

College Council Meeting Minutes. FINAL

Date: August 27, 2021

Time: 2:00 PM - 4:00 PM

Location: Zoom

[CoCo Aug 27, 2021 AGENDA](#)

Chair: Reshela DuPuis

Vice Chair: Christine Quintana

Representatives: Laurel Gregory, Robyn Kalauli, Sandra Kama, Alan Ku, Larissa Leslie, Daniel Loo, Esther Nathanson, David Tsugawa, Jeff Yamauchi

Ex-Officio Members: Rachel Solemsaas, Melanie Wilson, Dorinna Cortez, Ken Kaleiwahea, Kalei Haleamau-Kam, Kei-Lin Cerf, Jessica Yamamoto, E. Kalani Flores

Guests: Lissandra Baldan Jenkins, Jeanne Batallones, Monica Burnett, Leanda Mamo Bernabe, Toni Cravens Howell, Vivian Chin, Anne Chung, Kenoalani Dela Cruz, Renee AK Dela Cruz, Dana DeSoto, Kate De Soto, Ashton Dircks, Daniel Fernandez, Harold Fujii, Jeff Fujii, Lisa Fukumitsu, Grace Funai, Pearla Haalilio, Ian Hirakawa (Shortridge), Donala Kawa'auhau, Tennille Kephart, Kristine Kotecki, Kesha Kubo, Nancy Kunishige, Glenn-Dee Kuwaye, Kanoe Lambert, Kapena Landgraf, Calla Luera, Aimee Maclennan, Donna Madrid, Sheena Mathews, Dr. Luz Miguel, Carrie Mospens, Tiffany Naea, Luria Namba, Kawehi Nguyen, Adam Onishi, Cheryl Pavel, Michelle Phillips, Kaleopono Quintana, Kūlia Salavea, Jason Santos, Elizabeth Shaver, Kim Stevens-Suguitan, Neva Supe-Roque, No'el Tagab-Cruz, Sherise Tiogangco, Sara Vogel, Wailani Walker, Brenda Watanabe, Debbie Weeks, Claudia Wilcox-Boucher

Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 2:03 PM By: Reshela DuPuis Minutes: Larissa Leslie	Meeting called to order at 2:03 PM <ul style="list-style-type: none"> ● Meeting will not be recorded ● Keep video and mic off unless speaking ● Use chat whenever possible 	Resh DuPuis	
2. Ascertain quorum	<ul style="list-style-type: none"> ● Chair Resh DuPuis ascertained quorum 	Resh DuPuis	
3. Approval of Minutes <ul style="list-style-type: none"> ● CoCo May 7, 2021 MINUTES, DRAFT, Approved 	Motion to approve May 07, 2021 minutes: <ul style="list-style-type: none"> ● Motion: Sandra Kama ● Second: Esther Nathanson Discussion: None Motion carried unanimously	Motion carried	
4. Chair's Update Resh DuPuis <ul style="list-style-type: none"> a. Introduction of New Representatives b. Schedule of College Meetings c. CoCo Website updates d. CoCo AY21-22 Note Takers Schedule e. College Council Charter, Revised 2021-05-07 	<ul style="list-style-type: none"> a. See website for updated membership: http://blog.hawaii.edu/hawcccollegecouncil/membership/ b. Schedule of College meetings has been posted to the College Council website. Let Resh DuPuis know if you have questions c. Review site: http://blog.hawaii.edu/hawcccollegecouncil/ d. Representatives - please review the note-takers schedule. Daniel Loo will represent Administrative Services. e. The revised College Council charter has been signed by Rachel and posted. 		
5. Reports <ul style="list-style-type: none"> A. Chancellor's Update 	<ul style="list-style-type: none"> ● COVID Recap and Updates 		

<p>Rachel Solemsaas</p>	<ul style="list-style-type: none"> ○ LumiSight is a repository of information for vaccination status, testing results, and daily health status. ○ Instructors can access the STAR Instructor Support App to see student statuses. ○ Working an alternative for non-credit students ○ If someone tests positive for COVID, they must quarantine for 10 days and be fever- and symptom-free before returning to campus. ○ If the doctor clears a person to return to school/work but the person tests positive for COVID, the person will be manually cleared by Ken/Dorinna. ● CCSSE, Community College Survey of Student Engagement <ul style="list-style-type: none"> ○ 414 students responded. ○ Notify Resh DuPuis and Christine Quintana if you would like to be involved in the review and analysis of the data. ○ Discussing in Admin Meeting next week, and the College Council and Academic Senate Chairs will join the meeting. ○ Going into the strategic planning cycle, the Chancellor wants CCSSE results to inform the campus planning. ● AACC <ul style="list-style-type: none"> ○ See report (linked above). 		
<p>B. VCSA Update Dorinna Cortez</p>	<ul style="list-style-type: none"> ● Wala'au: What do I do if ... COVID questions <ul style="list-style-type: none"> ○ Tuesday, August 31, 2021 3:00 PM ○ Friday, September 03, 2021 1:00 PM ○ Zoom: https://hawaii.zoom.us/j/99333031456 <ul style="list-style-type: none"> ■ Meeting ID: 993 3303 1456 		

	<ul style="list-style-type: none">■ Passcode: 919739● HEERF Tranches - Direct-to-Student aid<ul style="list-style-type: none">○ Application portal is live.○ HEERF II Tranche I (CRRSAA I): HEERF Hui will be asked for input on determining \$600 awards to students demonstrating financial need. A committee of people will make selection.○ HEERF III Tranche I (ARPA I): \$2M direct aid to students. Will ask HEERF Hui to approve to supplement CRRSAA I awards to total \$1000.○ Edquity platform will be used to assist with awarding.○ A portion of ARPA I money has been set aside to help students impacted by the centralization of Financial Aid functions.○ Working on a way to support non-credit and trade programs with high cost of tools and equipment.○ Additional information on website: https://hawaii.hawaii.edu/covid-19/heerf○ Dorinna will be sending out information next week regarding money available for students with COVID-related needs.● Participation Verification<ul style="list-style-type: none">○ Registrar Sherise Tiogangco sent an email to instructional faculty and lecturers.○ If the student is unable to attend class for a COVID-related reason, and they contact you, you can certify that interaction as “participation” in the class.○ Participation Verification portal opens Sept. 01.		
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<p>C. VCAS Update Ken Kaleiwahea</p>	<ul style="list-style-type: none"> ● Those who work on procurement and budget: review FY22 budget strategy. Reminder to follow current protocol; some freezes are still in effect. Still using budget amounts from last year. ● Will be offering training to address questions regarding managing and controlling the budget, unexpected expenditures, etc. More info to come. ● One-time budget requests (outside of normal operating B-budget) will be paired with the Annual & Comprehensive Program-Unit Review process. ● HEERF website info will be updated. ● CIP projects listed in VCAS report. ● Resources for COVID cases: <ul style="list-style-type: none"> ○ Decision tree: https://4.files.edl.io/274f/08/16/21/075529-63c351ff-5071-44d4-903d-7295d10bb48f.pdf ○ https://health.hawaii.gov/coronavirusdisease2019/files/2021/05/COVID-19-Return-to-Work-School-Guidance-05142021.pdf ○ https://health.hawaii.gov/coronavirusdisease2019/files/2020/08/Isolation-and-Quarantine-072120.pdf 		
<p>D. VCAA Update Melanie Wilson</p>	<ul style="list-style-type: none"> ● STAR Instructor Support App shows class roster with student clearance status. It updates daily and indicates COVID compliance. It also includes a report of students that have added or dropped the class. Instructors are able to opt-in to receive an add/drop report email notification. ● https://www.star.hawaii.edu:10011/instructorsupport/ ● Next day at Pāalamanui: Sept. 15 		
<p>E. Committee Updates/Overviews</p>	<ul style="list-style-type: none"> ● Deadline to submit committee sign-up is today, Aug. 27. 		

<p>a. Committee on Committees (CoC) - Michelle Phillips</p>	<ul style="list-style-type: none"> List of members will be sent to committee chairs to follow up. 		
<p>b. Assessment Committee (AC) - Luria Namba</p>	<ul style="list-style-type: none"> Will be meeting regularly to review assessments reported in Comprehensive Reviews and create commendation and recommendation memos. Anyone interested in learning about programs and units outside of their own is encouraged to join. Resh DuPuis and Luria Namba will provide training if you join. 		
<p>c. College Effectiveness Review Committee (CERC) - Resh DuPuis</p>	<ul style="list-style-type: none"> Committee evaluates Comprehensive Reviews. The team provides commendations, recommendations, comments, and questions. Four reviews are left from last year to finish, so the committee will be working this Fall. This committee is at the heart of integrating planning. If interested, join this committee or work with Grace Funai on the QFE Integrated Planning Committee. 		
<p>d. Environmental Sustainability Committee (ESC) - Debbie Weeks</p>	<ul style="list-style-type: none"> Environmental Sustainability Committee Minutes, 2021-08-18 		
<p>e. Faculty and Staff Development Committee (FSDC) - Michelle Phillips</p>	<ul style="list-style-type: none"> FSD Committee Annual Report 2020-2021 Mahalo to the Walking for Wellness team. Raised almost \$2000 for Hawai'i Food Bank. Though the goal was 1,000 miles, a total of 1,977 miles were walked. System PD coordinators are working together to offer one event per month for faculty and staff at all campuses. 		
<p>f. Kauhale Analytics and Intelligence Advisory</p>	<ul style="list-style-type: none"> https://docs.google.com/document/d/1NPkcfLmMvJL7BXSaVWz8mKC_BK23NbSnTW-VEOkoSo/edit?usp=sharing 		

Committee (KAIAC) - Rachel Solemsaas	<ul style="list-style-type: none"> ● Rachel Solemsaas will be convening the KAIAC to foster a data-driven, evidence-based culture. We have a lot of data functions already happening on campus. 		
g. Community Participation Committee (CPC) - Rachel Solemsaas	<ul style="list-style-type: none"> ● Committee will convene once COVID-based large-group gathering restrictions are lifted. 		
h. Accreditation Steering Committee (ASC) - Kalani Flores	<ul style="list-style-type: none"> ● Midterm report coming up - due in October 2022. Need to finalize midterm report by April 2022. Various groups will be brought together for input and review, including the College Council, sometime between now and early spring. ● Institutional Self-Evaluation Report (ISER) is due in 2025. Christine Quintana and Kanoë Lambert are co-chairs and will be starting the process in a month or so. They will be asking Kauhale members to help in the process. 		
F. Task Force updates a. COVID Steering Task Force & HEERF Funding: Rachel Solemsaas and Ken Kaleiwahea	<ul style="list-style-type: none"> ● Refer to VCAS report. 		
b. Leadership Cohort Task Force - Rachel Solemsaas	<ul style="list-style-type: none"> ● https://docs.google.com/document/d/1HdX_YnUhVwBMVw_mCWm1HO43o8VI3Q8VIBGDh0QGIUg/edit?usp=sharing 		
c. QFE - First Year Experience Task Force - No'el Tagab-Cruz	<ul style="list-style-type: none"> ● Webpage: https://www.hawaii.hawaii.edu/fye ● Fall 2021 soft launch; official launch Spring 2022. 		
d. QFE - Integrated Planning Task Force - Grace Funai	<ul style="list-style-type: none"> ● Identifying team members - anyone interested in participating should contact Grace Funai. ● Setting up meeting dates for fall and spring with more townhall opportunities to share mana'o. Plans need to be 		

	ready by March 2022 meeting to approve by the end of the 2021-2022 academic year.		
6. Old Business A. Policy Update: HAW 7.330 Adding and Withdrawing from Classes (* 2nd reading)	<ul style="list-style-type: none"> ● Proposed Updates w/mark-up ● UH Common Calendars ● The intent is to align HAW 7.330 with the UH System Common Calendar. <p>Motion to approve updates to Policy HAW 7.330 Adding and Withdrawing from Classes.</p> <ul style="list-style-type: none"> ● Motion: Rachel Solemsaas ● Second: Larissa Leslie <p>Discussion: Confirmed that last day to add is the same date as the 100% refund deadline. Motion carried unanimously.</p>	Motion carried	
	<p>Motion to extend the meeting for 10 minutes.</p> <ul style="list-style-type: none"> ● Motion: Rachel Solemsaas ● Second: Sandra Kama <p>Discussion: None Motion carried unanimously.</p>	Motion carried	
7. New Business A. Staffing Planning 2022-23, Overview - Rachel Solemsaas	A. Admin team is looking at all vacant positions, including those swept with SB 126, and discussing what we need moving forward. They will be getting the conversations started in programs and units, then will bring it back to the College Council.		
B. Strategic Plan 2022-2028, Initial discussion - Rachel Solemsaas	B. We are due for a new strategic plan. UH President Lassner has committed to the Board of Regents to have a plan by November, then campuses will need to create campus plans. Rachel Solemsaas will inquire with the QFE Integrated Planning group.		

<p>C. SG Letter of How HawCC Ranking Aug 26 2021, discussion - Jeffrey Yamauchi, ASUH President</p>	<p>C. SG Letter of HawCC Ranking Aug 26 2021 For review and consideration.</p>		
<p>8. For the Good of the Order</p>	<ul style="list-style-type: none"> ● Claudia Wilcox-Boucher: Tuesday, Aug. 31, 2021 at 12n, the first Manono campus food distribution of the Fall semester will be happening in the front parking lot. Food Basket will drop pallets, then the food needs to be bagged. Ka'ea Lyons will help at Pāalamanui. They need grocery bags. Kesha will be sending out a flyer to students in the Ka 'lo announcement. 		
<p>9. Adjournment 4:07pm</p> <p>*Next meeting: Friday, September 10, 2021, 12:00 noon - 2:00 PM</p>	<p>Motion to Adjourn.</p> <ul style="list-style-type: none"> ● Motion: David Tsugawa ● Second: Esther Nathanson <p>Discussion: None</p> <p>Motion carried unanimously.</p>	<p>Motion carried</p>	