College Council Minutes - 12/12/2025 (APPROVED 01/16/2026)

College Council Meeting Minutes December 12, 2025, 12n-2p Location: Zoom Meeting Agenda	Chair: Larissa Leslie Vice Chair: Kate De Soto Representatives: Ākea Kiyuna, Esther Nathanson, Katie Young Yamanaka, Kenoalani Dela Cruz, Laurel Gregory, Luria Namba, Patrick Chong, Sherise Tiogangco, Terri Garden (proxy) Ex-Officio Members: Christine Quintana, Douglass Adams, Kimberley Collins, Taupouri Tangaro Kauhale: Basanta Pahari, Brenda Watanabe, Carrie Butler, Colleen Ogimoto, Drew Kapp, Eri Hall, Grace Funai, Jennifer Sims, Kapena Landgraf, Kimberly Russell, Laura Hall, Lissandra Baldan Jenkins, Micah Glasgow, Michael Branch, Michael Skinner, Nadine Uina, Noʻel Tagab-Cruz, Quentin Ryan, Reshela DuPuis, Ross Dao, Sharon Dansereau, Tim Flynn, Yining You

Topic	Discussion	Action/Person Responsible
1. Call to Order: 12:01 p.m. By: Larissa Leslie Minutes: Estee Nathanson	• Meeting will not be recorded	**Larissa Leslie**
2. Ascertain quorum	• Chair ascertained quorum - quorum is reached 12:01 p.m.	**Larissa Leslie**
3. Approval of Minutes • Previous meeting minutes - November 07, 2025	**Discussion:** • Kate DeSoto asked for confirmation of Liberal Arts representative. Luria will be the voting rep for today's meeting. **Motion to Approve:** • Motion: Kenoalani Dela Cruz • Second: Christine Quintana • Vote: Motion Carried - unanimously passed	**Minutes approved**
4. Chair's Update	• Banner cutover reminder: Class registration closed on December 11, 2025 at 5:30 pm and will reopen on January 03, 2026. Students will be able to take action in the system on January 3rd.	**Larissa Leslie**

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5. Committee Updates/Reports A. Reminder: Committee Report Schedule B. FYE Kauhale Committee	A. Reminder of committee report schedule B. No'el and Robyn not present for FYE Committee report. ○ Written report provided.	**No'el Tagab-Cruz/ Robyn Kalauli**
6. Old Business A. Ka'ao Ka'ika'i Strategic Plan (KKSP) Implementation Task Force Proposal - proposal, for approval	A. Discussion on the appropriate order of motions to approve and amend the proposal. **Motion to approve KKSP Implementation Task Force proposal:** ● Motion: Laurel Gregory ● Second: Kenoa Dela Cruz **Motion to amend the proposal with the following amendments:** 1. **The Task Force will be comprised of CoCo representatives that can lead development of the institution's metrics** 2. **The Task Force will report updates to the CoCo monthly** 3. **The Task Force will identify metrics and existing data and means of collecting the data** ● Motion: Sherise Tiogangco ● Second: Kenoa Dela Cruz ● Vote: Motion Carried – unanimously **Discussion:** ● Question - from chat ○ Within this amendment, will the Task Force be limited to collecting existing data or can they develop new sources of data? ■ Response - Sherise Tiogangco	**Taupouri Tangaro** **Motion carried**

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	Might be a collaboration of existing and other resources of data. Can take the question back to the constituents. ■ Comment - Larissa Leslie That is also something we can discuss here as part of the amendment. It's about the entire College Council being in agreement. Identify the existing data and can also develop new as needed. ● Questions – Kenoalani Dela Cruz 1) What do we mean by College Council representatives? Elected members or includes ex-officio or anybody from the kauhale? 2) Clarification: Proposal recommends five separate huis on the task force or are we looking at one group? ○ 1) Response – Sherise Tiogangco Wasn't specified; feedback said CoCo representatives, so unclear if that would include the broader kauhale. ■ Comment - Taupouri Tangaro This is a proposal, so decisions haven't been made. Intention is to strengthen the College Council's input vs. relying on membership outside the Council. The CoCo reps could get input/feedback from their kauhale members to bring back to the hui. Wrote the proposal with the intention to include all. ■ Comment – Kenoalani Dela Cruz Hopefully there is widespread support; mana`o from kauhale members in general – spirit of having diverse groups represented. To EDvance: you were not left out of the proposal intentionally and your voice matters. ■ Comment - Reshela DuPuis Hui is intended to represent diversity and equity across the kauhale. CoCo reps are already representative of the entire kauhale, specific areas and arenas of interest, however there may be members that have more to enrich the conversation. ■ Comment - Larissa Leslie	

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	It's a mix. Start the task force with representatives with the full intent of being inclusive of all voices across the kauhale. ○ 2) Response – Sherise Tiogangco It wasn't clearly stated. ■ Comment – Kenoalani Dela Cruz With this secondary motion now in discussion, if we go to vote "yes", we're voting for a task force. If we vote "no", we go back to original proposal with five huis. ■ Comment - Larissa Leslie Did anybody want to modify that? ■ Comment - Reshela DuPuis Starting with one big one is kind of where this is going. Eventually that group will have to break up into interest areas. Let it be organic and let the group determine how to move forward; start with the Council reps and allow it to grow from there. Let there be timelines and deadlines for reports back to the CoCo. ■ Comment – Taupouri Tangaro If understanding Kenoa correctly, start with one focus group and break up the imperatives from there; other one [original proposal] is five groups. ■ Comment - Kenoalani Dela Cruz The DSA proposal amendment states there will be a task force formed. It would include the College Council reps. That Task Force would determine membership, structure. If we vote "no", we go back to the original proposal with five groups. ■ Comment - Sherise Tiogangco If you vote "yes", then the one task force will be developed. If you vote "no", it will be five groups. ■ Comment - Reshela DuPuis If you vote "no", it's the five specific groups that are listed in the original proposal with only that membership and that	

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	structure. If you vote "yes", the Council members form this Task Force and we move forward as is appropriate to them. With this structure, they're looking to identify metrics and existing data sources. Return to the original motion to approve the proposal with the amendments. **Voting to approve the Task Force with the amendments** ● Vote: Motion Carried – unanimously Larissa Leslie – Next meeting, the Task Force will be on the agenda. Will have to identify members and get the work started.	**Motion carried**
B. Integrated Planning Timeline - 2025 revision, second read	B. Integrated Planning Timeline - 2025 revision **Discussion:** ● Comment - Kimberley Collins Noted from CISE discussion: under Planning, it says "Programs/Units submit annual/comprehensive review (contains Special Fund requests)" and then under Budgeting it says, "special resource fund requests go to respective administrators." Administrators review the requests and there's a retreat. There's no mention of how the people who made the request will be communicated back to. After the retreat, there needs to be a step and a deadline where the requesters receive a response. ● Comment – Kenoa Dela Cruz Great questions and feedback. Wonder if it would be in the 'ongoing' row of the plan? ● Comment – Luria Namba Budget cycle timeline – when people need to procure. Cut off in June – should be considered that funds must be spent in a certain	**Larissa Leslie for Susan Kazama**

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	academic year. Would be helpful to include that information in the planning timeline. ● Question – Larissa Leslie When we submit a request for special funds is it for the current academic year or for the next one? ○ Response - Kimberley Collins Different pots of money, so ongoing year round can be approving and funding requests across academic years. There's some kind of decision about how it's going to happen at the retreat. ● Comment – Reshela DuPuis Agrees that proposers should be informed. Could notification be an automated process? Rather than having a deadline for the response, they would be informed through Kuali Build. CoCo could request that response to the program be automated. ● Comment – Larissa Leslie Will follow up with Susan and potentially revise – review and consultation ahead of voting, so vote might not be at next meeting. ● Comment – Reshela DuPuis Concern about waiting on vote again since this is pending from spring. ○ Response – Larissa Leslie Thinks we have to have enough time to share it out and get eyes on it; recommends sharing a draft ahead of next meeting. If a draft was shared on January 9th, would there be time to discuss by the 16th ? ■ Comment – Christine Quintana Banner coming back up 1/3/26, so consideration of work load and time to review ● Response – Larissa Leslie Will be on the agenda for January revisit.	
7. New Business	No New Business items.	

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8. Administration Updates A. Chancellor's update	Chancellor Susan Kazama ● Written report shared; Susan not present.	**Larissa Leslie for Susan Kazama**
B. VC Academic Affairs' update	VCAA Kimberley Collins ● Sharing LMS policy and form for formal consultation – open to all kauhale for feedback ● Final grades due 12/22 at noon – challenges with Banner transition; be very careful, be on time, reminders not available through ARO ● Deepfreeze software on public computers around campus- glitch. Recommendation to instructors/lecturers to test logging in prior to classes starting – will need to use Windows local network login rather than UHID. ○ Question – Carrie Butler Will students also login with their UH account after this instead of the classroom computer user ID? ■ Response – Kimberley Collins Public computers like computer classrooms and The Learning Center, that is a next step. ● Laulima migration update – deadline to request migration to Lamaku is 12/31/25 ● ITSO helpful links provided ● New APT Admin & Fiscal Support Specialist under VCAA – Micah Glasgow ● Study Abroad Indonesia – enrolled minimum met. There's been a break since last program and Mela has been integral in developing a model for future study abroad opportunities ● Happy Holidays and thank you	**Kimberley Collins**
C. VC Student Affairs' update	VCSA Christine Quintana ● Spring 2026 enrollment update (up 48% headcount, 41% in student semester hours); several populations are up this semester (first-time, returning, etc) ● Kudos to DSA team to get students registered and mahalo to faculty ● Tools/resources to prepare for registration reopening January 5th ● Fall grade submission – tight timeline; can only submit Dec. 19-22 noon	**Christine Quintana**

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	● Policy delay – HAW7.520; unable to program the new Satisfactory Academic Progress in Banner due to transition. Reverting to former policy until fall 2026. ● Banner updates/reminders – there will be a delay of grades and degree conferrals. Process needs to be collaborative across all 7 campuses ● NSC transcripts will be available on 1/9/25 at noon ○ Question - Grace Has a student who will be impacted by the Banner transition for financial aid. ■ Response – Christine: It's situational so Christine will need more information. Forward issues to Christine and Calvin. ● Scholarships – students can still apply during transition. Encourage students to attend a workshop. ● Contact info for VCSA; department email: hawvcsa@hawaii.edu ○ Question – Laurel Asked if Banner workshops are available at PAL ■ Response – Christine All workshops are offered via Zoom	
D. VC Administrative Services' update	VCAS Jodi Mine ● Written report shared; Jodi not present	**Larissa Leslie for Jodi Mine**
E. Pālamanui Director's update	Laurel Gregory on behalf of Director Kalei Haleamau-Kam ● Outreach calendar ● Online PAL Bulletin ● Various updates on recent events and programs ● IT upgrades – installed HDMI on lanai, able to connect laptop to present on TVs	**Laurel Gregory for Kalei Haleamau-Kam**

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9. For the Good of the Order	● Earth Day will be Wednesday, April 22nd ● Update from EDvance Director, Douglass Shipman Adams – preparing for courses to start in spring. Tiana received an award from JCA. Recent dialogues CoH R&D, AgriPolicy Summit, Renewable Energy, Process Technology. Have a safe and wonderful holiday. ● Laurel Gregory shared a photo from the Portland airport. Therapy llamas spreading holiday cheer.	**Drew Kapp** **Douglass Adams** **Laurel Gregory**
10. Adjournment Time: 1:27 p.m.		