

**COLLEGE COUNCIL MINUTES - February 12, 2021**

<p>College Council Meeting Minutes</p> <p><b>February 12, 2021</b>, 12:00 - 2:00 pm</p> <p>Location: Zoom</p>	<p>Chair: Jeff Fujii</p> <p>Vice Chair: Reshela DuPuis</p> <p>Representatives: Ākeamakamae Kiyuna, Beth Sanders, Christine Quintana, David Tsugawa, Helen Nishimoto, Larissa Leslie, Meidor Hu, Tennille Kephart</p> <p>Ex-Officio Members: Jessica Yamamoto, Joni Onishi, Kei-Lin Cerf, Ken Kaleiwahea, Melanie Wilson, Rachel Solemsass</p> <p>Guests: Calla Luera, Callie Martin, Carrie Mospens, Daniel Loo, Debbie Weeks, Dorinna Cortez, Eri Hall, Glenn-Dee Kuwaye, Ian Shortridge, Jeanne Batallones, Kaleopono Quintana, Kenoalani Dela Cruz, Kesha Kubo, Kim Stevens-Sugitan, Kulia Salavea, Lew Nakamura, Luis Viegas, Luria Namba, Luzviminda Miguel, Mari Giel, Mary Washington, Monica Burnett, Nancy Kunishige, Nate Roberts, No’el Tagab-Cruz, Sara Vogel, Sheena Mathews, Tagi Qolouvaki</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:12 p.m.</p> <p>By: Jeff Fujii</p> <p>Minutes: David Tsugawa</p>			
<p>2. Ascertain quorum</p>	<p>Chair Jeff Fujii ascertained quorum.</p>	<p>Jeff Fujii</p>	

<p>3. Approval of Minutes: <a href="#">CoCo Minutes, January 15, 2021</a></p>	<p>Motion to approve and second (Rachel Solemsass/David Tsugawa)</p> <ul style="list-style-type: none"> <li>- Discussion: Request by ASUH Representative Helen Nishimoto to refer to her in the Minutes document as Student Government Representative Nishimoto or ASUH Student Representative Nishimoto, not as Nishimoto.</li> <li>- Response: Vice Chair DuPuis said it is a stylistic choice – titles used in first reference.</li> <li>- Response: ASUH Representative Nishimoto retracted request.</li> </ul>	<p>Motion carried unanimously</p>	
<p>4. Reports</p> <p>A. Chancellor’s Update</p>	<p>4. Reports</p> <p>A. Chancellor’s Update</p> <p>1. 80<sup>th</sup> Anniversary Celebration masks and t-shirts are available.</p> <p>2. Important Dates</p> <p>March 5: UH system usually holds Hawai’i Student Success Conference. No system conferences this year. Hawai’i CC will hold focus forums for getting feedback on integrated or strategic planning. Some departments will have meetings on March 5. UH will use part of the day for cross-campus collaboration including existing work groups related to organizational and resource planning document. Watch for system announcements for cross-campus scheduling and working groups.</p>		

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<hr/>	<p>April 16: Hawai'i CC Kauhale Day. One activity planned for students under Social Sciences. Waiting for other plans to be announced. Activities will most likely be planned for the morning; College Council is meeting in the afternoon.</p> <p>3. Accreditation: We are working with Accreditation Liaison Officer Kalani Flores to submit the mid-year report. Annual report is also due.</p> <p>4. Vaccinations: VCAS Ken Kaleiwahea is coordinating registration with the Department of Health. Hawai'i CC is considered Priority 1B. Anyone who comes to campus should have received an email form the Department of Health with instructions to register and schedule a vaccine shot.</p> <p>May 6: End-of-Year Celebration: Still time to nominate colleagues for awards. Nominations end on March 12.</p> <p>Accreditation Quality Focus Essay: Represents action items on self-study report. Focus on Integrated Planning and First Year Experience. Sessions have been planned to get feedback on Integrated Planning.</p> <p>COVID Steering Committee Report: Asking for a no-cost extension for CARES Funding because of difficulties in procuring some resources.</p> <p>B. DSA Update: VCSA Dorinna Cortez</p>		
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b. Update from Financial Aid -  
VCSA Dorinna Cortez

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- Hawai'i CC had the highest rate of participation in the Participation Verification process (99%). Held debrief meeting on Monday on how to improve the process. This is important for compliance for federal financial aid. There are still some glitches to work out.

**\*\*\* CAMPUS POWER OUTAGE at 12:30 p.m.;**  
**Chair Fujii re-checked for quorum -> Okay.**

**\*\*\* POWER BACK ON.**

- VCSA Dorinna Cortez asked for assistance in helping coordinate UH Foundations Scholarship awarding process. New person would shadow with Grace Funai to learn the process, then take over next year. There are approximately 65 scholarships to be awarded.

C. Committees

- i. Assessment Committee (AC)

C. Committee Reports

- i. AC (Luria Namba) - The committee is working on finalizing the memos for the comprehensive report. Meeting next week. Will be able to submit three reports to the College Effectiveness Review Committee.

<p>ii. College Effectiveness Review Committee (CERC)</p> <p>iii. Committee on Committees (CoC)</p> <p>iv. Environmental Sustainability Committee (ESC)</p> <p>v. Faculty and Staff Development Committee (FSDC)</p> <p>vi. Kauhale Analytics and Intelligence Advisory Committee (KAIAC)</p>	<p>ii. CERC (Joni Onishi) – Committee is continuing work on response memos to program and unit reviews received last year and this year.</p> <p>iii. CoC (Jeff Fujii) - Has not met yet.</p> <p>iv. ESC (Debbie Weeks) - Almost completely staffed. Still looking for Civil Service and APT members. Planning first meeting in March to prepare for La Hōnua/Earth Day Fair.</p> <p>v. FSDC (Jeff Fujii) – Walking Challenge goals have been met. Goal was 1K miles; new goal is 2K miles. Cooking Workshop is planned; email was sent out.</p> <p>vi. KAIAC (Mary Washington) - Working on QFE meeting in late February. Did not have a chance to discuss campus climate, but will work on that. Will work on CCSSE results.</p>		
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<p><del>vii.</del> Community Participation Committee (CPC)</p> <p>D. Update from COVID Steering Task force</p>	<p>vii. CPC – No report</p> <p>D. COVID Steering Task Force Update: Will resume Steering Committee. First meeting is March 5; will meet monthly thereafter. First task is to review the priority criteria for new funding source. Once this is done and the Kauhale is notified of the criteria, requests can be made for resources. Additional \$2.5 million in funds were received; \$500K goes to student aid, \$2 million goes to the institution. Student aid: UHCC has convened the VCSA to develop ideas on how to distribute student aid by defining “exceptional needy” and who qualifies.</p> <p>Updates for CARES 2 and CARES 3 Funds (Ken Kaleiwahea) – CARES 1 spending completed. Still trying to spend down CARES 2 funds – \$300K still available to spend before end of period in May. Working on procuring items and spending funds. CARES 3 - Only 25% spent; \$745K available budget left. For assistance with procuring items, contact Ken Kaleiwahea.</p> <ul style="list-style-type: none"> <li>- Question (Helen Nishimoto): Of the CARES 3 funds that have been expended, how much was spent on students, how much has been encumbered to students?</li> </ul>		
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<hr/>          E. Leadership Cohort task force          F. CoCo Charter Review Task Force - <a href="#"><u>Charter Working Draft</u></a>	<p>straits. Please do your best to expedite this portion of the CARES Act assistance.</p> <ul style="list-style-type: none"> <li>- Response: Will do.</li> </ul> <p>E. Leadership Cohort Task Force (Rachel Solemsass) No report except invitation to join, especially those who have participated in previous leadership cohorts.</p> <p><b>*** NOTE FROM CHAIR JEFF FUJII: COVID Steering Task Force, Leadership Cohort Task Force, and CoCo Review Task Force have been put on the Agenda under Reports until their roles are complete.</b></p> <p>F. CoCo Charter Review Task Force: <a href="#"><u>Charter Working Draft</u></a></p> <p>Discussion points: The following two points need to be addressed as soon as possible as they are relevant now and need to be addressed before next semester because of the nature of the issues.</p> <ol style="list-style-type: none"> <li>Officership?</li> <li>Representative Membership?</li> </ol>		
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<p>5. Old Business</p> <p>A. Policy Updates/Review</p>	<ul style="list-style-type: none"> <li>- Comment (Jeff Fujii): Need to settle officership and representative membership before fall semester.</li> <li>- Comment (Helen Nishimoto): I have differing positions on the two issues than the Chair and Vice Chair.</li> <li>- Question (Jeff Fujii): Is a working open document the best way to make revisions?</li> <li>- Comment (Resh DuPuis): Timing is important to resolve the two issues of officership and representative membership because it affects who can or cannot be elected as Vice Chair. If the College Council chooses to not allow ex-officio members to be officers, then both the Chair and Vice Chairs for next year need to be trained by the end of the semester.</li> <li>- Request (Jeff Fujii): Please add comments on the Charter Working Document and get feedback from your constituents.</li> </ul> <p>5. Old Business</p> <p>A. Policy Updates/Review</p> <ol style="list-style-type: none"> <li>1. <a href="#">HAW 9.209</a> - Chancellor Rachel S. - Updated, EP 9.209 has been abolished and moved to EP 5.207</li> </ol>		
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<p>1. <a href="#">HAW 9.209</a> Emeritus Policy</p> <hr/>	<p>a. Academic Senate Resolution <a href="#">#2020-2</a></p> <p>Comment (Rachel Solemsass): The only changes being proposed are to update policy numbers. Asking College Council to vote on current proposal since the changes are minor and just clean up.</p> <p>Comment (David Tsugawa): The Senate Resolution writers felt that the EP Policy was not as specific as it could be. Senate Chair will ask Senate Resolution writers to draft a revision and propose it to the College Council.</p> <p>Motion to approve and second the proposed policy changes to Policy 9.209 which relates to updating the UH policy number which has recently changed (Rachel Solemsass/Joni Onishi)</p> <p>Comment (Jeff Fujii): College Council was waiting for feedback from the Faculty Senate before proceeding with vote on the Chancellor's proposal.</p> <p>Comment (David Tsugawa): The Faculty Senate will provide a proposed revision to Policy 5.207 and HAW Policy 5.207 based on the Senate Resolution 2020-#2.</p> <p>2. <a href="#">HAW 7.102</a> Guidelines for Handling a Disruptive Student (current version) 2020-11-24</p>	<p>Motion carried unanimously</p>	
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2. [HAW 7.102](#) Disruptive Student Policy

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a. [HAW 7.102 Handling a Disruptive Student Revision \(DRAFT with markup\)](#) - CARES team has reviewed and made revisions on this draft

First Reading of Proposed Amendments as seen in Mark-ups and Revisions (Sara Vogel): Page 1 revisions were streamlining or edits. End of page 1 on to page 2 – revisions were of differentiating disruptive behavior for in-person classes, off-campus classes, online synchronous classes so there were protocols for the different delivery types of classes. End of document: Identify what happens after identifying a disruptive student, what steps to take.

- Comment (Jeff Fujii): There are two copies – the original version and the revision with mark-ups.
- Comment (Resh DuPuis): This is the first reading, asking for feedback from constituents. Second reading will be at next College Council meeting, hopefully we can vote on the revised version.
- Comment (Rachel Solemsass): On the revised version, some information is purposely left incomplete because of possible future changes.

B. CoCo Zoom recording rules for dissemination

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Report (Rachel Solemsass): Office of General Counsel provided the following:

1. [HRS Chapter 92F](#). Defines a government record as information from an agency such a Hawai'i CC as written, auditory, visual, electronic, or other physical form. Maintaining this government record is defined as holding, possessing, preserving, retaining, storing, or having administrative control. Once created, a recording is a government record, and is subject to disclosure under HRS Chapter 92F. However, the retention and availability of that government record is something that we can define or clarify. If we have a policy that says any recording is destroyed after its purpose is served (assist in recording of Minutes), then once it is destroyed, it is no longer available. If there is a public request for the recording, we can refer them to the official Minutes. Until we have such a policy the recording is a government record and subject to disclosure. As long as the copy exists and someone requests it, we must provide it based on public disclosure. If we say it is available to Hawai'i CC, then it is also available to the public. With regards to the recordings, members of the College Council may not have the privacy rights which will prevent public disclosure because they are participating in a role as a public employee. We can clarify how long a recording is available and what its purpose is, and this may help if we get a public disclosure request.

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<hr/>	<p>Comment (Jeff Fujii): For clarification, the College Council meeting recordings are held only until the Minutes are approved. We can put this down in procedure. There is a way to have entire meetings transcribed.</p> <p>Comment (Resh DuPuis): There is no policy, only the current practice in place. The College Council can decide to make this formal or not.</p> <p>Comment (Jeff Fujii): The College Council can also move to not make any meeting recordings.</p> <p>Comment (Rachel Solemsass): Two proposals. 1) Do we have Zoom recordings, yes or no? 2) If we do have recordings, do we adopt a practice where the Zoom recordings are only for the purpose of creating Minutes and not shared publicly at Hawai'i CC, and that the recordings will be destroyed once the Minutes have been approved by the College Council. If nothing is done, recordings are subject to public disclosure upon request.</p> <p>More options and variations were discussed.</p> <p>Recommendation (Resh DuPuis): Any policy decided for College Council meeting recordings should apply for all College Council committees.</p> <p>Motion and seconded to table this discussion (Helen Nishimoto/Rachel Solmesass)</p>	<p>Motion carried unanimously</p>	
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