College Council Minutes - 10/10/2025 (approved 11/07/2025)

College Council Meeting Minutes October 10, 2025, 12n-2p Location: Zoom Meeting Agenda	Chair: Larissa Leslie Vice Chair: Kate De Soto Representatives: Ākea Kiyuna, Christopher Cooper, Emily Zappeto, Esther Nathanson, Katie Young Yamanaka, Kenoalani Dela Cruz, Laurel Gregory, Lisa Yamanaka, Luria Namba, John Kaluna (proxy for Admin Serv), Sherise Tiogangco Ex-Officio Members: Carrie Mospens, Christine Quintana, E. Kalani Flores, Jace Saplan, Jodi Mine, Kalei Haleamau-Kam, Kimberley Collins, Susan Kazama Kauhale: Brenda Watanabe, Calvin Black, Caroline Lorenzo, Carrie Butler, Colleen Ogimoto, Daniel Fernandez, Grace Funai, Janet Smith, Kanoe Lambert, Kapena Landgraf, Kesha Kubo, Kimberly Shmina, Kuʻulei Kanahele, Laura Hall, Lissandra Baldan Jenkins, Micah Glasgow, Michael Branch, Michael Skinner, Nadine Uina, Nancy Kunishige, Orlo Steele, Precious Mejia, Quentin Ryan, Rachel Louis, Reshela DuPuis, Sharon Dansereau, Sharyl Kasarskis, Sheldon Higa, Tanya Dean, Thomas Zito, Tiffani Amana, Tiffany Naea

Topic	Discussion	Action/Person Responsible
1. Call to Order: 12:03 p.m. By: Larissa Leslie Minutes: Katie Young Yamanaka	● Meeting will not be recorded	
2. Ascertain quorum	● Chair ascertained quorum - quorum is reached 12:04 p.m.	Larissa Leslie
3. Approval of Minutes ● Previous meeting minutes - September 12, 2025	**Discussion:** ● Correction to spelling of Emily Zappeto's name **Motion to Approve:** ● Motion: Kenoalani Dela Cruz ● Second: Emily Zappeto ● Vote: Motion Carried - unanimously	Minutes approved with amendments
4. Chair's Update	Ok to have cameras on during the meeting.	

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	Policy Update - Carrie Butler presenting ● All policy updates will take place in the Kuali Curriculum portal. This way, you can see the history. Use Kuali to make sure it's up to date. Carrie Butler is available to help. If you get an email that you have to approve a policy and you aren't sure what to do, contact Carrie Butler. There is a workflow for each different type of policy to ensure that it reaches all the layers of approval.	
5. Committee Updates/Reports B. Accreditation Steering Committee Report	● Kalani Flores presenting ○ Brief report on behalf of the steering committee since detailed report is posted. Taken from end of year report 24-25 until now. A peer review team reviewed ISER for 2025; there were seven core inquiries. From the end of last semester until now they provided an update for their seven core inquiries. Following that, they narrowed it down. Four members of the peer review team did the focused site visits in September 2025, which included kipaepae, campus tours, and campus forum at Manono, Palamanui, and Ko. Thanks to all those involved in helping. ○ Just got a draft report - came down to three findings: one commendation and two recommendations. ■ Commendation 1: The team commends the College for its comprehensive, inclusive, and thoughtfully constructed professional development offerings, rooted in indigenous practices, that foster a collegewide sense of belonging, care, and dedication to student success and mission fulfillment. (III.A.14) ■ Recommendation 1: In order to meet the Standard, the team recommends the College regularly assess its record in employment equity and diversity consistent with its mission. (III.A.12) ■ Recommendation 2: In order to increase effectiveness, the team recommends the College take a more systematic	

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C. FYE Kauhale Committee	approach to disaggregating and analyzing learning outcomes data by other demographics to assist with identifying gaps and increasing outcomes for all students. (I.B.6) ○ Looking to recruit another ALO for the next accreditation process. Kalani has been through two rounds and is ready to pass the torch. ○ In January they will take action based on the report. ○ Future Actions: ■ Keep the Kauhale informed of the accreditation process. ■ Ensure the Accreditation webpage is current and updated. ■ ACCJC takes action at its January meeting regarding the Peer Review Team Report. ■ Recruit a new ALO for the next accreditation review process. ● No‘el Tagab-Cruz and/or Robyn Kalauli could not attend and will present at the November College Council meeting.	
6. Old Business A. Ka‘ao Ka‘ika‘i Strategic Plan (KKSP) Implementation Task Force Proposal - Second read	● At the last meeting, a motion was made to vote on this item at today’s meeting. ● Susan - would like to make a motion to table discussion until the November meeting. **Motion to table the vote the KKSP Implementation Task Force proposal to November 07 College Council meeting:** ● Motion: Susan Kazama ● Second: Kenoalani Dela Cruz ● Vote: Motion Carried - unanimously	Motion carried
7. New Business	None	
8. Administration Updates A. Chancellor’s update	Chancellor Susan Kazama	

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	● Fourth cohort of graduates completed the Butchery Program. ● Demo last week from the third butchery cohort at Manono Campus - Nalani, Olena and Sarah - Smoke it Up Puna on Oct. 25. ● Provide feedback via the anonymous feedback form or office hours. ● Campus Town Hall held on 9/24/25 -mahalo to those who could attend! Here are my notes from that session. ● In January 2025, a steering committee of Native Hawaiian education leaders from UH, HIDOE, Kamehameha and the Office of Hawaiian Affairs came together in response to the current federal administration dismantling the U.S. Department of Education and threatening Native Hawaiian education and health agencies. Our first action was a legal analysis of Project 2025, which confirmed the need for a strong collective strategy. ● Accreditation Visit summary: Good news! One commendation, one recommendation, and one for improvement. Awaiting the draft report from our Chair, Dr. Seher Awan, Mission College. Mahalo to the ACCJC team that came, saw, and enjoyed what you all shared and contributed positively to the campus. Kudos to Tangaro, Noʻel, Leanne, and Tiana who shared what they do with Professional development, and the team left with many ideas and I hope, a commendation! Mahalo to Resh, Kimberley, Carrie, Jodi and Shana for your work on the Core Inquiries, and a HUGE Mahalo nui to our Accreditation Liaison Officer, Kalani Flores, for coordinating the work of the ISER. Lastly, kudos to Kanani who did the logistical arrangements for the team. The team was extremely grateful! ● Please request Chancellor pre-approval for out-of-state travel at least 3 weeks in advance of the travel. Attach the approved form to your travel request. No need to submit for interisland travel. OUT-OF-STATE travel only. ● HISSI - March 6, 2026 at Sheraton Waikiki ● Question - Kenoalani Dela Cruz	

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	○ When will the formal consultation process begin regarding the UH Restructuring project? Who will be leading the consultation process? The BOR PI Group? ○ Response - Susan Kazama ■ Need to wait for the PI group. ■ There's never been a question that Hawai'i CC and UH Hilo would be merged. Lots of transitions are happening, and Della is retiring. It's creating consternation and concern. Need to consider how we restructure to meet student needs. ■ All one system across the campuses ■ Mike Miyahira will be coming to talk to us about high level info from the PI Group. He will be here on Kauhale Day at 8 a.m. ■ Last day today to sign up for Kauhale Day - Manono and Palamanui.	
B. VC Academic Affairs' update	VCAA Kimberley Collins ● Placement guidelines are changing and details of that are in the memo: https://uhcc.hawaii.edu/ovpcc/docs/english-placement-guidelines-spring-2026.pdf ● Change to open registration cart earlier since registration will be closed for a while in December to January. ○ Cart will open on October 13 ○ Registration begins on November 10 ● If they move the registration earlier they will send out a message letting everyone know. ● Question - Jana-Smith ○ Will a message go out to students too? ○ Response - Kimberley Collins ■ Yes.	

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	● Building upon the successful launch of Edsights, the texting chatbot tool, the UH system is also supporting the implementation of Navigate 360 at each campus. ○ Christine Quintana and I will work closely with Lisa Fukumitsu and Larissa Leslie and the unit leads on the content of our campus application. ○ Faculty Champions have been designated by the Academic Senate: Kenoalani Dela Cruz and Kapena Landgraf. ○ The launch is scheduled for early spring 2026 for phase I and June 2026 for phase II ● ITSO newsletter highlights: Deadline to request Laulima migration is December 31, but with Banner cutover, encouraged to do it by end of November. ● The ITSO Badging Program has been fully redesigned to better support your development in online teaching. The program now consists of two tracks, one for asynchronous online teaching that focuses on Lamakū, and one for synchronous online teaching that also covers Zoom. ● LAS update for College Council - Kimberley highlighted 3 learning events in her notes - all are encouraged to participate in these.	
C. VC Student Affairs' update	VCSA Christine Quintana ● Student success workshop calendar shared. Highlighting next week's events. https://docs.google.com/document/d/1rp80TMIf6cbWStaEbKapCXxW-PWsEax8UnP55dyVJ6A/edit?tab=t.0 ● Students can now start applying for scholarships for 2026 -2027 school year. Have students get a head start before the deadline March 2, 2026. Please print flyers and post them in your office so students can see the opportunity as well. ● 'Iolana AI texting launched this week.	

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	○ 2,230 students reached when. The opt-in rate is 98% after initial launch. ○ Next text message schedule for 10/13 - temperature check. ○ Quick video overview - EdSights 101 . ● Banner modifications - faculty and data integration recording - highlighted items: ○ Will Lamakū be available during cutover - YES ○ Will faculty continue to enter grades in Lamakū and Banner - YES ○ Will lesson plans and materials be accessible during cutover - YES ○ Will I be able to enter grades on 12/11 and have it carry over to into new Banner - Banner will convert grades if entered before it goes offline. ○ Will STAR open during Banner's shutdown - From 12/13 STAR will be connected to pre-Production for view-only activities ○ EP Policy - Repeat Policy, feedback by November 03. ● **NOTE: Grades due on December 22 - 12:00 Noon. See academic calendar** ● Registration time ticket listed in report. ● Save the date for Christmas celebration for Dec. 19. ● 'Iolana launch report link wasn't working but Christine updated access.	
D. VC Administrative Services' update	VCAS Jodi Mine ● 2 RAV4's and white fusion are in service. Contact Kanani Yamada or Shedon Higa to reserve. ○ Will start looking at usage with all the vehicles we now have on campus. ○ Reminders: State vehicles are for business purposes. Personal use is prohibited. ● Budgets have been loaded into accounts, however there are still some adjustments being made because of forecasting higher costs. Link is available in the report by account number and area. ● Question - Jana Smith	

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	○ Inquiry regarding janitor positions. ○ Response - Jodi Mine ■ We have 3. We also have building and grounds custodians. ● Hawaii CC's fiscal condition is stable. We do have funds in reserve. Operating budgets are funded. ● Budget 101 video series by Calbert Young, UH VP for Budget and Finance and Chief Financial Officer gives broader aspects of the workings of the budget. ● Extramural updates - Hawai'i CC follows guides of UH System ● Procurement checklist: RCUH Procurement Checklist - Less back-and-forth with questions if properly completed documents are initially received with the request. Decrease misunderstandings and frustration when working with extramural funds. ● For procurement documents that require a Fiscal Officer signature, please route to Scott Kawachi, Fiscal Manager. ● Procurement Checklist - This checklist summarizes the requirements of the Hawai'i Revised Statutes (Chapter 103D), Hawaii Administrative Rules (primarily Chapter 3-122) and University of Hawai'i Administrative Procedures (AP 8.200- 8.290) and applies to procurements for goods and services. Users of this checklist have the responsibility of reviewing the full text of the applicable sections of the Hawai'i Revised Statutes, Hawai'i Administrative Rules, and University of Hawai'i Administrative Procedures. ● Kuali Cloud - To all KFS users, as we prepare for the migration of KFS to the Kuali Cloud next year, review your KFS Action List and cancel or disapprove any old documents (**SAVED** or **ENROUTE**) that are no longer required. In mid-November, the Fiscal Services Office (FSO) will begin automatically canceling all pending documents that were initiated before January 1, 2024. ● Openings in HR now. Please be patient with staff shortages. ● Title IX Resource Guide - The hard copy booklet had been passed out at the Fall 2025 All-College Meeting. It is now available online, Title IX Resource Guide.	

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	● In July 2025, Hawai'i CC took responsibility for approximately 16 acres of the UH Panaewa Farm, which is overseen by UH Hilo. Improvements such as fencing and land clearing are being worked on. ● Work orders should be submitted through the AIM system. To acquire access to AIM, send an email to Steve Capeder (capeder@hawaii.edu) with the following information: ○ Employee name ○ Supervisor name ● The Hawaiʻi CC 2025 Annual Security Report (ASR) https://www.hawaii.hawaii.edu/security/annualsecurityreport. ● **Know Something, See Something, Hear Something... SAY SOMETHING!** - An important phrase to remember by the College community. ● When working on campus after hours ○ The Safety and Security office personnel are informed of scheduled classes and events. In addition, a good practice would be to inform the Safety and Security office so that they are aware of your presence on campus. ○ If you would like to be escorted to your vehicle or have a Security officer in your vicinity as you leave, please contact the Safety and Security Office. ○ Phone no.: (808) 854-1420.	
E. Pālamanui Director's update	Director Kalei Haleamau-Kam ● Fall 2025 Outreach Calendar ● Current enrollment 557. 208 are considered early college and running start students. Only dropped 5 from last month. ● DOFAW Pālamanui Dryland Forest Conservation Project & community meeting ○ The purpose for the meeting was to introduce the project to the public, share background information on the area from the preliminary findings of ecological and archaeological surveys, and collect community input to support development of long-term vision, goals, and priorities for the area. This informational meeting	

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	is in addition to other meetings being conducted with stakeholders in the area such as agencies, organizations, and elected officials. Based upon this meeting, further work will be conducted on the area consisting of more biological and archaeological fieldwork, project goals and objectives will be developed further and preliminary plans identified for improvements needed to support efforts. Continued consultation with stakeholders and the community will occur into 2026 on this project. The eventual goal is to develop a forest management plan for DLNR to help guide future improvements, funding requests, and coordination with HCC-Pālamanui on restoration and conservation efforts. ● Resource Fair last week ○ 18 vendors, 50-60 students came through. Gratitude for Hilo/Manono campus showing up and meeting with the students. A very successful event. Plan to take it to a larger scale in the future. ● Utility infrastructure installation for Naʻu grant is complete. ● Oct. 17 training for Palamanui staff and faculty in emergency operations and drills. ● Personnel ○ Instructor, CC (Counselor)- PAL- Posted 9/26/25, Close 10/13/25. ○ Building & Grounds Utility Worker- Still in recruitment. ● Note that all campus flyers need to have "Hawai'i CC is an equal opportunity institution" printed on any flyer going public.	
9. For the Good of the Order	● Kauhale Day, Oct. 17, Friday. Google Form is reopened until the end of the day today. (Friday, Oct. 10)	
10. Adjournment Time: 1:31 p.m.		