

Minutes: Academic Senate of Hawai'i Community College
Friday November 16, 2018, 12:00 - 2:00pm

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

Call to Order: 12:05 PM Claudia Wilcox-Boucher (Chair)

Minutes: Robyn Kalauli (Secretary)

Attendees: Vivian Chin, Gordon Ching, Sandra Claveria, Toni Cravens, Erick Cremer, Karen Crowell, Sharon Dansereau, Tanya Dean, Lynn Erdmann, Harold Fujii, Lisa Fukumitsu, Grace Funai, Samuel Giordanengo, Robyn Kalauli, Drew Kapp, Michelle Lambert, Bernhard Michels, Donna Madrid, Luzviminda Miguel, Carrie Mospens, Caroline Naguwa, Trina Nahm-Mijo, Lew Nakamura, Ruria Namba, Helen Nishimoto, Christine Quintana, Michelle Phillips, Noëlie Rodriguez, Deseree Salvador, Pamela Scheffler, Kate Sims, No'el Tagab-Cruz, David Tsugawa, Leanne Urasaki, Brenda Watanabe, Claudia Wilcox-Boucher

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

- Quorum ascertained

II. Roll Call and Introductions

Approval of the October 26, 2018 minutes– Att. 1

- Motion to approve minutes (Harold Fujii/Sam Giordanengo)
- Minutes approved

III. Consent Agenda Approval- Att. 2, 3, 4, 5, 6, & 7

- Motion to accept consent agenda with two words changed to the WI report (attachment 6) and with the addition of the GEC report (Harold Fujii/Sam Giordanengo)
- Motion approved

V. Old Business - Items for discussion/revision/approval

a. CRC – (Jana Smith) Att.2

- Consent agenda

b. DE – (Kate Sims) Att.3

- Consent agenda

c. EPC- (Toni Cravens) Att.4

- Consent agenda

d. FPC – (Karen Crowell) Att. 5

- Consent agenda

e. GEC- (Helen Nishimoto and James Schumaker) no attachment

- Claudia will add the GEC report to the consent agenda

f. HAP- (No'el Tagab-Cruz) no report

g. WI – (Sharon Dansereau) Att.6

- Consent agenda

h. Sustainability – (Drew Kapp) no report

i. Bullying Survey for Hawai'i CC Report (AdHoc Committee/task force with College Council and Administration)

- Committee members are Erick Cremer, Helen Nishimoto, Carrie Mospens, Claudia Wilcox-Boucher, David Tsugawa, Sandra Claveria, and Robyn Kalauli
- The committee has not met yet.

VI. New Business

a. Reorganization Survey (faculty)

- Discussion ensued about what will be done with the survey results. Some ideas included sharing the results with administration and possibly submitting a resolution to administration and John Morton. We agreed that the results will first be shared with faculty for discussion before any further action is taken and before the survey results are sent to administration.
- Motion to move survey forward (Christine Quintana/Sam Giordanengo)
- Motion passed

b. Human Resources (response from interim VCAS Ken Kaleiwahea)

- Administration is in the process of improvement design of HR to see where bottlenecks occur in the hiring process. Positions that were not filled and are in danger of being lost are high priorities. These include positions that have been vacant for two years and risk going back to the system for reassignment.
- The recruitment process was discussed in detail and Ken reiterated that administration is aware that there are definite areas within the process that need improvement and that administration is trying to find solutions to these issues. Some steps involved in the hiring process, however, cannot be changed as they involve system level forms that are hard copies and require signatures, which are routed manually. At this time, electronic forms are not available.
- Ken also shared that payroll is Human Resources number one priority. There are only four people in the Human Resources office, and they are responsible for 400 people roughly. This number is on par with other campuses. Also, processing lecturers creates significant spikes in the workload.
- A concern was mentioned about the lag in pay for new hires and specifically for lecturers. Offer letters (generated by divisions) are created based upon the lecturer's start date, and start dates can cause lecturers to not get paid for the first or even second pay period. Other colleges within the UH system use the same start date as full time faculty. It was suggested that our college also use the same start date for lecturers and full time faculty to ensure that lecturers do not experience a lag in pay and that their benefits are not affected.
- Please contact David Tsugawa with questions, thoughts, concerns, complaints about payroll issues and he will share this with UPHA representatives.

VII. For the Good of the Order

a. UHPA Update (David Tsugawa) Att. 7

- The Rate My Administrator Survey will run again next semester. David proposed that the survey is administered via a three year cycle and that an additional qualitative survey is administered. Based on an idea from the Fall 2018 WoLC survey, UHPA will conduct its own version called "What I Wish My Administrator Knew". The purpose of this survey is to collect qualitative data by asking us (faculty) what we want administration to know. The idea is to provide administration with specific action points and suggestions that will help us to be better at our jobs. A Senator suggested that rather than a three year cycle, this survey be administered every two years.
- If anyone found any mistakes concerning union dues, please contact David.

b. Update by Vice Chancellor of Academic Affairs, Joni Onishi (given by Trina Nahm-Mijo and Lisa Fukumitsu)

- Trina and Lisa discussed student success strategies as prioritized from System, and these include the following themes:
 - High Priority #1 - First Year Success
 - High Priority #2 - Academic Pathways/Transfer
 - High Priority #3 - Returning/Working Adults
 - High Priority #4 - Online Distance Ed
- High Priority #1 success measures were discussed (only full time students are included) regarding the number of students who successfully completed their first year classes. The following measures were discussed:
 - Completion of the correct 30 credits in a clear pathway. This is contingent upon identifying the correct pathway immediately, so career exploration needs to be emphasized.
 - Completion of 9 credits in the first semester in an area of interest
 - Completion of appropriate English and Math in the first year
 - Implementation of a sense of becoming or growth mindset.
- Some other information that was shared includes that student advising needs to be revamped because faculty are not STAR experts; maybe a pairing of a counselor and a faculty member (faculty as a mentor rather than an advisor) is a possibility.

c. Mr. Ching has reserved the Tsunami Room at E Komo Mai (former Coquis) for pau hana after the meeting.

d. OER Concerns

- Academic Senate Chairs share concerns about several issues pertaining to OER such as quality over cost, FERPA laws regarding the rights of students to maintain privacy regarding their personal information (who has ownership of students' personal information), who is paying the authors of the texts and for what possible agenda (potential biased information), and

how materials are supplied to students (digital vs. print and potential costs for making copies of digital texts).

e. Reminder: The deadline for the MFA for direct deposit is November 30, 2018.

f. Concerns about the lack of air conditioning in the cafeteria

- Claudia will follow-up with Ken about this issue and will report back at the December Senate meeting.

g. Reminder: There is free food for students on Mondays at 4:30 on the cafeteria lanai.

Viii. Adjourn

- Motion to adjourn meeting (Harold Fujii/Sam Giordanengo)
- Motion approved; meeting adjourned at 1:59 PM

Next meeting: Friday, December 7, 2018 @ 10 AM, HawCC 388-103 (Manono), Elama, Rm. 183 (Pāalamanui)