

Academic Senate Meeting Minutes: November 22, 2019

<p>Date: November 22, 2019 Time: 12:00pm Location: 388-103 (Manono), Koali Bldg-101 (Pālanuanui)</p>	<p>Members Present: Lissandra Baldan Jenkins, Carrie Butler (EC), Gordon Ching, Sandi Claveria, Alma Cremer, Erick Cremer, Karen Crowell, Tanya Dean (PAL), Kenoalani Dela Cruz, Renee Dela Cruz, Susie Dill (EC), Reshela DuPuis, Harold Fujii, Garrett Fujioka, Samuel Giordanengo (EC), Laurel Gregory (PAL), Laura Hill, Lucy Jones (EC)/(PAL), Drew Kapp, Donala Kawa’auhau (VC), Colby Kureyasu, Akeakamakamae Kiyuna, Glenn-Dee Kuwaye, Donna Madrid, Bernard Michels, Luzviminda Miguel (EC), Darrell Miyashiro, Trina Nahm-Mijo, Helen Nishimoto (EC), Michelle Phillips (EC), Nathaniel Roberts (PAL), Deseree Salvador, Jennifer Sims, Kathryn Sims, Janet Smith, Mitchell Soares, Orlo Steele, Jacqueline Stradtman-Carvalho, Neva Supe-Roque, No’el Tagab-Cruz, Leanne Urasaki (EC), Warren Walker, Brenda Watanabe, Claudia Wilcox-Boucher (C) Lecturers: Christina Hoffman (PAL)</p>
<p>Call to Order: 12:09 pm By: Claudia Wilcox-Boucher (Chair) Mins: Michele Phillips (recording/notes) / David Tsugawa (Minutes draft)</p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Claudia Wilcox-Boucher at 12:09pm with 60 senators (including 11 Executive Committee members) present. No roll call was taken due to the large number of members present.		

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2. Roll Call and Introductions / Guests	<p>No roll call was taken due to the large number attending.</p> <p>Guests: Chancellor Rachel Solemsaas (polycom), VCAA Joni Onishi, VCSA Dorinna Cortez, VCAA Ken Kaleiwahea (polycom), Intermim Dean CTE Jessica Yamamoto</p>		
3. Approval of the October 23, 2019 Meeting Minutes Attachment 1	<p>Motion to accept the October 23, 2019 meeting Minutes with corrections. (Fujii/Giordanengo)</p> <p>No discussion.</p> <p>Motion carried unanimously by voice vote.</p>	Motion carried.	
4. Senate Chair Report	<ul style="list-style-type: none"> • CCCFSC report <ul style="list-style-type: none"> ○ Looks like we will not make performance funding, so we are asking for that to be reviewed quickly by new vice president. • ACCCFCS report (EP 5.201 Executive Policy EP 5.201, Approval of New Academic Programs and Review of Provisional Academic Programs) att. 3,4, & 5. <ul style="list-style-type: none"> ○ No discussion. ○ Clarification - Looking for endorsement and comments? Both. ○ Claudia will tell them we have no comments. <p>GUESTS: HawCC Administration Team – BUDGET 2019-2020 The following questions were submitted by the Executive Committee to our Administration to assist with our discussion and understanding: Questions were submitted to admin – they may or may not</p>		

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	<p>address today. Looking for clarification about how administration is making decisions about these topics. We are trying to determine how we, as faculty, might be able to support and promote student success and to help our leadership, but this requires transparency.</p> <p>Dec. 6 meeting: Chair Wilcox-Boucher has asked the interim UHCC Vice President Erika Lacro to meet with faculty – we are deciding if it should be Executive Committee with questions submitted by other faculty or a meeting with all faculty at the same time.</p> <p>*** The following questions were answered during the Administration presentation: (not in order, answers given by question)</p> <p>What are the criteria for cancelling classes? Is it consistent for all classes – or are there other factors to be considered? What classes do they plan on cutting on this time?</p> <ul style="list-style-type: none"> ○ Criteria: low enrollment is part of it but not all. Is a course required to fulfill a degree and if graduating students need it that semester. Fewer choices of courses may be more fully enrolled. Palamanui has exceptions / lower threshold because of smaller population. WI courses are also important; HAP/GEC are less likely to be cut depending on number offered. ○ Not consistent for all classes. LBRTs has gotten closer to an “ideal” schedule. Schedule is complicated due to different factors. ○ There have been requests for evening classes – faculty should consider. 		

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	<ul style="list-style-type: none"> ○ Some have already been cut – remains to be seen for Spring 2020. Some classes were cancelled before registration due to historically low enrollment. This gives students more opportunity to get into other classes. Used to be Wednesday before classes that classes were cut, so admin trying to be proactive in doing this earlier because it is too late. ○ Generally, classes with fewer than 12 students enrolled are up for being cut. ○ Watch list is held by DCs and usually shared to lecturers if their classes are on it. (VCAA Onishi) • What is the enrollment needed for courses taught by lecturers? <ul style="list-style-type: none"> ○ Lecturer cost is not the only factor. Lecturer A – 12, B – 15, C – 17 students needed to break even. (VCAA Onishi) • Is there a hiring freeze? <ul style="list-style-type: none"> ○ No. DMA and philosophy going forward with their hires. (VCAA Onishi) • What positions do they plan on cutting if any at this point in time? <ul style="list-style-type: none"> ○ None right now. We need to continue to work on meeting goals though. (VCAA Onishi) • What programs are being considered for cutting? <ul style="list-style-type: none"> ○ None at this time. Two years in a row, we lost HOST faculty; looking at temporarily stopping it for one year beginning Fall 2020 to re-evaluate if industry wants HOST or tourism, etc. (VCAA Onishi) • How are individual administrators contributing to the financial health of HawCC? <ul style="list-style-type: none"> ○ Unsure what was meant by this question. (VCAA Onishi) 		

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Clarification: How are we finding grants, etc? <ul style="list-style-type: none"> • Interim Dean of CTE Yamamoto working on county, state, external grants. Ideas? Ask Interim Dean of CTE Yamamoto. • Chancellor Solemsaas from private donors. • How can the admissions process be more student-friendly? How are we attracting new students? <ul style="list-style-type: none"> ○ There is an onboarding committee who answer to VCAA Onishi and VCSA Cortez. There is a 20% increase. ○ VCSA Cortez – per her son’s experience elsewhere, we need to make our students feel wanted and it relevant to what they want to do. Application process needs to be simple, intuitive, and there needs to be a quick response. Immunizations did not stop - can register for fall and spring at the same time. (VCSA Cortez) ○ HawCC online application was too cumbersome. System is working with a vendor on simplifying online applications. (VCSA Cortez) ○ Application process – processing time is now on demand. Applications are being done in about one week. (VCSA Cortez) ○ Using texts to send information to students. Looking at chat apps to allow students to ask questions. (VCSA Cortez) ○ On-boarding: How to make students feel welcome. (VCSA Cortez) ○ Counseling has changed new student orientation: After orientation, students can register for classes using a career path. (VCSA Cortez) 		

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	<ul style="list-style-type: none"> ○ There is a need for improved communication for faculty to know about what is happening. (Chair Wilcox-Boucher) • Faculty non-teaching positions and teaching positions – How many are there? How is the workload divided? How can HawCC be more efficient with workloads? <ul style="list-style-type: none"> ○ Not sure what was meant by the workload divided. ○ Faculty classification should determine workload – what faculty should be doing. ○ Number of faculty - 84 instructional total (70 Hilo, 14 Pālamanui, 3 construction academy + 10 vacancies); 25 non-instructional faculty (3 Pālamanui, 1 NHERC, 23 Student Affairs, 2 EdVance, 4 Academic Support, 1 Nursing, 2 Liberal Arts/Humanities, 2 vacant positions) <ul style="list-style-type: none"> ○ 96 lecturers (72 Hilo, 24 Pālamanui) (VCAA Onishi) • Can the Student Success committees report on their progress/results/plans? <ul style="list-style-type: none"> ○ System-level committee went on a “pause,” except for the cognitive assessment group – looking at Accuplacer is valid. Also at system level they went with Complete College America and JFF came up with four priorities – 1) FY success, 2) transfer, 3) returning adults, 4) online distance education – these have been used to structure what we are doing on our campus. Sandy Kama sent out attachments this morning. Student success enrollment initiatives were implemented – there also new ones for this AY. IRAO data is accessible to all faculty and staff if data is desired, including enrollment and retention for our campus. (VCAA Onishi) 		

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	<ul style="list-style-type: none"> • What is Administration asking of Faculty during this time? How can Faculty be of additional assistance? <ul style="list-style-type: none"> ○ Faculty can attend Erica Lacro's (Interim UHCC VP) presentation on Dec 6. Performance targets will be discussed during this meeting. (VCAA Onishi) Don't let students use their personal barriers as barriers. Some are not ready for college, but we need to teach <ul style="list-style-type: none"> ○ Students how to be successful – offer guidance for how to navigate resources. But maintain academic rigor – do not lower standards. Give students the tools to make them successful. Use MySuccess, Turnitin, WICOR (AVID), etc. (VCAA Onishi) • Questions added on the floor: <ul style="list-style-type: none"> ○ Can the Operational Budget be provided to the Faculty Senate? <ul style="list-style-type: none"> ▪ Can be provided. (Chancellor Solemsaas) ○ How to reduce fringe benefit costs? <ul style="list-style-type: none"> ▪ Institutionalize tuition-funded positions that are essential; reallocate vacant positions (VCAA Kaleihaweā) ○ What G-funded positions will be lost? <ul style="list-style-type: none"> ▪ Minimize tuition-funded positions (VCAA Kaleihaweā) ○ What positions will be cut? <ul style="list-style-type: none"> ▪ Will be addressed next fiscal period. (Chancellor Solemsaas) ○ NHERC budget/services/plan for the future? Are the positions there G-funded? <ul style="list-style-type: none"> ▪ All are included in the budget plan. They do have 		

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	<p>vacant positions that were provided by the state legislature.</p> <ul style="list-style-type: none"> ▪ Can those positions help us at Manono/PAL? ○ Can someone from the Faculty Senate sit in on the budget process? <ul style="list-style-type: none"> ▪ There is no budget committee, but there are plans to make the budget process more transparent. (Chancellor Solemsaas) ○ How are we funding the buses to NHERC for the All College meeting in January? <ul style="list-style-type: none"> ▪ Existing resources will be used. (Chancellor Solemsaas) ○ When did the deficit occur? <ul style="list-style-type: none"> ▪ 		
<p>5. Old Business – Items for Discussion/ Revision/Approval Attachment 2</p>	<p>a. CRC – (Ku’ulei Kanahale and Jana Smith) att. 6 & 7.</p> <ul style="list-style-type: none"> • There were some last minute additions by Math and Natural Science Dept. (Science) that were added to a hard copy brought to Senate – SCI 190V, AS-NSCI-PSC, AS-NSCI-BSC, ASC-ENVS. • Motion to add these four to the list to be voted on <ul style="list-style-type: none"> ○ Fujii move to accept, Second from DuPuis ○ 1 abstention, all other voice vote yes • Motion to make a block vote to accept proposals out of committee; moved by Giordanengo, second by Fujii <ul style="list-style-type: none"> ○ Unanimous voice vote of yes. <p>b. DE – (Carrie Butler) att., no report</p> <p>c. EPC- (Brenda Watanabe) att. 8, 9 & 10.</p> <ul style="list-style-type: none"> • Slight changes were made to COR policy: Work load equivalencies, cross-listed courses, recommended preparation, PLOs • Questions were raised about if COR should be required if we 	<p>Motion passed. One abstention.</p> <p>Motion passed.</p>	

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	<p>have Kualii.</p> <ul style="list-style-type: none"> • Motion to table this particular policy, EPC to confirm with Joni. <ul style="list-style-type: none"> ○ Giordanengo moved to accept, second by Walker. ○ Discussion: <ul style="list-style-type: none"> ▪ Departments are supposed to generate the COR; but GEC and CRC require CORs ▪ The name could be changed from COR to COF ▪ Clarification – GEC accepts COF or COR. ○ Voice vote yes, 1 abstention. <p>d. FPC – (Deseree Salvador) att. No report</p> <p>e. GEC- (Grace Funai and James Schumaker) att. 10.</p> <ul style="list-style-type: none"> • Proposals were submitted and vetted by the committee and are ready for approval by Senate • Motion to block the proposals for a single vote, by <ul style="list-style-type: none"> ○ Giordanengo moved to accept; second by Fujii <ul style="list-style-type: none"> ▪ One proposal for Foundations - Math 140 ○ Unanimous voice vote yes. <p>f. HAP- (No’el Tagab-Cruz) att. # 11.</p> <ul style="list-style-type: none"> • One proposal – Recommending BOT 105 for HAP designation <ul style="list-style-type: none"> ○ Motion to approve by DuPuis, second by Smith ○ Unanimous voice vote yes. <p>g. WI – (Sharon Dansereau) att. No report</p> <p>h. Sustainability – (Drew Kapp and Debbie Weeks) att. 12 & 13.</p> <ul style="list-style-type: none"> • Certificate is still being worked on and continues development – hope to get it to CRC by January. • Rules for S-designation to be sent out; proposals will be accepted in January. • Continuing to work on statement related to sustainability and Mauna Kea. 	<p>Motion passed. One abstention.</p> <p>Motion passed.</p> <p>Motion passed.</p>	

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	<ul style="list-style-type: none"> • RISO has been started. Asking for participation of students in activities. • Earth Day (April 24 – Friday for Earth Day) planning has been started. A proposal has been made to include a targeted HawCC event on a Wednesday (April 22) that will include a panel of our students and target our undergraduate population. April 25 might be island-wide huaka`i malama aina projects. • Nahm-Miho – Drew Kapp’s reassign time was denied; requested that Senate do a motion to support his reassign time. <ul style="list-style-type: none"> ○ Motion for Academic Senate to support the Earth Day Coordinator to get 3 credits reassign time in the Spring. ○ Motion by Nahm-Miho. Second by Weeks. ○ Discussion: <ul style="list-style-type: none"> ▪ This is a high-profile event with 200 student volunteers, 1600+ K-12 students, which may be their first exposure to college. ▪ Would anyone be willing to write an official Senate resolution? Nahm-Miho offered to write resolution; Josh McDaniel and Drew Kapp to support. ▪ Some committees (like graduation) have no compensation for these types of large events – this would set a precedent. Non-instructional faculty do not have “re-assign” time – this should be included in the statement. Support statement should be written to say 3 credits reassign time or equivalent for non-instructional faculty. (Christine Quintana) ○ Motion passed by voice vote. 1 abstention. 	<p>Motion passed. One abstention.</p>	

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	<p>i. Resolution #2019-5 (Faculty Support for Lecturers) final reading – Giordanengo, att. 14</p> <ul style="list-style-type: none"> • Meeting with lecturers. Original statement conflicted with contract. Giordanengo will present lecturer concerns to UHPA BOD for consideration for new contract negotiations. • Motion to approve resolution by Cremer, second by Nishimoto. <ul style="list-style-type: none"> ○ Motion passed by unanimous voice vote. 	Motion passed.	
6. Report from Administration	<p>Chancellor Solemsaas – Fiscal period ends June 30; will be providing an update during convocation week. Looks like we are going to have a shortfall again.</p> <p>VCAA Kaleiwahea – Document was sent to Claudia – she will distribute. Deficit was predicted to be 800K in the red.</p> <ul style="list-style-type: none"> • Budget: <ul style="list-style-type: none"> ○ Used professional development budget to help balance the budget but will not be putting a moratorium on mainland travel. <p>Vacancy savings were created by holding additional</p> <ul style="list-style-type: none"> ○ Vacant positions or delaying recruitment (G-funded positions 201K, tuition funded positions). Overtime was adjusted. Overload 50K was made on end-dates for that overload. Casual hire costs are adjusted based on back-filled positions. Once filled, casual hire costs will decrease. Worker’s comp line there was an error; it is already included in fringe cost for regular payroll for tuition and fees (error by Ken on original budget deficit). NHERC operating budget was also 		

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	<p>adjusted based on expenditures. Campus labs renewal is 24K per year – this was augmented through academic support.</p> <ul style="list-style-type: none"> ○ Bottom line: Projected deficit 800K as of Oct 31. Some projections were in error, but it was still 400K. But the described adjustments made to balance the budget creates enough savings to zero out the deficit by June 30, 2020. ○ BOR policy requires we have a 5% at the system level, but also requires a 10% - 16% reserve at the campus. HawCC fell below the 10% reserve (short by 301K). This is included in these projections – we are balanced for this fiscal year. <p>We still have a lot of work to do to put us in a better financial position to meet our goals even though the budget should be balanced by the end of AY 2019-2020.</p> <p>Vacant positions are being used to balance budget, but theses cannot be held forever. Some of them are needed by programs, so we need to determine other ways to ensure financial stability. Longer term strategies need to be developed to increase enrollment and completion –</p> <ul style="list-style-type: none"> ○ currently we have lower tuition revenue and lower performance funding. We need to cut down our expenditures or increase enrollment. ○ Need to increase enrollment, retention, and graduation rates to increase revenue. ○ From the floor, requested a breakdown of the 		

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	<p>operation budget (B budget) – Chancellor Solemsaas said she or VCAA Kaleiwahea would provide it.</p> <p>VCAA Onishi -</p> <ul style="list-style-type: none"> • Student Success: Faculty are important for helping with enrollment. Letting students know their grades in a timely manner can help with retention. If faculty can take the lead, it can be helpful to develop solutions. • Retention and completion are important. • Faculty can access data from IRAO office. • Performance funding calculations were done 2013-1016 enrollment, which were our highest enrolled years. From the baseline they add on 5% to the goal. There’s no way for us to get caught up. 		
7. New Business	Tabled for Administration Budget Presentation (follow-up to AS mtg 9.27.19 presentation)		
8. For the Good of the Order	<p>j. UHPA Update: Giordanengo – No report</p> <p>k. Palamanui</p> <p>l. NHERC</p> <p>m. PAU HANA Social at Alma & Erick Cremer Hale - 1481 Ainaola Drive (808-345-7693) * balloons on the left.</p>		
9. Adjourn	<p>Next meeting: Friday, December 06, 2019 (Curriculum) @ 2pm, Manono – 388-101, Palamanui – Koali, Rm.101</p> <p>Motion, second (unclear)</p> <p>The time listed here is currently scheduled for College Council on this</p>	Motion Carried.	

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	day – may be adjusted (check with FS Chair Wilcox-Boucher and CC Chair Giordanengo).		