

**Minutes: Academic Senate of Hawai'i Community College
Friday September 28, 2018, 12:00 - 2:00pm**

Note: The August 24, 2018 meeting was cancelled due to tropical storm Lane.

Location: HawCC 388-103 (Manono) & Elama, Rm. 183 (Pāalamanui)

Call to Order: 12:00 PM Claudia Wilcox-Boucher (Chair)

Minutes: Robyn Kalauli (Secretary)

Attendees: Vivian Chin, Gordon Ching, Toni Cravens-Howell, Sandra Claveria, Alma Cremer, Erick Cremer, Sharon Dansereau, Kate De Soto, Susie Dill, Reshela DuPuis, Harold Fujii, Garrett Fujioka, Laura Hill, Kristine Kotecki, Donna Madrid, Luzviminda Miquel, Carrie Mospens, Trina Nahm-Mijo, Helen Nishimoto, Christine Quintana, Noelle Rodriguez, Deseree Salvador, Janet Smith, No'el Tagab -Cruz, David Tsugawa, Brenda Watanabe, Kate Sims, Tanya Dean, Toni Cravens, Lynn Erdmann, Ruria Namba, and Claudia Wilcox-Boucher.

Guest Speaker: Chancellor Solemsaas

Budget 101

Chancellor Solemsaas shared that she values transparency, and she believes that the more people who understand the budget, the better the institution functions.

Revenue is generated through a combination of state funding or local taxation, tuition and student fees, grants and contracts, and local monies.

Unique to Hawaii- funding is allocated by positions, and positions carry over to the next fiscal year.

Public funding is eroding resulting in a shift to tuition increases.

Resource allocation breaks down as follows:

- Filled position (carry over)
- System assessment
- Line items or earmarks
- B expenditures (operating budget)
- Performance funding

Vacant positions may still be filled (must make a case regarding the necessity of the position); sources for new positions are as follows:

- Vacant position reallocation
- Additional tuition revenues (noted as temporary funding)
- New legislative requests

Strategies for balancing the budget include increased revenue and decreased expenditures.

Tuition revenue is anticipated to decrease.

October 4, 2018- Budget Retreat; budget presented at College Council on October 12, 2018.

Regular Senate Meeting Discussion (after Budget 101 presentation)

Ascertain quorum (10 senate members including 3 Exec. Comm. members)

- Quorum ascertained

Roll Call and Introductions

- Moved to next Senate meeting

Approval of the April 27, 2018 minutes– Att. 1

- Minutes approved

Consent Agenda Approval

- No consent agenda to approve

I. Old Business – items for discussion/revision/approval

A. EPC- (Toni Cravens Chair 2nd year)

No report

B. GEC- (Helen Nishimoto and James Schumaker new chairs)

GEC meets the second Friday after College Council meetings. The committee is accepting proposals; forms are on the website. December 1, 2018 is the deadline to submit proposals for the fall 2018 semester. The committee will revise their charter in spring 2019

C. HAP- (No'el Tagab-Cruz 2nd year chair)

HAP will begin accepting proposals on October 12, 2018; the deadline to submit proposals is November 30, 2018. Course designation is preferable to instructor tied designation. HAP will replace FHAP the next academic year 2019, and FHAP courses will not be grandfathered in; new applications must be submitted. The committee produced a list of courses that fit well with the HAP designation.

D. FPC – (Karen Crowell 2nd year chair)

The committee is working on the HawCC CES survey that will replace eCafe in fall 2018. There are four levels of questions:

- Level IV (faculty)
- Level III (college/school/division)
- Level II (course, department, program)
- Level 1 (campus)

October 29, 2018- Hae Okimoto will be on campus (no times are set yet for training with her). She recommends keeping the survey short. The following

questions were asked in the meeting, and as of now, the committee is unsure about the answers:

- Who is our campus representative for CES?
- Do all questions go into a common bank or an individual bank?

There is a CES website for our campus.

G. DE – (Kate Sims – new chair)

The committee needs members from Social Sciences, Humanities and CTE.

H. WI – (Sharon Dansereau - 3rd year chair)

No report

I. CRC – (Jana Smith 2nd year chair)

The CRC committee approved course proposals for Nursing and for Fire Science and brought these courses before Senate for approval.

- Motion to vote on the Nursing courses as a block
- Motion carried by voice vote (1 abstention)
- Motion to approve AS-Fire Science Program Modification
- Motion carried by voice vote (1 abstention)

J. Sustainability – (Drew Kapp new chair)

The committee's report will be provided at the next Senate meeting.

K. Bullying Survey for Hawai'i CC Report (AdHoc Committee)

(Discussion to join with a proposed task force with College Council and Administration)

The committee's report will be provided at the next Senate meeting.

II. New Business

A. Faculty Engagement (College Council, Professional Development, etc...)

This will be discussed at the next Senate meeting.

B. Recruitment of faculty for pool towards consideration to serve on Academic Grievance and Student Conduct committees (Faculty nominates 3 members and submits the names to the Chancellor and Chancellor chooses the chair from the group)

The following people volunteered to be on the Academic Grievance Committee:

- Janet (Jana) Smith
- Erick Cremer
- David Tsugawa

The following people volunteered to be on the Student Conduct Committee:

- Luzviminda Miguel
- Sandy Claveria
- Claudia Wilcox-Boucher

C. Academic Senate Executive Committee and Committee Chairs (3rd week)
This will be discussed at the next Senate meeting.

D. Work Life Survey Results (PowerPoint)
All new business will be discussed at the next Senate meeting.
This will be discussed at the next Senate meeting.

III. For the Good of the Order

A. UHPA UPDATE (David Tsugawa)
HawCC now has Faculty Reps for every PAU:

PAU 1	RENEE DELA CRUZ	TRADE & INDUSTRY
PAU 2	DONALA KAWAAUHAU	BUSINESS EDUCATION
PAU 3	CAMILLE HERNANDEZ	NAT & SOC SCIENCES/NURSING
PAU 3	HELEN NISHIMOTO	ACAD SUPPORT/HUMANITIES
PAU 3	DESEREE SALVADOR	ACAD SUPPORT/HUMANITIES
PAU 4	DAVID TSUGAWA	UH CENTER- WEST HAWAII

B. Chief of Safety and Security – Rene Gobeyn (934-2762)

C. Auxiliary and Facilities Services Officer @ POM Chris Madeo (934-2758)

D. ACCJC Accreditation Team Visit October 15-18, 2018

E. Pau Hana @ Joann's Lounge (88 Kanoelehua Ave, Hilo) 4pm-6pm after the meeting!

IV. Adjourn

Meeting was adjourned at 2:19 PM.

Next meeting:

Friday, October 26, 2018 @ 12pm, HawCC 388-103 (Manono), Elama, Rm. 183
(Pālamanui)

Academic Senate Meetings for fall 2018 – 12p-2p, Friday, 9/28/18, 10/26/18, 11/16/18
Places: same