College Council Minutes - 09/12/2025 approved 10/10/2025

College Council Meeting Minutes September 12, 2025, 12n-2p Location: Zoom Meeting Agenda	Chair: Larissa Leslie Vice Chair: Kate De Soto Representatives: Ākea Kiyuna, Emily Zappeto, Estee Nathanson, Katie Young Yamanaka, Kenoalani Dela Cruz, Kesha Kubo (proxy for DSA), Laurel Gregory, Lisa Yamanaka, Patrick Chong, Sandy Ott, Sharon Dansereau Ex-Officio Members: Carrie Mospens, Christine Quintana, Jace Saplan, Jodi Mine, Kalani Flores, Kalei Haleamau-Kam, Kimberley Collins, Susan Kazama Kauhale: Caroline Lorenzo, Carrie Butler, Colleen Ogimoto, Drew Kapp, Eri Hall, Grace Funai, Harold Fujii, Jennifer Sims, Kaipo Dye, Kapena Landgraf, Kimberly Russell, Kimberly Shmina, Kuʻulei Kanahele, Laura Hall, Luria Namba, Michael Branch, Nadine Uina, Nancy Kunishige, Orlo Steele, Precious Atendido, Quentin Ryan, Randiann Tokeshi, Reshela DuPuis, Ross Dao, Saesha Bohol-Perez, Sharyl Kasarskis, Tanya Dean, Tiffani Amana, Tim Flynn, Wailani Walker, Yining You

Topic	Discussion	Action/Person Responsible
1. Call to Order: 12:02pm By: Larissa Leslie Minutes: Ākeamakamae Kiyuna	• Meeting will not be recorded	
2. Ascertain quorum	• Chair ascertained quorum ○ Note: List of representatives on meeting agenda and also on the College Council website	Larissa Leslie
3. Approval of Minutes • Previous meeting minutes - August 22, 2025	**Discussion:** • Add Emily Zappeto to attendance. • Correction to spelling of Hawaiʻi CC.	

Topic	Discussion	Action/Person Responsible
	Motion to Approve: ● Motion: Ākea Kiyuna ● Second: Drew Kapp ● Vote: Motion Carried - 1 Abstention, 0 Nay	Minutes approved with amendments
4. Chair's Update	None	
5. Committee Updates/Reports A. Kaʻao Kaʻikaʻi Strategic Plan (KKSP) Task Force KKSP Final Report	● Reshela DuPuis presenting ○ Thank the council for allowing the task force work to be done ○ Report includes what was accomplished during the last three semesters ○ Proposal to develop implementation task force in New Business ○ Mahalo to folks like Ākea Kiyuna who worked on the first phase of developing Kaʻao Kaʻikaʻi ○ Mahalo to Daniel for the website ○ We are the only college who has a fifth Kaʻikaʻi on Kauhale Wellbeing	
6. Old Business A. Schedule of College Meetings	● At the last meeting, we tabled a motion to move the Kauhale Day to 24 October 2025 from 17 October 2025 ● Chancellor Susan Kazama presenting ○ A lot of activity happening on the weekend of 17 October 2025 ○ Rescinding the change due to prior meetings already scheduled on 24 October 2025	

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	Motion to rescind the change to October 2025 Kauhale Day: ● Motion: Susan Kazama ● Second: Ākea Kiyuna ● Vote: Motion Carried - unanimously	Motion carried
7. New Business A. Kaʻao Kaʻikaʻi Strategic Plan (KKSP) Implementation Task Force Proposal	Proposal to establish KKSP Implementation Task Force ● Reshela DuPuis presenting ○ Previous strategic plans were top-down and not very engaging for the Kauhale ○ Goal with this strategic plan is to ensure that it becomes a living document ○ Need to develop metrics, our measures ■ Want to capture ways to measure how well we are meeting these core commitments, both quantitative and qualitative ■ Be in alignment with UH System and how they are creating their metrics, which are primarily quantitative ○ Develop five hui that will be dedicated to one Kaʻikaʻi ■ Kaʻikaʻi Kuleana ■ Kaʻikaʻi Haumāna ■ Kaʻikaʻi ʻOihana ■ Kaʻikaʻi Noiʻi ■ Kaʻikaʻi Kauhale ○ Tangarō and Reshela will take on the responsibility of asking Kauhale members to join these hui, should this proposal be approved ○ Looking for a short-term process/task force	

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	■ Hoping to have all of the work back and ready to present to College Council about a year from now, in Fall 2026 ■ Hoping to have the data and stories to tell how well we are supporting and meeting our commitments to these goals ○ Tangarō will take the lead on two of the hui and Reshela will take the lead on the other three hui ■ Want this to be as broad as possible in Kauhale participation ○ Donʻt expect this to be a heavy time commitment ■ Maybe 2-3 meetings throughout each semester ■ Aware of burnout ○ How do we tell our story of excellence through these five core commitments? ● Manaʻo - Kaipo Dye ○ Select Committee on Data Analysis ■ What are people asking questions about and how do we answer them? ■ Kaʻao Kaʻikaʻi Dashboard ● A lot of streams of data coming through internally and possibly externally ● Can be live streams into the dashboard for a live indicator of where weʻre at ■ What streams of data will be relevant to the five core commitments? ● Reshela DuPuis ○ Last strategic plan from UH System was hard to engage with ■ Not much connection to Hawaiʻi Island or ʻike Hawaiʻi	

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	○ Want this to be Kauhale-wide - instructional, administration, clerical, etc. ○ Hope to have 2-3 individual meetings of the hui in Fall 2025 ○ Spring 2026 - have all hui come together and come up with a draft document to present to College Council in Fall 2026 ○ Discuss this with constituents and let Reshela and Tangarō know if we have interested individuals who would like to serve on any of these hui **Motion to move this item to vote at next College Council meeting in October (10 October 2025):** ● Motion: Christine Quintana ● Second: Emily Zappeto ● Vote: Motion Carried - unanimously	Motion carried
8. Administration Updates A. Chancellor's update	Chancellor Susan Kazama ● Anonymous feedback form ○ If anyone has questions or want to give feedback directly to Chancellor, they can use this form ■ Comments will be shared out to Kauhale ■ Concern expressed about length of time taken for HR ■ Some feelings of happiness ■ Some kudos to some of the work that has been done under VCAA Kimberley Collins ■ Good comments expressed about things happening on campus ● Office Hours ○ Tuesdays, 11:30am - 12:30pm	

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	○ Open Zoom meeting ● US DOE Title III ○ Messaging sent out from President Hensel‘s office ○ We did not get a formal notification of stop out for Title III Part A ■ A couple of peer mentors and one instructor under this type of grant ○ Part F (renovations portion) ■ Hearing that nothing will stop out on these ● Contract Renewal/Tenure Promotion ○ Deadline: 3 October 2025 ○ Through the portal ■ If you did not receive a link and you are due to submit a document, please email Kanani ● Contract Renewal Workshop held on 5 September 2025 ○ Dean Jace Saplan shared his mana‘o and his slides are linked in the update document ○ Want to take the fear out of contract renewal and provide support to folks, especially new employees ● Director of EDvance ○ Comments came in for the two candidates that applied ○ Still awaiting some checks on the references ○ Decision is forthcoming ○ Will be posted in the BOR agenda meeting in October ● Accreditation Team Visit ○ 22 - 24 September 2025 ○ Reviewing 6 core inquiries and one potential commendation ○ Kīpaepae at 9am on 22 September 2025 ○ Open forum at 9:30am in-person at Manono or on Zoom	

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	■ Everyone is invited, except administrators ○ Bios of the four team members and the schedule should have been or will be sent out ○ If you havenʻt been contacted yet, then you donʻt have to worry ● Mahalo to Kalani Flores for being our Accreditation Liaison Officer (ALO) ○ He is stepping down, so we are looking for anyone who might be interested in being the next ALO, effective Spring 2026 ○ There is reassigned time ○ Please contact Chancellor if you are interested ○ Manaʻo - Kalani Flores ■ Itʻs a good position to be in ■ You are able to interact and engage with many people of our Kauhale, that you may not normally have ■ Been ALO since 2012 and have gone through two cycles of reporting and review ■ Able to engage with other ALOs of other UHCC campuses ■ If you have any questions about being the ALO, you can contact Kalani	
B. VC Academic Affairs' update	VCAA Kimberley Collins ● Online Programs ○ UH has indicated an interest in marketing online programs ■ There is a designation but it was unclear how to go about getting this designation ■ Has been reinvigorated under new UH President ○ Some programs already have the potential to offer their programs in being online	

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	● Cross Campus Course Sharing ○ This was previously brought to the College Council a number of times ○ Supports easier enrollment for our students across campuses, particularly at four-year campuses ○ Due to Banner transition, there was a decision to pause this ■ There will still be opportunities for students to take face-to-face courses at UH Hilo ■ We will have internal communication about this because there is a system-wide pause ● Open Educational Resources (OER) ○ No or low cost online learning materials ○ An email was sent that shares opportunities for faculty to adopt, create, and revise OER materials ○ Hawaiʻi CC does an excellent job with adoption of OER ○ Students save over $4 million each year across UHCC. ● Data User Insights Academy ○ State of Hawaiʻi selected for the second cohort ■ Co-Lead with Hawaiʻi Department of Business, Economic Development and Tourism ○ Developing a curriculum dashboard ○ In November, the state will be meeting with the rest of the cohort ○ Supporting groups will come to Hawaiʻi to talk to us in January or February ■ Opportunities for our faculty to weigh in on the dashboard ● Fall Frenzy	

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	○ Thank you for the energy and commitment that you have brought to our students and the college ○ Encourage everyone to take a breath and try to think about ways to find balance ● Dean Kīpaepae ○ Friday, 19 September 2025, 1pm ■ Papaʻā Hale ○ Please arrive early if you would like to participate ■ Pahu/pū, please arrive by 12:30pm ● Question - Grace Funai ○ Distance Education Programs ■ When we say they are Distance Ed programs, are we saying weʻll be offering all courses of the program online at some point so that students can complete the program all online? ○ Response - VCAA Kimberley Collins ■ Yes, that is what weʻre saying ■ We are going to have conversations about doing things collaboratively also ● Online GenEd at every campus ● What are campuses missing?	
C. VC Student Affairs' update	VCSA Christine Quintana ● Mahalo to everyone for being here and for making it to week 3 ● Student Success Workshop Calendar ○ See what events are happening and being planned across our campus ● Last Day to Withdraw ○ 16 September 2025	

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	○ Semester-length course without a W grade and with a 50% tuition refund ● Care Team ○ If students are needing support, you can always make a referral to the Care Team ● EdSights ○ New texting chatbot, ʻIolana ○ Available 24 hours a day and will link students to one of our professional staff members when needed ○ Will send timely messages to students to do check-ins ○ Target launch date - 7 October 2025 ● Banner Modification ○ Cutover delayed to December ■ 11 December 2025 - 2 January 2026 ○ Will impact some of the work we do as we close out the Fall semester ■ When grades are due ● 19 December 2025 ○ Banner will be open for faculty to submit grades ○ Phased rollouts will begin on 24 December 2025 ○ 1 January 2026 ■ Banner locked for all users so more information can be inputted ○ 3 January 2026 ■ Banner open to all users ○ Lamakū will still be available during cutover ○ STAR will be available and will be connected to frozen Banner data during cutover	

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	● Question - Tanya Dean ○ Is 19 December the only day that we can input grades? ○ Response - VCSA Christine Quintana ■ Faculty from UH West Oʻahu first group to be able to enter grades (18 & 19 December) ■ 19 December ● Open for all faculty to submit grades ■ 20 - 22 December ● Open to all faculty (except UHWO) for grade submission	
D. VC Administrative Services' update	VCAS Jodi Mine ● Fiscal Officer Scott Kawachi ○ Transferred from Hawaiʻi CC HR to the Business Office ○ He is now the fiscal manager for the college ● KFS Users ○ In Spring 2026, KFS will be migrating to Kuali Cloud ○ Donʻt have that much information yet ■ We were shared some screens of what it will look like, which is a tremendous departure of what we normally see ■ You will only be able to see what you have access to ○ Modifications have been made to the baseline and are being evaluated to determine if itʻs needed in the new environment or not ○ There may be some changes in the way we process things (e.g. disbursement vouchers, budget input, etc) ○ Donʻt have a specific date yet ■ KFS will be down for multiple days because of the transfer of information	

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	○ Training will be available either by Business Office or by UH System ● Student employee supervisors ○ For special work hours, you need prior approval for the additional time because it is considered overtime and premium pay ● HR ○ Scott Kawachi transferred over to the Business Office ○ Leaves a hole in HR staffing and we are taking the steps to resolve this situation, including internal workflow changes and recruitment ○ Collective bargaining agreements (CBA) ■ All regular employees had increases ■ All of the increases have been processed ■ To access document to see Payroll Notification Form ● Go into UH OHR Website ● Go to employee log in ● Use the pull down menu to see “Employee Self-Service” ● Select “PeopleSoft Employee Self-Service” ● You will see your “Employee Change Summary” to see what your increases are ○ Title IX Brochures ■ Provided at the All College meeting ■ Available to all personnel and students at various locations at each of our sites ■ A digital version will be available soon ● Safety & Security	

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	○ Be on the lookout for a Lamakū training if you have been identified as Campus Security Authorities (CSA) ○ Sgt. Robert Pickens will be leading the Campus Safety Committee for Manono campus ■ Any faculty/staff member that has shown interest has been emailed ■ Future meeting times TBD ○ Thankful that Hurricane Kiko passed north of Hawai‘i Island chain ■ Be vigilant and prepare accordingly for any emergency situations ■ Alerts will be sent out via RAVE ○ Hazardous Waste training will also be on Lamakū ● Logowear ○ Available until 30 September 2025 to order ○ Variety of styles and colors to choose from ○ Hats have been added ● Mana‘o - Kaipo Dye ○ First Campus Safety Committee Meeting is scheduled for 29 September 2025, 10am ○ Email Kaipo to be added to the attendance list	
E. Pālamanui Director’s update	Pālamanui Director Kalei Haleamau-Kam ● Outreach Calendar ○ Link in the update document ○ To be as transparent as much as possible, especially with student services ○ See where people are and what they do ● Pālamanui Online Campus Bulletin	

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	○ Mahalo Precious and her student mentors for creating this bulletin ○ The purpose of this bulletin is to be able to share what‘s happening on campus as well as in the community ■ Requests from the community for job opportunities ○ Live site that can be updated as needed ● Current Fall 2025 Enrollment ○ 561 students at Pālamanui ■ 208 students are Early College & Running Start ● DOFAW Pālamanui Dryland Forest Conservation Project ○ Conservation project and community meeting coming up ■ 9 October 2025, 4pm - 8pm ■ Panini 126 & 127 ■ Provide input on the project ● House of Higher Education Committee Site Visit ○ Wednesday, 17 September 2025 ○ HED CHair Andrew Garrett and attendees to visit ● Manono POM Assistance ○ Mahalo to Jay Perreira, Frank Rios and Tutu Nau for their help on 8 September 2025 ○ Only one building and grounds person at Pālamanui and he does a great job ■ When he‘s not in, there‘s nobody else to help ■ Mahalo nui for the assistance from Manono POM people ● Library & Learning Center ○ Issued 50 ID cards for students ○ Student laptops are available for loan at both learning center sties	

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	■ All laptops already checked out ■ Maybe we can work on securing more laptops for our students ○ 70 calculators available through these locations for Hawaiʻi CC ● Facilities ○ Painting of the buildings are completed ■ Still waiting for signage ○ Utility infrastructure for the Naʻū Grant continues ■ Construction is happening ■ Mahalo for the patience and understanding for all of the noise and lack of parking ○ Dedicated office for Pālamanui lecturers ■ In collaboration with administration team, we secured a space for lecturers to come to use desks and desktops if they needed ■ Mahalo to the English Department for graciously providing the space ● They relocated to another space ● IT/Media ○ Pālamanui has onsite support so classes are running much smoother ○ Working to open up lectures and events in the outdoor space with TVs and speakers ● Question - Tanya Dean ○ Visit on 17 September, what is the purpose? ○ Response - Director Kalei Haleamau-Kam ■ They are only coming for a short time, 1.5 hours at most ■ Doing other sweeps throughout the community	

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	■ Going to take a look at the outdoor lānai and get an update on the Naʻū construction ■ Looking at what they supported the college with, but not necessarily to have a discussion with us ■ Maybe theyʻll have suggestions for us, which we welcome ○ Manaʻo: VCAS Jodi Mine ■ They were supposed to come to the Manono Campus this week, but they had to cancel due to logistics ● Rescheduled to December to come to Manono Campus ■ Doing updates and showing them what the CIP and deferred maintenance monies are going towards	
9. For the Good of the Order	None	
10. **Adjournment** Time: 1:35pm		