

College Council Meeting Minutes

Date: February 8, 2019 Time: 12:00 – 2:00pm Location: 388-101 & Koali 101	Members Present: Donna De Silva, Reshela DuPuis, Jeff Fujii, Laurel Gregory, Larissa Leslie, Meidor Hu, Ken Kaleiwahea, Tennille Kephart, Kristine Kotecki, Carrie Mospens, Joni Onishi, Rachel Solemsaas, Neva Supe-Roque, Jessica Yamamoto, Claudia Wilcox-Boucher, Melanie Dorado Wilson
Call to Order: 12:03pm By: Carrie Mospens Mins: Meidor Hu	Guests: Lissandra Baldan Jenkins, Colby Koreyasu, Jesna Nissam, Kaleo Pilago, Beth Sanders

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Quorum met (7)		
2. Call to order	Meeting called to order at 12:03pm		
3. Approval of the minutes – January 11, 2019 – att. 1	Motion to approve the January 11, 2019 minutes. (Supe-Roque/Fujii) Motion carried unanimously by voice vote.	Motion Carried	
4. Old Business a. Integrated Planning Research Task Force Nominations	The Integrated Planning Review task force stems from our Qualitative Focus Essay (QFE) that identified integrated planning as one area that the College wishes to better address. As mentioned at our January meeting, integrated planning refers to: planning, evaluation, and resource allocation. (Mahalo to Resh for clarifying that we should be using the term “evaluation” rather than “assessment” when discussing integrated planning.) Though the College currently has a planning process based on the strategic, long range development, technology, and academic master plans, the process is cumbersome and not sustainable. Therefore, the Council has been identified as the overseeing body to create a task force that will research a more effective model for the College.		

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	<p>Currently the Integrated Planning Review Task Force is comprised of the director of EDvance to lend insight related to planning, the dean of Liberal Arts and Public services to lend insight related to evaluation, the interim vice chancellor of Administrative Services to lend insight related to resource allocation, and the chair of College Council to assist with the task force's charge.</p> <p>In discussing the call for nominations to participate on the task force, representatives asked for clarification regarding the charge, workload expectations, and time commitment.</p> <p>The Chancellor provided the charge as the following charter statement: Title: QFE Integrated Planning Review (IPR) Taskforce Purpose: The taskforce will support the improvement of the integrated planning processes, specifically they will review where and how to consolidate and streamline 1) campus plans, 2) the program and unit review processes, and 3) the allocation of resources.</p> <p>Scope:</p> <p>The IPR Task Force tasks include:</p> <ul style="list-style-type: none"> • Compiling and analyzing data and survey results. • Researching best practices and models for high quality integrated planning. • Developing an updated integrated planning model for implementation. This will include strengthening the links between outcomes assessment and the program and unit review 		

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<p>b. Update for College Climate Survey Task Force</p>	<p>process (PURP), and reviewing and clarifying the relationship between the PURP and budget allocation.</p> <ul style="list-style-type: none"> • Assisting the College in the implementation of the revised model and drafting relevant policies. • Assisting in the evaluation of the updated model and revise and improve as needed. <p>To address workload concerns, the Chancellor affirmed that the task force would have latitude to determine the need for reassigned time.</p> <p>It was also noted that administration needs to be aware of all directives to avoid conflicts. With that in mind, it will be paramount that all progress is reported to College Council to ensure alignment.</p> <p>As a next step, the Council chair will arrange to meet with the director of EDvance, the dean of Liberal Arts and Public Services, and the interim vice chancellor of Administrative Affairs to identify potential members and send invitations. If you are interested we can add you to the team.</p> <p>Chancellor Solemsaas will arrange to meet with the vice chancellor of Student Affairs and the vice chancellor of Academic Affairs to address QFE Action plan 2: First Year Experience (FYE)</p> <p>The Council chair recently met with Mary Washington and Jason Santos from the Kauhale Analytic & Intelligence unit to review the current College Climate Survey for effectiveness. Though our current survey provides a great deal of meaningful data, their recommendation is to postpone deployment of the survey in order to construct a new survey that we can tailor to our needs using a program that provides data collection and visualization software. This upgrade will greatly assist with</p>	<p>Chair to arrange IPR meeting</p>	<p>Prior to March 8, 2019</p>

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	<p>interpreting the data and can be used to facilitate follow-up on survey feedback. Additional discussion items from this meeting can be found in this link.</p> <p>Currently this task force is comprised of: Mari Giel, Sam Giordanengo, Carrie Mospens, and Deseree Salvador. Mary Washington and Jason Santos are available for assistance. Please contact Carrie Mospens if you are interested in joining.</p>		
<p>5. New Business</p> <p>a. Deployment of College Climate Survey</p> <p>b. Vibrant Hawai'i Island Update</p>	<p>Deployment of the survey is postponed until 2020.</p> <p>Chancellor Solemsaas shared a presentation about Vibrant Hawai'i Island. This is an initiative dedicated to solving poverty on Hawai'i Island by following a collective impact framework that has been developed to solve complex social issues, with the intent being to connect the public, business, social, and lived-experience sectors of our community to work together towards the goal of a vibrant, thriving community. Current participants include Kamehameha Schools, the Hawai'i Community Foundation, Hawai'i United Way, the Food Basket, and Hawai'i Community College. If you are interested in participating, please contact Chancellor Solemsaas.</p>		
<p>6. For the good of the order</p>	<p>Representative Wilcox-Boucher requested an update on facilities and suggested that a site be created to provide facility updates so that the information would be readily available to reference for the purposes of planning activities or events.</p>		

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<p>a. Meeting Wrap up – what to report</p> <p>b. Next College Council meeting</p>	<p>Interim vice chancellor of Administrative Services noted that Hale Aloha construction will be completed on February 18, 2019 and the cafeteria air conditioning will be fixed during spring break.</p> <p>The Chair will send a “Meeting Wrap Up” on what to report to constituents.</p> <p>The next Council meeting will take place on March 8, 2019 from 2:00 – 4:00pm MC 388-101 & Pāalamanui Koali 107. We will be joined by Krista Hiser and Matt Lynch from the UH System Office of Sustainability to discuss the direction of the Sustainability Initiative.</p> <p>Motion to adjourn. (Wilcox-Boucher/De Silva) Meeting adjourned at 1:13pm.</p>	<p>Motion Carried</p>	