

Academic Senate Meeting Minutes: August 23, 2019

<p>Date: August 23, 2019 Time: 12:00pm Location: 388-103 (Manono), Koali Bldg-106 (Pāalamanui)</p>	<p>Members Present: Vivian Chin (EC), Sandy Claveria, Alma Cramer, Erick Cramer, Karen Cromwell, Sharon Dansereau, Kenoalani Dela Cruz, Camelo Ducusin, Susie Dill (EC), Reshela Dupuis, Michael Espe, Grace Funai, Sam Giordanengo (EC), Laura Hill, Meidor Hu, Robyn Kalauli, Drew Kapp, Donlala Kawa‘auhau (VICE CHAIR), Larissa Leslie, Tamera Loveday, Donna Madrid, Joshua McDaniel, Bernard Michels III, Luzminda Miguel, Carrie Mospens, Trina Nahm-Mijo, Lew Nakamura (EC), Jesna Nissam, Cheryl Pavel, Michelle Phillips, Christine Quintara, Noelia Rodriguez, Neva Supe-Roque, Jennifer Sims, Jana Smith, No‘el Tagab-Cruz, David Tsugawa (EC), Claudia Wilcox-Boucher (CHAIR) Pāalamanui: Toni Cravens, Tanya Dean, Ruria Namba, Kate Sims, Aimee Mclennan</p>
<p>Call to Order: 12:00 pm By: Claudia Wilcox-Boucher (Chair) Mins: David Tsugawa</p>	<p>Guests: Allie Atkins (Lecturer), She Clark (Lecturer), Val Hafford (Lecturer) Guest: Hae Okimoto (UHCC AVP of Student Affairs) Guest: Kapua Kaulia (ASUH President, HawCC) Guest: Sherisse Tiogangco (Interim Registrar) Guest: Thomas Kalili</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Claudia Wilcox-Boucher at 12:01pm with 43 senators (including 7 Executive Committee members) present.		

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2. Roll Call and Introductions / Guest	No roll call was taken as quorum was evident and 3 guests were present. Introductions were given.		
3. Approval of the April 26, 2019 Meeting Minutes Attachment 1	<p>Motion to accept the April 26, 2019 meeting minutes. (DuPuis/Smith)</p> <p>No corrections or additions made to Minutes.</p> <p>Motion carried unanimously by voice vote.</p>	Motion carried.	
4. Chair Report	<ol style="list-style-type: none"> 1. DC Checklist & Faculty and Staff Development (FSD) Report On Boarding reminder 2. Chair attended ACCCFSS on Monday, August 19, 2019. BOR appointed two new liaison to academic senates- Ernie Wilson and Randy Moore. Liaisons will field any concerns; however, BOR will not be coming to Big Island. FS chairs were concerned about Senator Mercado-Kim's attempts to fire faculty. 3. New UHPA President Ashley Maynard wants to visit HawCC, new contract negotiations will start this year. Maynard wants to address campus climate. Chair wants to invite Maynard to October or November FS meeting. 4. Introduction of Kapua Kuala, ASUH President, HawCC 		

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<p>5. Hae Okimoto, UHCC AVP of Student Affairs</p>	<p>Okimoto: “Participation Verification” Policy (No Show Policy). Federal policy requires verification that students are participating to be eligible for federal financial aid. Okimoto was tasked with making mechanism for accounting for student participation. Two options: 1) Instructors can opt to use an automatic questionnaire to students in Laulima (system or instructors generated). Faculty can check to see if students completed questionnaire. 2) Instructors can use self-service to mark students who have not participated using Laulima questionnaire or self-report, then verify that the information is correct.</p> <p>- Q: What will stop students who are not showing up for completing questionnaire?</p> <p>Okimoto - A: Students will be liable for final grades. There will be a lot of communication from system and HawCC’s VC Student Affairs. Students will be dis-enrolled from course if they fail to attend.</p> <p>- Q: Are students who do work in Laulima but do not come to class considered as participating?</p> <p>Okimoto - A: Yes.</p> <p>- Q: What is students coming to class is required?</p> <p>Okimoto - A: 1) You can not use Laulima as the tool, but the you will have mark them in self-service. 2) You can tell students as part of your syllabus that students need to be physically present.</p> <p>- Q: How will this affect students who are homeless or living out of their cars?</p> <p>Okimoto- A: System is providing HawCC instructors with options for instructors, students and the university to comply with federal regulations. Students who are homeless will probably not sign up for online courses. This is just a way for UH to fulfill federal obligations.</p>		

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<p>5. Hae Okimoto, UHCC AVP of Student Affairs (continued)</p>	<p>- Q: As a biology instructor teaching labs which meet only on Thursdays, is this going to be available on Friday? Okimoto - A: Hopefully, students will have signed up for the course, and they will show for the class.</p> <p>- Q: What if students do not show up? Okimoto - A: When I was still teaching, students would still email me to tell me to say, "Sorry, I will be there next class." In which case, instructors can just go in and mark them as present.</p> <p>- Q: For timing, can instructors go in on Friday after the Wednesday deadline? Okimoto - A: On Thursday, instructors will get notification asking for verification. Instructors will actually have until Friday at 4pm.</p> <p>- Q: What about Friday-Only classes? Okimoto - A: So, that's a hard one. Comment: They will have to do it at night. Okimoto: Students will be notified that they are being dis-enrolled. On Monday night, the process will run. On Tuesday, emails will be sent to students and instructors explaining what will happen.</p> <p>- Q: It is two weeks? - Q: Does this also count for the 50% tuition refund? Okimoto - A: This is for no show students. We are telling students to dis-enroll. Also, these students often do not pay. We do not want students to have a financial obligation.</p> <p>- Q: How does this work with our current "No Show" policy? Okimoto - A: If you want to continue to run your own policy, that is okay. The only difference is that now there is a policy behind it. I have share the actual wording with Claudia; I will share with you as well.</p>		

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<p>5. Hae Okimoto, UHCC AVP of Student Affairs (continued)</p>	<p>Okimoto: Right now, you have your own policy. With this “No Show” Policy, you can say, “I need your ‘No Show’ documentation. By having this policy, hopefully your VC of Student Affairs will say, “Make sure you do this. If you don’t, we will come and hound you.”</p> <p>- Q: What is the process? The proposal is to go system wide? Okimoto - A: The policy is going to be system wide. The implementation of the policy: you have options. You can use Laulima, the self-service, or STARFISH route. There is not system-wide policy now.</p> <p>- Q: What about courses that are staggered throughout the semester? Okimoto - A: For this roll out, we are only doing this for all-term courses. For subsequent semesters, you will have to do this for all parts-of-semester courses. If you wanted to run the automated system, it will run accord to the schedule. <i>(Okimoto provided email and phone number for feedback.)</i> Spring 2020, the policy will start.</p>		
<p>6. Sherisse Tiogangco, Interim Registrar</p>	<p>HawCC Policy: Current “No Show” Policy is on our website. Policy purpose is to comply with federal student aid and Title IV regulations. <i>(Summary of current policy given. Find on website.)</i> Form is on website. We do not do STARFISH. Will inquire if this is a possibility for Spring 2020. <i>(Instructions on procedure for submitting form. Find on website.)</i> - Comment: If you want to use other means, then contact the EPC to give suggestions for review to change existing policy.</p>		

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Sherisse Tiogangco, Interim Registrar (continued)	<p>Notification will be sent probably today or Monday.</p> <ul style="list-style-type: none"> - Q: Will hard copy forms be available at the Registrar's Office? <p>Tiogangco - A: Yes, forms are available at the office or can be printed.</p> <ul style="list-style-type: none"> - Q: Where is your office? <p>Tiogangco - A: (sic) in the Welcome Center.</p>		
7. Old Business – Committees for 2019-2020	<p>CHAIR: Any changes to committee chair reports?</p> <ul style="list-style-type: none"> - CRC: Experimenting with the co-chair option this semester. - DE: Carrie Butler is new chair. - EPC: Brenda Watanabe is new chair. - FPC: Deseree Salvador is new chair. - GEC: James Schumacher and Helen Nishimoto (new) co-chairs. - HAP: No'el Tagab-Cruz chair. - WI: Sharon Dansereau chair. - Sustainability Committee: Drew Kapp and Debbie Weeks (new) co-chairs. 		

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<p>8. New Business - Lecturer Policies Guest: Allie Atkins</p>	<p>Atkins: Lecturer for 14 years. One class cancelled, one class given to a faculty member. Issues for lecturers that need attention from administration and UHPA. Will take three concerns to UHPA and hopefully have these concerns put into next contract agreement.</p> <p>Concern 1 - How are course assigned: If faculty have full classes, additional classes go to lecturers. If faculty do not have enough classes, they take classes from lecturers. For lecturers, a letter of agreement is signed in the previous semester. However, if faculty have low enrollment, classes are taken from lecturers. Lecturers need more respect and job security.</p>		

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<p>8. New Business - Lecturer Policies Guest: Allie Atkins (continued)</p>	<p>There is no apparent distribution method for assigning classes to lecturers. Suggestion: Use seniority to determine class assignments: Step C, then Step B, then Step A Suggestion: If lecturers have a certain number of years employment, they should be allowed limited-term contracts and be called “Probationary” and not “Temporary”.</p> <p>Suggestion: If there are other available classes that are close to the subject area of the lecturer’s usual classes, then these could be offered to long-term lecturers instead of hiring new lecturers or employees.</p> <p>Concern 2 - There are discrepancies of enrollment numbers for lecturers/labs and between campuses regarding required numbers of students to run or cancel a class. In addition, lecturers are only informed about cancelled classes three weeks or a month before classes start. No credit is given for class preparation over the summer.</p> <p>Concern 3 - Pay schedules. Hire date is not the same for pay date for lecturers. Request to be paid on first day of instruction as first day of payment. In addition, if there mandatory meetings before the first day of instruction, then lecturers should be compensated for attending. Third, there are health coverage concerns. There are gaps in health care coverage.</p> <p>Summary: 1) Job security. 2) Respect and acknowledgment.</p> <p>Questions and Discussion: - Q: What about COBRA? Atkins - A: COBRA is too expensive. - Comment: QUEST is a better alternative.</p>		

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<p>8. New Business - Lecturer Policies Guest: Allie Atkins (continued)</p>	<ul style="list-style-type: none"> - Q: Was there any opportunity for a full-time position? Atkins - A: Yes, but some of the classes required to teach were not my specialty, so I did not want to do it. - Comment: When scheduling, according to HR, if a lecturer is hired by exception, HawCC has to give preference to the person who meets the MQs, even if the lecturer is new and there are Step C lecturers who want to teach. This is a UH system requirement/policy. - Comment: System is enforcing the MQs. - Comment: If you are writing the MQs, include “or equivalent experience” can be your way of saying this person has taught for x-number of years even though they do not have a masters degree in the discipline or category. - Comment: That issue has already come up where the degree was not exactly the MQ and was not hired for that position. - Comment: The system decides on the qualifications. - Comment: Distinction between what is right and what is done. Employers do get to set the conditions for the employees. Lecturers have to organize and present to UHPA. - Comment: MQs are difficult to change. - Comment: It comes down to remembering who is most important - the students. - Comment: HR looks for completion of items (MQs). - Comment: Senate chairs discovered that there seem to be discrepancies in pay methods. It was brought up at the UHPA BOD meeting as well, and this should be brought up for negotiation. - Comment: It really helps if classes can fulfill requirements. Students can be advised to take classes and receive financial aid. 		

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<p>8. New Business - Lecturer Policies Guest: Allie Atkins (continued)</p>	<ul style="list-style-type: none"> - Comment: September 30 is the application deadline for submitting class proposals to fulfill categories. - Q: Is it appropriate for lecturers to participate in the process of designation applications? - A: They can take the lead, but they would have to work with their DC. - Comment: The FS can draft a resolution to help the lecturers. - Q: Are the some faculty who would like to write up a resolution? - A: Requires thought and should be included in Old Business in next FS meeting. 	<p>Discuss with colleagues to come up with a resolution</p>	<p>Next FS meeting.</p>
<p>9. Thomas Kalili – Island Savings Plan – Retirement Planning Resource</p>	<p>CHAIR: For new and recent faculty hires, there are retirement resources available.</p> <ul style="list-style-type: none"> - TK: For faculty, there are several parts to your state retirement. Know what pension plan you are in. Early Retirement System (ERS) is the state retirement plan for faculty. <ers.chawaii.gov> 1) Pension Plans. - Comment: UHPA provides information and reports on the status of our retirements plans. If you want to know, contact UHPA. - TK: Your retirement benefits are based on 1) years of service, 2) the average salary over the course of your career. Depending on what plan you are in, this may vary. - TK: Ten years for vesting to receive employer contributions. - Q: The tier of your plan is determined by year of hire? - TK: Correct. - TK: Know what pension plan you are in. <p>CHAIR: For new and recent faculty hires, there are retirement resources available.</p>		

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<p>9. Thomas Kalili – Island Savings Plan – Retirement Planning Resource</p>	<ul style="list-style-type: none"> - TK: For faculty, there are several parts to your state retirement. Know what pension plan you are in. Early Retirement System (ERS) is the state retirement plan for faculty. <ers.ehawaii.gov> 1) Pension Plans. - Comment: UHPA provides information and reports on the status of our retirements plans. If you want to know, contact UHPA. - TK: Your retirement benefits are based on 1) years of service, 2) the average salary over the course of your career. Depending on what plan you are in, this may vary. - TK: Ten years for vesting to receive employer contributions. - Q: The tier of your plan is determined by year of hire? - TK: Correct. - TK: Know what pension plan you are in. - TK: Defined Contribution Plans. There are multiple plans available. E.g., Island Savings Plan. A Defined Benefit Plan is a plan where your benefit is determined by how much you contribute. - TK: PTS Deferred Compensation Retirement Plan. For part-time employees, i.e., lecturers. Can and should be transferred once you become tenure-track faculty. - Comment: UH will do something with your money, so you need to actively do something yourself now. - Q: When should we start thinking about retirement planning? - TK - A: From the day you start your career. Sign up for ERS workshops as long as you are within two years away from retirement. - Q: Can you just go to a workshop to get information? 		

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<p>9. Thomas Kalili – Island Savings Plan – Retirement Planning Resource (continued)</p>	<ul style="list-style-type: none"> - TK - A: No. There is a local office where you can go in a talk to someone if you are within six months of retiring. 974-4077, but they are very busy. - Comment: There are workshops for those who are not close to retiring. - TK: Other retirement source: Social Security, which is going through major changes (strained, may disappear). Go to <www.ssa.gov> for estimates of your benefits. - Comment: Once FICA taxes are maxed out, no more contributions are necessary. - TK: Section 457 Plans. E.g., Island Savings Plan. 1) You determine what you contribute. Contributions are flexible. 2) You use pre-tax dollars to save. 3) - TK: Best saving rate is 10% of your income. - Q: How do you get your money out? - TK - A: You can take your money out when you leave your job. Exceptions: Financial hardships (death in the family and funeral costs, mortgage foreclosure, medical costs that cannot be covered). No age requirement. - TK: Investments are controlled by Board of Trustees. - TK: Be sure to keep your beneficiary benefits current. - TK: (<i>Information packets include addresses and telephone numbers.</i>) - TK: Island Savings Plan is a supplement for retirement. - If you have a PTS Deferred Compensation Retirement Plan, call TK to have it rolled over. To find out if you have, telephone number: 1-800-600-7167 (Oahu office). - TK's cell number: 808-347-0386 		

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10. For the Good of the Order	<ul style="list-style-type: none"> a. Welina Barbecue reminder: August 30 b. People interested in writing up the resolution for lecturers, meet right after FS meeting. c. September 30 deadline to submit application for diversification for Foundations. Forms will be sent out with instructions. d. Executive Committee member stay after FS meeting to discuss schedule. 		
7. Adjourn	<p>Motion to adjourn at 1:58pm. (Claveria/Dela Cruz) Motion approved unanimously by voice vote.</p> <p>Next Meeting: Friday, September 27, 2019 @ 12pm, Manono – 388-101, Pāalamanui – Koali, Rm.101</p>	Motion Carried.	