

COLLEGE COUNCIL MINUTES - March 12, 2021. DRAFT

<p>College Council Meeting Minutes March 12, 2021, 12:00 - 2:00 pm Location: Zoom</p>	<p>Chair: Jeff Fujii</p> <p>Vice Chair: Reshela DuPuis</p> <p>Representatives: Ākeamakamae Kiyuna, Beth Sanders, Tennille Kephart, Christine Quintana, Laurel Gregory, David Tsugawa, Helen Nishimoto, Alan Ku</p> <p>Ex-Officio Members: Rachel Solemsaas, Dorinna Cortez, Joni Onishi, Jessica Yamamoto, Ken Kaleiwahea, Taupouri Tangaro</p> <p>Guests: Aimee MacLennan, April Kualii-Neal, Calla Luera, Callie, Carrie Mospens, Cheryl Pavel, Chris Midel, Daniel Loo, E.K. Flores, Jeanne Batallones, Jennifer Sims, Jesna Nissam, Kanoe Lambert, Kenoalani Dela Cruz, Keshia Kubo, Kristine Kotecki, Kulia, Larissa Leslie, Lisa Fukumitsu, Lissandra Baldan Jenkins, Lorianne Fukui-Stoos, Luria Namba, Luzviminda Miguel, Mari Giel, Michelle Phillips, Nadine Uina, Nancy Kunishige, Naveen Siriah, Neva Supe-Roque, Sheena Matthews, Warren “Wailani” Walker</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 2:03pm</p> <p>By: Jeff Fujii Minutes: Ākeamakamae Kiyuna</p>	<p>Meeting is not recorded. There is no written process or procedure set in the charter.</p>		
<p>2. Ascertain quorum</p>	<p>Chair Jeff Fujii ascertained quorum.</p>	<p>Jeff Fujii</p>	
<p>3. Approval of Minutes: CoCo Minutes, February 12, 2021</p>	<p>Motion to Approve: Beth Sanders Second: Joni Onishi</p> <p>Discussion</p> <ul style="list-style-type: none"> ● No discussion 	<p>Motion carried unanimously</p>	

<p>1. Reports A. Chancellor's Update</p>	<p>1. Reports A. Chancellor's Update (Rachel Solemsaas)</p> <ul style="list-style-type: none"> a. VP Lacro working group reports and feedback are due today. Mahalo to everyone who has been actively participating in the working groups - those facilitating as well as participating. b. Updates about federal funding <ul style="list-style-type: none"> i. CARES <ul style="list-style-type: none"> 1. Higher Education Emergency Relief Fund 1 (HEERF) 2. 500k to students 3. 500k for institutional support 4. Title III status → \$1mil ii. December 2020 → CRRSAA <ul style="list-style-type: none"> 1. Through DOE (HEERF 2) 2. Did not receive grant award notice, but have been informed of our share of funds <ul style="list-style-type: none"> a. Same amount to student aide b. 2mil to institutional aide c. 1mil to minority serving institution (NH and AANAPISI) iii. American Rescue Plan Act <ul style="list-style-type: none"> 1. Just passed by House, Senate, House 2. 1.9T <ul style="list-style-type: none"> a. 170 billion goes to education i. 40 billion goes to higher education 3. President Lassner announcement links to Senator Schatz breakdown of how much of that will go to Hawai'i <ul style="list-style-type: none"> a. Will send a wala'au email to the Kauhale to check links 		
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<p>B. DSA Update</p>	<p style="text-align: right;">b. One time funding will bring relief and hopefully this will alleviate the situation</p> <p>iv. HEERF 3</p> <ol style="list-style-type: none"> 1. No direction yet from DOE 2. Heard that this is 74% more than what we received in December <ol style="list-style-type: none"> a. ½ (50%) would go to student and emergency aide <p>v. Funding related to the recovery</p> <ol style="list-style-type: none"> 1. Possibly another \$2 trillion <ol style="list-style-type: none"> a. May flow to Hawai'i through workforce development and economic recovery <ol style="list-style-type: none"> i. apprenticeships ii. workforce development 2. Maybe HEERF 4 type of funding <p>B. DSA Update (Dorinna Cortez)</p> <ol style="list-style-type: none"> a. Link to HawCC services for students included in the agenda <ol style="list-style-type: none"> i. also sent out to the Kauhale <ol style="list-style-type: none"> 1. Update on Pāalamanui location → Elama 170 ii. How our services can be accessed iii. Expected response time to email and phone messages iv. Offices open since the time of the pandemic, minus the stay at home order time period <ol style="list-style-type: none"> 1. Modified ways to have in-person services v. Want to get this out to our community <ol style="list-style-type: none"> 1. Feedback → People may not be aware of what is available. Perception that certain 		
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	<p>services are closed and not available on campus.</p> <ol style="list-style-type: none"> 2. Please share this and get this information out to students. 3. Can also contact Dorinna with any questions or concerns. <p>b. Notice sent out regarding Fall 2021 Financial Aid award notification</p> <ol style="list-style-type: none"> i. Goal is to have them ready to send out around the beginning of May → CC wide effort <ol style="list-style-type: none"> 1. Centralized and streamlined process to make packaging consistent across all 7 campuses 2. Hope to reduce the amount of manual work on the part of the offices 3. Centralize the function of packaging 4. Challenges <ol style="list-style-type: none"> a. Procurement for vendors was delayed and took a while to execute contracts b. Up and running now and working with some different vendors <p>c. CARES Kāko'o</p> <ol style="list-style-type: none"> i. 85k set aside for students from CARES 3 <ol style="list-style-type: none"> 1. on the verge of having spent that down 2. students flagged for additional funding and awaiting for feedback from CARES 3 Hui ii. CARES 3 Hui folks have agreed to continue on <ol style="list-style-type: none"> 1. CRRSAA 1 funding 2. Meeting on March 25 3. Hoping to get money out to students as soon as possible 		
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<p>d. Environmental Sustainability Committee (ES)</p>	<p>there are a lot of problems in the process and where things are not clear</p> <p>b. Trying to revise it to make the process a bit more streamlined</p> <p>ii. Committee Interest Survey</p> <ol style="list-style-type: none"> 1. Looking to streamline this process as well 2. Committees are responsible for their rosters and the memos that get sent out <p>d. Environmental Sustainability Committee (ES) (Debbie Weeks)</p> <ol style="list-style-type: none"> i. Met on March 5 ii. Good representation on Manono and Pāalamanui campus iii. Discussed campus sustainability initiatives <ol style="list-style-type: none"> 1. Will develop a list and prioritize this iv. Interested in being involved in community sustainability initiatives <ol style="list-style-type: none"> 1. County Council 2. County Sustainability leaders 3. Move sustainability issues forward v. Supposed to elect a chair, but nobody was interested as of yet, so Debbie will serve as chair for the time being vi. Hui Mālama 'Āina vii. Lā Honua (Earth Day) happening next month 		
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<p>e. Faculty and Staff Development Committee (FSD)</p> <p>f. Kauhale Analytics and Intelligence Advisory Committee (KAIAC)</p> <p>g. Community Participation Committee</p> <p>D. Task Force updates a. COVID Steering Task Force</p>	<p>e. Faculty and Staff Development Committee (FSD) (Michelle Phillips)</p> <ul style="list-style-type: none"> i. Mahalo to Leanne Urasaki, Jennifer Igaya, and Kate Sims <ul style="list-style-type: none"> 1. Walking Challenge 2. 49/52 participants and walked 1977.9 miles 3. Donors, including administration, double the donation (1k - 2k) to the Food Bank ii. Keep an eye on your email <ul style="list-style-type: none"> 1. TPC workshops on April 5 2. Month of AVID trainings in April 9, 16, 23 3. Game Night <ul style="list-style-type: none"> a. Toward the end of the semester <p>f. Kauhale Analytics and Intelligence Advisory Committee (KAIAC)</p> <ul style="list-style-type: none"> i. No update <p>g. Community Participation Committee</p> <ul style="list-style-type: none"> i. No update <p>D. Task Force updates</p> <ul style="list-style-type: none"> a. COVID Steering Task Force (Rachel Solemsaas) <ul style="list-style-type: none"> i. Task force met <ul style="list-style-type: none"> 1. Second round of HEERF 		
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	<ul style="list-style-type: none">2. There will be a follow-up from Ken providing everyone with details and instructions on how to start putting in requests for CRRSAA or HEERF 2 funding3. Student Aid → 500k<ul style="list-style-type: none">a. Dorinna reconvened CARES 3 Hui<ul style="list-style-type: none">i. Members of task force as well as subject matter expertsii. Best way to meet requirements and distribute fundsiii. Part of the funds has to be used for students who are exceptionally needy, not necessarily Title IViv. Will be distributed like CARES 1<ul style="list-style-type: none">1. Through Business Office2. Dorinna provided notice to everyonev. Don't have the award yet, just a few FAQs coming from DOEvi. Intent is to distribute as much as possible for current students during Spring and then another distribution for Fall<ul style="list-style-type: none">b. Institutional and MSI<ul style="list-style-type: none">i. Took the time to discuss what would be priority criteria to look into with new requestsii. With first round of funding, there were 3 priorities<ul style="list-style-type: none">1. strengthen capacity for online instruction and services2. health and safety for kauhale3. anything that will help support institutional priorities (i.e. enrollment, student success)		
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	<ul style="list-style-type: none"> iii. This round looking into 5 criteria <ul style="list-style-type: none"> 1. Closing digital equity gaps 2. Continue to strengthen capacity for digital programs and online services 3. Meeting the educational and economic needs of our community 4. Foster aloha 'āina based education (i.e. sustainability activities) 5. Address the needs of our diverse learners iv. Instead of “first come, first served”, we are looking at a system of opening a request period for implementation in Summer and Fall, then reopen the request period for implementation in Spring v. Technology investment <ul style="list-style-type: none"> 1. Now faced with maintaining and sustaining; need to do a better job of coordinating with subject matter experts 2. Mahalo to Stephen and IT and media folks <ul style="list-style-type: none"> c. Ken Kaleiwahea i. Business Rules (i.e. what can we spend it on) <ul style="list-style-type: none"> 1. Technology requests to get vetted before being approved so that we can streamline ii. Streamline process of requesting (i.e. online form) iii. Be able to close the loop <ul style="list-style-type: none"> 1. Difficult to track which approved requests were completed in terms of the procurement process 		
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<p>b. Leadership Cohort task force</p>	<p>b. Leadership Cohort task force (Rachel Solemsaas)</p> <ul style="list-style-type: none">i. Mahalo to College Council for approving the task force as was proposed<ul style="list-style-type: none">1. Want to request to defer or disband the task force for now<ul style="list-style-type: none">a. Undertaking a lot of transformative workloads in response to COVID (i.e. working groups, task forces, etc)b. Committed to leadership and supporting members of our kauhale who step in to leadership roles, Academic Senate and Jonia re working with ways to support upcoming leaders and shadowing effortsc. Looking at the charter, there are some intersections, so maybe it's best to stepback and see how support could be provided via those routes to our leadership supportii. Tangarō<ul style="list-style-type: none">1. Not putting leadership on the side<ul style="list-style-type: none">a. Realizing that there a lot of committees that people need to serve on2. Kenoa, Tangarō, Rachel realized that leadership is happening in different components (e.g. onboarding)3. Hoping to relieve the kauhale by one committee, maybe its this one<ul style="list-style-type: none">a. The work is being done and it is growing, but maybe this is not the best time to dive into this committee work		
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	<p>4. Leadership will continue with or without a committee</p> <ul style="list-style-type: none"> a. Although the task force is requesting that it be relieved for the moment, also want to open up the opportunity to celebrate members of our kauhale that are stepping up to these leadership roles <ul style="list-style-type: none"> i. If you know members like this, let Tangarō and team know so that we can celebrate them b. Reform this task as we work towards sustaining these leadership processes <p>iii. JEFF (Question): Do we need a motion to disband? Do we need to do this today?</p> <ul style="list-style-type: none"> 1. RACHEL (Response): If we simply defer for the next AY, does that mean it is still in the books and we just change the timeline, since task forces are time limited? Or should we pull it back and then submit a new task force in the future? 2. RESH: Either way, we're going to need a motion, with a second, with time for discussion. 3. JEFF: Table for now. Will have it on the agenda to look at. 4. RESH: Next meeting, request that hui bring a written motion to the floor. 	<p>Discussion tabled until next meeting.</p>	
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<p>e. QFE - Integrated Planning Task Force</p> <p>2. Old Business</p> <p>A. Policy Updates/Review</p> <p>a. HAW 7.102 Guidelines for Handling a Disruptive Student (current version) 2020-11-24</p> <p>i. HAW 7.102 Handling a Disruptive Student Revision (DRAFT with markup) - CARES team has reviewed</p>	<p>a. They have gone through all of the training that has been required by the task force</p> <p>ii. Overall FYE planning group</p> <p>1. Met twice and are identifying/organizing what the experience would be for a first year student</p> <p>e. QFE - Integrated Planning Task Force (Rachel Solemsaas)</p> <p>i. Mahalo to everyone, with special mahalo to Grace, who helped put together this outreach and different focus sessions and the survey to get everyone's mana'o about Integrated Planning processes</p> <p>1. Hosted at least 10</p> <p>ii. Next step is to convene in March to review all the responses</p> <p>1. Kalei Haleamau-Kam and Tangarō are also putting in an activity on April 16, Kauhale Day, as a follow-up to QFE Integrated Planning</p> <p>2. Old Business</p> <p>A. Policy Updates/Review</p> <p>a. HAW 7.102 Guidelines for Handling a Disruptive Student (current version) 2020-11-24</p> <p>i. HAW 7.102 Handling a Disruptive Student Revision (DRAFT with markup) - CARES team has reviewed and made revisions on this draft</p>		
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<p>and made revisions on this draft</p> <p>PDF version of mark-up: https://drive.google.com/file/d/1_IQnPwgCyu5oOczQtdFyCaZ1Ax6-DQCp/view?usp=sharing</p> <p>B. CoCo Zoom recording rules for dissemination - discussion update</p>	<p>PDF version of mark-up: https://drive.google.com/file/d/1_IQnPwgCyu5oOczQtdFyCaZ1Ax6-DQCp/view?usp=sharing</p> <ol style="list-style-type: none"> 1. RESH (Comment): If nobody is comfortable to make a motion at this time, we could have a motion to go to a third reading 2. DAVID (Question): Ask for a deferment for one more month because informed academic senate that he is collecting feedback on this until next week 3. MOTION (David): Motion to defer vote for one month <ol style="list-style-type: none"> a. SECOND (Beth Sanders) b. No discussion c. Vote - Motion has been approved unanimously <ol style="list-style-type: none"> i. Review will be deferred until next month <p>B. CoCo Zoom recording rules for dissemination - discussion update</p> <ol style="list-style-type: none"> a. Jeff: This meeting is not being recorded <ol style="list-style-type: none"> i. No procedure, in writing, on how we deal with recordings ii. Until we figure out and approve and put in our charter how we will be using recordings, we will not be recording any meetings 	<p>Motion carried unanimously.</p>	
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<p>3. New Business A. Schedule for College Meetings 2021-2022</p>	<p>iii. For notetakers, they will not have a recording to refer back to</p> <ol style="list-style-type: none"> 1. Something to consider and something that the task force will have to keep in mind and address <p>3. New Business A. Schedule for College Meetings 2021-2022</p> <ol style="list-style-type: none"> a. First reading of the proposed schedule for college meetings <ol style="list-style-type: none"> i. Numbers and alignment will be cleaned up when it gets converted to a PDF ii. For now, just to have the dates down iii. Please review it, this is the first reading iv. RESH (Comment): If we have missed something, please email Jeff and CC Resh so they can make any edits before the second reading. v. DAVID (Question): Can we add Board of Regents meetings to the calendar as a point of information for everyone to know when the BOR is meeting. vi. RESH (Comment): Second page of schedule, there is a little set of informational sentences that has information about BOR meetings. No motion would be needed since it is already on there. 		
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	<ul style="list-style-type: none">vii. RACHEL (Comment): Maybe we can include the link to the schedule of meetings.viii. DAVID (Comment): College Council making the schedule affects when Faculty Senate Chair can attend certain meetings. Making a request on behalf of the Faculty Senate chair and the ability to attend meetings. Will be communicating with Jeff about dates and will take another look at the dates.ix. HELEN (Comment): BOR meeting days are not correct.<ul style="list-style-type: none">1. JEFF: Will double check the dates.x. RACHEL (Comment): This is the first reading. It will come back for the second reading and then adoption.<ul style="list-style-type: none">1. JEFF: Yes, and this is based off of the current calendar and current meetings. If there are any discrepancies, please let me know and we can revise. We have time.2. RESH: Let all the revisions come in now so that we can send out the revised calendar for a true full reading.		
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<p>B. HAW 9.209, Emeritus Policy recommendation</p>	<p>B. HAW 9.209, Emeritus Policy recommendation</p> <ul style="list-style-type: none"> i. Shared by Academic Senate <ul style="list-style-type: none"> 1. Just an FYI for now ii. DAVID <ul style="list-style-type: none"> 1. Come up with possible additional wording 2. Proposing to have this as the policy wording iii. RESH (Question): Is this first reading? Or is this just informational? Does this need to have a motion to have administration review this? iv. DAVID (Question): Who decides this? v. RACHEL (comment): Will do due diligence to make sure it is aligned with system policy. Is the intent here that the nominations would still come from division chair, to senate, to dean, and then to Chancellor? If that is the case, then we need to also amend section 1. <p>b. DAVID: Don't want to speak to the writer of this. Wanted the person responsible for the resolution to do it. I can take it back, if there is some sort of conflict.</p> <p>c. RACHEL: Just trying to understand because the process is different in the different sections. Would the Chancellor entertain two nominations - one from the senate and the one from the division chair? Is this appending it or replacing it?</p>		
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<p>C. Proposal for a new Standing Committee: Accreditation Steering Committee</p>	<p>d. DAVID: This is an additional way for nominations to occur. The original pathway for nomination and then proposing this additional pathway for nomination. Will double check with the writer of the proposal</p> <p>e. So, this is an FYI for now, and also to get the right pathway for this in order to move forward</p> <ul style="list-style-type: none"> i. This is not up for vote ii. Also need to have due diligence because this links to a system policy. Need to have that assurance of compliance. <ul style="list-style-type: none"> 1. Perhaps Chancellor could check that and report back at our next meeting <p>f. This is the first reading</p> <ul style="list-style-type: none"> i. It now goes to all constituents and at our next meeting we will review it <p>C. Accreditation Steering Committee (First Reading)</p> <ul style="list-style-type: none"> a. Kalani <ul style="list-style-type: none"> i. Proposal is to have an accreditation steering committee, which our college doesn't have ii. Accreditation includes several aspect <ul style="list-style-type: none"> 1. Self-evaluation report → every 7 years 2. Midterm report → Didn't have to do any follow-up reports, like in previous years 		
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	<ul style="list-style-type: none"> 3. Fiscal and annual reports submitted to ACCJC iii. Intention of committee <ul style="list-style-type: none"> 1. Committee to be engaged in the submission of all of these various reports 2. Getting prepared for self-evaluation report 3. Appendix A has outline of things that will occur in upcoming years iv. If anyone has questions about accreditation or anything coming up, please feel free to email Kalani b. Rachel <ul style="list-style-type: none"> i. Learning from our last accreditation, is to prepare for the next cycle ii. This committee does not supersede the role of the ALO, but will support the ALO and the Chancellor in accomplishing what we need to do every year leading up to the evaluation visit <ul style="list-style-type: none"> 1. QFE is a key process of our accreditation iii. With a steering committee, we can build on the requirements that we need to do to provide the support, because this is a Kauhale undertaking and we need all hands on deck c. Will review again at our next meeting, for second reading 		
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<p>4. For the Good of the Order</p> <p>5. Adjournment</p>	<p>d. RESH (Question): Asking for a standing committee? This would need a chair, so who would be the chair?</p> <p>i. RACHEL: The ALO would be the chair. Also encourage folks, if you are interested in being part of the evaluation team, highly encourage you to be evaluators. Mahalo nui to Kristine Kotecki who is joining in the evaluation of the College of the Marshall Islands that is happening next week.</p> <p>4. For the Good of the Order</p> <p>a. Dorinna (Comment): The charter survey was very well done and helped to identify the crux of the questions before the task force. Mahalo</p> <p>5. Adjournment</p> <p>a. MOTION (Beth): Motion to adjourn</p> <p>i. SECOND: David</p> <p>ii. Adjourn at 3:26pm</p> <p>Next College Council Meeting April 12, 2021 from 2:00p – 4:00p</p>		
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