

College Council Meeting Minutes

Date: Sept 14, 2018 Time: Noon Location: Manono 388-101/Palamanui Elama 183	Members Present: Carrie Mospens, Kristine Kotecki, Rachel Solemsaas, Ken Kaleiwahea, Jessica Yamamoto, Reshela DuPuis, Donna De Silva, Meidor Hu, Jeff Fujii, Larissa Leslie, Neva Supe-Roque, Laurel Gregory, Claudia Wilcox-Boucher, Ku’ulei Kanahale, Taupouri Tangaro
Call to Order: 12:06 pm By: Carrie Mospens Minutes by: Laurel Gregory	Guests: Kalani Flores, Bernard Michels, Rene Gobeyn

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Quorum established (9)		
2. Call to order	Meeting called to order at 12:06		
3. Approval of minutes – April 13, 2018 – att. 1	Motion to approve the April 13, 2018 minutes. DuPuis/De Silva Motion carried unanimously by voice vote.	Motion Carried	
4. Approval of new College Council Vice Chair	Noted that due to conflicting obligations, Richard Cowan was not able to fulfil the duties of College Council Vice Chair. Kristine Kotecki was put forth as a nominee. Motion to approve Kristine Kotecki as College Council Vice Chair. Wilcox-Boucher/Supe-Roque Motion carried unanimously by voice vote.	Motion Carried	
5. Approval of amended College Hour calendar – att.2	Discussion ensued regarding irregularities in the section for “Planning Notes”. Since consensus regarding changes was not obtained, the vote will be postponed.		

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	The Chair will request feedback via email so that requested changes can be presented at the next College Council meeting on October 12, 2018.	Carrie Mospens	September 28, 2018
<p>6. Old Business</p> <p>a. Climate Survey 2018 – att.3</p> <p>i. Results</p> <p>ii. Next Steps</p> <p>iii. Preparation for next Climate Survey</p> <p>b. HAW1.001 – att. 4</p> <p>c. HAW 4.201 – att. 5</p> <p>d. HAW 5.202 – att. 6</p>	<p>The Climate Survey task force determined that the results could be grouped into three categories: physical (facilities); spiritual (morale); and logistical (communication). To date the Vice Chancellor for Administrative Services continues to address concerns about facilities and the Admin team continues to address morale. The task force will address communication</p> <p>As a point of information the Climate Survey task force is in the process of developing communication protocols to promote and facilitate effective communication at the College.</p> <p>The next Climate Survey will be deployed February 2019 with a focus on identifying what is going well and why and identifying which areas need improvement. The results will be compared to previous survey results to determine trends, changes, and new findings.</p> <p>The Academic Senate Chair noted the importance of using the data provided by not only the Climate Survey but also the System Worklife Survey and the Academic Senate Bullying Survey.</p> <p>Policies HAW 1.001; HAW 4.201; and HAW 5.202 were unanimously passed by email vote. All motions carried.</p>		
7. New Business			

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
a. Charter revisions – att. 7	In addition to amending the Charter to reflect the membership changes approved in the previous semester, numerous typos and inconsistencies need to be edited. Reshela DuPuis volunteered to assist with the revisions.	Carrie Mospens Reshela DuPuis	October 12, 2018
b. Accreditation preparation – att. 8	<p>Accreditation Liaison Officer, Kalani Flores, provided suggestions on how to prepare for the accreditation team visit since the College Council will be on the interview schedule. He reviewed typical questions that may be asked. He detailed parts of the report that mention the Council and its role and suggested reading those parts before the visit: Standard IV, plus Standard 1A&B, the College Mission and the Institutional Learning Outcomes. The Council should also be familiar with decision making processes for the College, assessment, and the budget process.</p> <p>Kalani recommended updating College Council website as soon as possible since the Team will look at it before they arrive.</p>		
c. New website features – att. 9 & 10	<p>Chancellor Solemsaas reported that \$25,000 has been set aside to support professional development opportunities. There is an option to apply for deadline exception. The webpage is under Faculty and Staff Resources.</p> <p>Another new webpage is titled Kauhale Engagement where there are posted opportunities for participation in community events in association with the College. The page also serves to recognize participation.</p>		
d. Budget 101	Chancellor Solemsaas reported that the College is 6.2 % down in enrollment, which impacts the College budget by making it necessary to		

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<p>e. Restructure Proposal Update</p>	<p>find ways to balance the budget.</p> <p>The Chancellor provided a presentation to explain the process for budget allocations. Departments may request the presentation by contacting Janice Watanabe.</p> <p>Some points:</p> <p>Choice should reflect priorities or values, beyond just money. This includes space, facilities, equipment, information and data, personnel and skill sets. All need to be in balance.</p> <p>It is crucial to have prudent reserves. The System requires 5%, but HawCC wants to maintain 10%.</p> <p>Emphasis placed on the importance of making tough choices together and to the benefit of our students.</p> <p>Strategies for budget limits will be brought to the College Council meeting in October.</p> <p>The Chancellor reported changes from January 2018 Restructure Proposal. Discussion ensued.</p> <p>A new chart will be shared by the Vice Chancellor of Administrative Services for feedback.</p>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
f. FSD end-of-year report – att. 11 g. 2018 Faculty Worklife Survey Results – att.12 h. Academic Senate Bullying Survey	Point of information. Deferred until October meeting Deferred until October meeting	 Deferred Deferred	
8. For the good of the order a. Meeting Wrap Up – what to report b. Next Meeting c. Other	The Chair will be sending a “meeting wrap up” to representatives to highlight the information that needs to be passed on to constituents. Next meeting is scheduled for October 12, 2018 from 12:00 – 2:00pm The Chair will be reaching out to each representative to assist with accreditation preparation.	 Carrie Mospens Carrie Mospens	 September 21, 2018 ASAP