College Council Minutes - 01/16/2026 (approved 02/13/2026)

College Council Meeting Minutes January 16, 2026, 12n-2p Location: Zoom Meeting Agenda	Chair: Larissa Leslie Vice Chair: Kate De Soto Representatives: Ākea Kiyuna, Emily Zappeto, Esther Nathanson, Kenoalani Dela Cruz, Laurel Gregory, Lisa Yamanaka, Patrick Chong, Sandy Ott, Sharon Dansereau, Sherise Tiogangco Ex-Officio Members: Carrie Mospens, Christine Quintana, Douglass Adams, Jodi Mine, Kimberley Collins, Raynette Kalei Haleamau-Kam, Susan Kazama, Taupouri Tangaro Kauhale: Brenda Watanabe, Carrie Butler, Colleen Ogimoto, Craig Mitchell, Drew Kapp, Eri Hall, Kapena Landgraf, Kesha Kubo, Kuulei Kanahele, Lissandra Baldan Jenkins, Luria Namba, Mari Giel, Micah Glasgow, Michael Branch, Michael Skinner, Nancy Kunishige, Orlo Steele, Pearla Haalilio, Quentin Ryan, Randiann Tokeshi, Reshela DuPuis, Ross Dao, Sam Kubota, Tanya Dean, Tiffani Amana, Yining You

Topic	Discussion	Action/Person Responsible
1. Call to Order: 12:02 p.m. By: Larissa Leslie Minutes: Laurel Gregory	● Meeting will not be recorded	**Larissa Leslie**
2. Ascertain quorum	● Chair ascertained quorum - quorum is reached 12:03 p.m.	**Larissa Leslie**
3. Approval of Minutes ● Previous meeting minutes - December 12, 2025	**Discussion:** ● No Comments **Motion to Approve:** ● Motion: Ākea Kiyuna ● 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 reopened on January 03, 2026. There have been	**Larissa Leslie**

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	unexpected changes to processes and students are experiencing delays with online classes syncing up with Lamaku.	
5. Committee Updates/Reports A. Reminder: Committee Report Schedule B. Kaʻao Kaʻikaʻi Strategic Plan Implementation Task Force	A. Reminder of committee report schedule (No reports this month) B. Purpose is to identify institutional data ● Convening will be a College Council activity. Interest form will be sent out to all representatives to share with campus members. The core will be College Council Representatives, but we want voices from all across the campus. Questions or input contact Larissa Leslie or Kate De Soto. ● Form: https://docs.google.com/forms/d/e/1FAIpQLSftURLcXozVhGEX-A7-OKrSz-CRoi8YHUaVR2DpC6RCsbHHzg/viewform	**Larissa Leslie**
6. Old Business A. Integrated Planning Timeline - 2025 revision, third read	A. Integrated Planning Timeline - 2025 revision ● Questions in Minutes from the last meeting focused on closing the loop. ○ Question: After requests are submitted in the program review, when does the requestor get feedback? ○ Response: Administration meets and can approve but procurement process varies and funding source matters (ie. B budget, Perkins). Susan Kazama suggested that it can be done by the end of the academic year - mid-May - since the administration holds their discussion in April. Per Jodi Mine, the process depends on what is being requested. If it is over $25K, it has to go to the System office. Requests over $100k must go out to bid. Try to procure what is possible by early June, although the process can carry over to the new fiscal year in July and can be resubmitted	**Susan Kazama**

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	when procurement comes back up. Large items can be approved but take time. Equipment defined as one item for up to $5K. Supplies, etc. grouped can be over $5K. Personnel requests follow a different process. ○ Question: Can the result of the administration's priorities be shared? This might help programs align with priorities. ○ Response: Within the process, communication starts in the dept/division. In the Kuali form, people can see that. Responsibility of the administrator involved to communicate to the requester. This is a living document. ○ Comment from Larissa Leslie: Noticed that there is no mention of reporting on the implementation plan from last year. This point was in previous revisions. ○ Vote pending. Another change needed before voting. ○ Comment from Reshela DuPuis: Suggested we put in these Minutes that the implementation plan should include an evaluation of the goals of the previous goals and annual evaluations. May not need a formal change to this document - current format of the document is difficult to edit. Christine Quintana volunteered to reformat it into something more user friendly and easy to edit. **Representatives - be ready to vote at the next meeting after consulting with your constituencies.** Revisions from Larissa summary: 1. Closing loop on budget by end academic year. 2. Implementation Plan should include an evaluation of last year's plan.	
7. New Business	No New Business items.	

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8. Administration Updates A. Chancellor's update	Chancellor Susan Kazama Refer to her report. ● Banner - Thanks to DSA and Registrar for manual intervention. ○ Comment from Kenoalani Dela Cruz: Will there be a mass update to students? Students are looking for communication about it. Communication also needed to faculty, perhaps allowing some grace for problems occurring, i.e. funds for textbooks, supplies etc. ○ Comment from Drew Kapp: Agrees that this will provide reassurance to students and faculty. ○ Academic progress reports are delayed causing funding and transcript issues. Perhaps try text messaging through 'Iolana? ○ Question from Tanya Dean: Is this a glitch for all of the college or is it an individual thing where they need to take action? It is a Lamaku issue - contact ITS is what counselors are advising. The Lamaku site has a notice about who to connect to. Christine has done several things to communicate to students and staff. ● Links to the UH President's address and other things are in her report.	**Susan Kazama**
B. VC Academic Affairs' update	VCAA Kimberley Collins Highlights, see report for more detail. ● Banner is in flux. ● Link to comments form for General Education. ● AI Policy is in the second round of comments from Senate. ● Tech Services is looking for a deepfreeze replacement, testing new equipment, and improving video/zoom. ● Starting deletion of Laulima sites in July - refer to ITSO newsletter. ● Academic standing is an issue, will still try to do a Dean's List for Fall 2025 ● New eBanner access request form - link in her report. ● EAB will visit Manono campus on Feb 11 to prepare for the initial launch. Kenoa Dela Cruz, Kapena Landgraf, Carrie Mospens, and Jace Saplan are	**Kimberley Collins**

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	representing and others will be added as needed. Advising and reenrollment are the first items to work on. ● Sneak peek video preview link in report.	
C. VC Student Affairs' update	VCSA Christine Quintana Highlights, see report for more detail. ● Special thanks to DSA who worked through the break. ● Enrollment is up 7%. ● Admission letter glitches, figured out a process, and got those acceptance letters out. New landing page and how to access your class list created. ● Syncing issue between Lamaku and Banner- necessitates instructions. ● Class availability tutorial available. ● Lamaku issues - contact IT desk. Failed prereq meant disenrolling students manually, but it could not be resolved if failed at another college. ● Support for common application - various offices. ● HawCC Day on April 25 chaired by Glenn-Dee Kauffman. ● Google site for her banner emails - will share out for the campus.	**Christine Quintana**
D. VC Administrative Services' update	VCAS Jodi Mine Highlights, see report for more detail. ● Reminders on vehicle use. ● Environmental Health and Safety training will be on Lamaku- 3 to look at for everybody. ● RCUH updates. ● Personnel and Human Resources updates. ● Staffing update provided - November report, next report in May. ● AIM requests - please be detailed, descriptive. ● Welcome new security officer for Manono Morris Pavia, Jr. ● Thanks for signing up for UH Rave Alerts. ● Working on AC fixes; Susan asked for list. There are several - depends on vendor schedules. If you want a list, ask Jodi Mine.	**Jodi Mine**

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E. Pālamanui Director's update	Director Kalei Haleamau-Kam Highlights, see report for more detail. ● Online Palamanui campus bulletin: https://go.hawaii.edu/8x9 ● Outreach calendar: https://docs.google.com/document/d/1Jmw8nrGPGjzaa82BS21KGmN9gD1FcVdy1-tvOrV4MDs/edit?usp=sharing ● Dr. Stevens update on activities. ● Andrew Loder - Mahalo for Palamanu IT and Media support. ● Mahalo to Manono POM support. ● Other Mahalos (list)	**Kalei Haleamau-Kam**
F. Edvance Director's update	Director Douglass Adams ● 120 courses have started as part of the Spring 2026 EDvance catalog in Career Readiness, Community Education, and Workforce Training. ● EDvance has started preparing for the 2026 Summer Youth Academy in June. ● Outreach for program and policy initiatives include: ○ Job Challenge Academy partnership ○ County of Hawaii Workforce Research & Development (including workforce development and agriculture) ○ Workforce Development Summit preparations in collaboration with UHH and County of Hawaii ○ Along with VCAA, attended Designing Workforce-embedded Pathways workshop focused on Stackable Credentials ○ Motorcycle Safety, Butchery program transition, Food innovation, Process Technology, Firefighter Recruit Prep, and Good Jobs Hawaii-funded courses to include Beginning Acting	**Douglass Adams**
9. For the Good of the Order	● Quentin Ryan: The Keoni Asks Competition is starting next week! After a successful piloting we're opening the competition to the entire campus. Information and flyers have been sent to faculty, Deans, and Department Chairs.	

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	○ Also, Mental Wellness Services will have outreach events on Manono and Pālamanui campuses!	
10. Adjournment Time: 1:59 p.m.		