs, units, initiatives, etc., to update the doc as needed. **Motion to Approve:** **Deferred to August 23rd meeting**		
D. Schedule of College Meetings: Draft of SY2024-2025	**Motion to Approve with minor revisions as discussed on the floor:** Add for 3/7 non instructional day/HISSI. Move division and dept. meetings to March 14th. Kalani Flores asked the question where will Dept/Division meetings be held/time? Brenda stated will be up to each of the departments to decide if different from the schedule **Motion:** Christine Quintana **Second:** Kate De Soto	Approved by consensus	
	Motion to adjust schedule to include Academic Senate form 2 pm to 12 pm	Approved by consensus	

	Motion: Kimberley Collins **Second:** Laurel Gregory		
E. Policy Revision: HAW 1.001 　　1. HAW 1.001 Current 　　　Policy 　　2. HAW 1.001 Red Line 　　　Version 　　3. HAW 1.001 Proposed 　　　Revision	Discussion: 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.	Susan Kazama not present. Discussion deferred to August 23rd meeting.	

F. Integrated Planning
     Timeline: B-Budget
     Preliminary Information
　　1. HawCC Budget
　　　Process
　　2. FY2024 Budget
　　　Summary
	Discussion: Jodi Mine information update regarding tuition fees, B-Budgets, etc,. Admin had a budget retreat in April. Developed timeline to follow, according to integrated effectiveness plan/timeline. Specific time points to create a budget etc.
	
	General Funds are allocated within the State of Hawaii Government budget. Allocations are lump sum amounts. Exceptions to this is when specific projects/programs are funded for a limited time frame in a separate bill. If the specific project/program will continue indefinitely, it will be added into the budget allocation.		

	Did create a budget worksheet for Departments. No questions for Jodi. Chair Brenda Watanabe: Mahalo Jodi for clarifying the B-Budget.		
6. NEW Business			
A. [Notetaking schedule for AY 2024-2025](#)	Adam Onishi had a question regarding moving note takers. Resh stated Liberal Arts and Sciences may need to be moved from the first meeting. They have the first meeting with 3 new DC's. Post note taker list on College Council website before fall semester starts. Not needed to vote on per Resh DuPuis.		
8. Administration Updates 　A. Interim Chancellor Susan Kazama Update https://go.hawaii.edu/yAE	Interim Chancellor Susan Kazama. Not present, therefore read the updates on running link.		
B. VCAA Kimberley Collins 　📄 VCAA College Council Upd	VCAA Kimberley Collins provided updates on professional development workshops. Please see her report linked on the Agena. Thanked Brenda for her work on the committee. Thanked all the DC's for their work this year.		

	Update on the new LMS, Sandbox opened July 1st for Brightspace. Continue to teach in Laulima in Fall 2024. Courses/shells will migrate in the fall for Spring 2025. 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.		
	C3S click on link to see description. The official list for Fall 2024. VCAA Kimberley Collins: All the details are in the policy linked in her report.		
	Update on Gainful Employment deadline has been postponed to October 31st. Details in Kimberley's report.		
	Kimberley Collins: Mahalo to everyone for all you do for our students!		
	Janet Smith had a question. Curious why gender is still men & women? Kimberley Collins stated reports are updated. American Indian should be updated to Native American.		
C. VCSA Christine Quintana: Update College Council 2023-2024 Updates	VCSA Christine Quintana All the details are in the linked report. Grades due Monday May 13th at 12 pm		

	Mahalo for everybody for working together! Have a great weekend and see you at graduation! Brenda Watanbe Thank you		
D. VCAS Jodi Mine Update 📄 College Council 2023-20	VCAS Jodi Mine - Fiscal Year End Please be mindful of all the upcoming year end deadlines. - PCARD DEADLINE – Pcardholders are encouraged to stop using their pcards as of 5/10/2024. Purchases may resume on 6/15/2024. - At the end of the Spring semester 2024, all keys issued during the academic year to Lecturers **must** be turned to the Business Office no later than cob 05/31/2024. - For employees leaving the College, keys **must** be returned at the end of your appointment. Thank you everyone and have a great summer! Brenda wrapping up the agenda in last few minutes.		
9. For the Good of the Order: - La Honua Committee - Commencement Ceremonies	Last Reminders; Manono: May 10th, 6:00pm Palamamui: May 11, 4:00 @ Hilton		
10. Adjournment <mark>Time: 2 pm</mark>	Chair Brenda Watanabe adjourned the meeting.		

| | Have a great summer! | | |