

COLLEGE COUNCIL MINUTES - August 23, 2024 minutes approved by consensus

<p>College Council Meeting Minutes August 23, 2024. 2:00pm Location: Zoom</p> <p>Meeting Agenda: College Council AGENDA, August 23, 2024</p>	<p>Chair: Brenda Watanabe Vice Chair: Rachel Louis</p> <p>Representatives: Akeamakamae Kiyuna, Lisa Yamanaka, Katie Young Yamanaka, Patrick Chong, Orlo Steele, Laurel Gregory, Jana Smith, Erik Beach, Estee Nathanson, Kate De Soto, Emily Zappeto</p> <p>Ex-Officio Members: Susan Kazama, Kimberley Collins, Christine Quintana, Jodi Mine, Raynette Haleamau-Kam, Kimberly Griffis, Carrie Mospens, Taupouri Tangaro, Kalani Flores</p> <p>Kauhale: Tiffany Naea, Stefanie Sasaki, Nadine Uina, Carrie Butler, Kaipō Dye, Calvin Black, Harold Fujii, Kesha Kubo, Luria Namba, Ian Hirakawa, Lissandra Baldan Jenkins, Reshela DuPuis, Warren Walker, Michael Skinner, Tamera Loveday, Sheldon Higa, Vivian Chin, Ashlee Kalauli, Samantha Kubota, Jennifer Sims, Tiffani Amana, Renee Dela Cruz, Fred Kamperman, Stephen Schulte, Camille Hernandez, Meidor Hu, Chris Midel, Donna Madrid, Anne Chung, Lew Nakamura, Miyo Hall-Kennedy, Tiana Hirota, Deseree Salvador, Paula Medeiros, Summer Galon-Mizusawa, Rae Pacheco, No’el Tagab-Cruz, Drew Kapp, Lisa Fukumitsu, Orlo Steele, Ku’ulei Kanahele</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 2:03 By: Brenda Watanabe Minutes: Orlo Steele	<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	

<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> • May 3, 2024 minutes 	<p>Discussion: Approved by consensus</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Christine Quintana ○ Second: Lisa Yamanaka 		
<p>4. Chair's Update:</p>	<p>Welcome to College Council members:</p> <ul style="list-style-type: none"> • Chancellor, Susan Kazama • CTE Dean Kimberley Griffis • ASUH President Erik Beach • College Council Vice Chair Rachel Louis 		
<p>5. Old Business</p>			
<p>A. Schedule of College Meetings</p>	<p>Be sure to mark your calendars!</p>		
<p>B. Notetaker Schedule AY 2024-2025</p>	<p>Akea Kiyuna will be the next meeting note taker</p>		
<p>C. Committee and Task Force Introductions</p>	<p>Committees and Task Force is made up of Kauhale members. Check with your department/unit for</p>		

	membership because committees have representation from specified departments/units.		
Committee on Committees (CoC)	Not currently formed as of now; however ongoing discussion as to how this committee will be structured		
Assessment Committee (AC)	Chair position is vacant. Resh is the convener. Looking for broad representation across our campuses		
College Effectiveness Review Committee (CERC)	<p>Kimberley – works hand in hand with assessment of program reviews. We will need broad representation, looking for more members. Will also make changes to operating guidelines.</p> <p>Larissa and Mari have confirmed that they will serve</p> <p>Resh – past committee reports are available on the CoCo website for review of what has been accomplished</p>		
Environmental Sustainability Committee (ESC)	Debbie Weeks Chair - not in attendance		
Faculty and Staff Development Committee (FSDC)	Tiana Hirota – Chair – professional and personal development opportunities. Includes lecturers. Looking for members in particular at Palamanui.		

	<p>Maintaining employee handbook and new faculty / staff orientation. Meet monthly</p> <p>Welcomes opportunities ideas</p>		
<p>Community Participation Committee (CPC)</p>	<p>Kesha Kubo – Chair</p> <p>Recruit for community events on behalf of HawCC. Examples are parades and festivals.</p> <p>Welcome new members ,volunteers and event</p>		
<p>First Year Experience Kauhale Committee (FYE)</p> <p>High Engagement</p>	<p>No`el and Robyn are Chairs</p> <p>Designing programs to have a well-rounded experience for new students. Committee in redefining what is high engagement activities and also surveying the Kauhale for ideas and feedback</p>		
<p>Accreditation Steering Committee (ASC): Chair, Kalani Flores (ISER update on agenda</p>	<p>Kalani Flores – ALO</p> <p>Make sure that all program and units web pages are up to date which is part of the ISER standard. Please update by the end of the semester.</p>		

<p>Ka'ao Ka'ika'i Task Force (Update on Agenda)</p>	<p>Resh will share more about the Strategic Plan later on the agenda</p>		
<p>D. Committee End of Year Reports.</p> <p>Submit ASAP. Need reports to describe the work of College Council. Will be reviewed as part of Accreditation.</p> <p>List of Committees and Task Force Reports</p> <p>Proposed Schedule of Task Force Reports</p>	<p>Used for accreditation evaluation so is very important that we have all the annual committee reports from May uploaded to the CoCo website.</p> <p>There is also a schedule for when the committee on the CoCo website for review</p>		
<p>E. 2025 ISER Certification: Kalani Flores, Accreditation Liaison Officer. <i>Certifying that there was effective participation by the campus community, and that the Institutional Self Evaluation Report accurately reflects the nature and substance of this institution</i></p>	<p>Discussion:</p> <p>One condition is not met because HawCC campuses are short staffed and are fully able to serve our students.</p> <p>QFE Quality Focus Essay will address this issue</p> <p>The Committee requests that College Council certifies the ISER report reflects the feedback and participation from the entire Kauhale</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Kate DeSoto 		

	<ul style="list-style-type: none"> ○ Second: Jana Smith 		
<p>F. Ka'ao Ka'ika'i Strategic Plan: Reshela DuPuis and Taupouri Tangaro</p>	<p>Five pillars or core commitments of the plan have been approved by UH system. The 5th one is unique to our campus and strives to maintain the wellbeing of the Kauhale. Hawaii Island appropriate measures will be used to measure success.</p> <p>We should look at the UH system IRAPO report and the proposed metrics and then modify them for our Island.</p> <p>All members of the Kauhale are welcome to participate.</p> <p>Link to Ka'ao Ka'ika'i Task Force presentation, that is also uploaded in the Committee Reports, Ka'ao Ka'ika'i Strategic Plan Task Force:</p> <ul style="list-style-type: none"> ☐ Ka'ao Ka'ika'i Strategic Plan presentation for College... 		
<p>G. Policy Revision: HAW 1.001 Policy and Procedures Manual: Susan Kazama HAW 1.001 Current Policy HAW 1.001 Red Line Version HAW 1.001 Proposed Revision</p>	<p>Documents are not the updated versions. Defer to September meeting.</p>	<p>Christine Quintana will send updated docs for next meeting</p>	
<p>6. Administration Updates A. Chancellor Susan Kazama Update: Chancellor College Council Update :AY2024-2025</p>	<p>Tropical storm Hone is approaching with two more behind. Please unplug your computer equipment and be safe.</p> <p>We have 2300 students and still climbing! New Title IX representative is Sarah Miyo Hall Kennedy is whose office is in Hale Aloha room 109- New reports will go to her.</p>		

	<p>UH Foundations – 2 new liaisons Siena Mizuno and Matt Buhler</p>		
<p>B. VCAA Kimberley Collins Update: VCAA College Council Update AY 2024-2025</p>	<p>Recognition to department chairs and the two deans that are supporting these DCs</p> <p>Gratitude to Anne Chung for all of her service and best wishes for her retirement</p> <p>Thanks to staff who helped with rolling out the new LMS. Thanks to Tiffany Amada who helped Lama ku during the summer. This LMS will be of value whether you teach online or in person.</p> <p>Need to be aware of phishing attempts which are very sophisticated in mimicking official sites. Forward suspicious emails to phishing@edu</p> <p>Financial Value Transparency and Gainful employment – check out page 6 to get an idea of how we will be measured. Data will be shared in Federal Websites to see what are successful. Only larger programs (>30 graduates/year) will be affected. Most important will be Nursing</p>		

	<p>Micro-credentials – to be reviewed by Academic Senate and Admin.</p> <p>2 Media positions are being posted. Until then, faculty should refer the media guide in classrooms before asking for help. Check batteries.</p> <p>Computer support would still go through ACU help request website</p>		
<p>C. VCSA Christine Quintana Update: DSA College Council Update AY2024-2025</p>	<p>4:02pm</p> <p>Motion to extend the meeting -Jana Smith Second – Christine Quintana</p> <p>Mahalo to DSA for their hard work with recruitment over the last year. Check out schedule of events We have a great team of student leaders and advisors</p> <p>Participant Verification – has been revised and we should use the new statement.</p> <p>New FERPA conditions</p> <p>Christina is responsible for approving the I-9 forms for student workers.</p>		

<p>D. VCAS Jodi Mine Update: VCAS College Council Update AY2024-2025</p>	<p>PCDO deadlines – end of the month electronic requests OVPIT approval needed Foreign students need to complete WH-1 every year</p> <p>Fire alarm testing – Ongoing HR is fully staffed but still on learning curve Manono – floor waxing is ongoing Palamanui – is getting a face lift. ACU requests – no need send email to unit</p>		
<p>9. For the Good of the Order:</p>	<p>Food distribution: Flyer</p>		
<p>10. Adjournment Time: 4:08pm</p>	<p>Next Meeting: September 13, 2024. 12:00-2:00pm</p>		