

COLLEGE COUNCIL MINUTES - Nov 12, 2021 Approved

<p>College Council Meeting Minutes Nov 12, 2021 12:00 - 2:00 pm</p> <p>Location: Zoom, registration link: hawaii.zoom.us/meeting/register/tJ0tf-E9wZrLOXcx5kOYaM_u-9-9mO</p>	<p>Chair: Reshela DuPuis Vice Chair: Christine Quintana: excused; Acting Vice Chair: Jeff Fujii</p> <p>Representatives: Toni Cravens-Howell, Laurel Gregory, Sandy Kama, Akea Kiyuna, Alan Ku, Daniel Loo, Estee Nathanson, Beth Sanders, David Tsugawa, Jeff Yamauchi</p> <p>Ex-Officio Members: Rachel Solemsaas, Melanie Wilson, Ken Kaleiwahea, Dorinna Cortez, Jessica Yamamoto, Kei-lin Cerf, Taupouri Tangaro</p> <p>Guests: Carrie Butler, Vivian Chin, Anne Chung, Tanya Dean, Susie DeSa Dill, Lisa Fukumitsu, Harold Fujii, Grace Funai, Pearla Haalilio, Sheldon Higa, Jacqueline Honda, Meidor Hu, Robyn Kalauli, Donala Kawa‘auhau, Tennille Kephart, Kristine Kotecki, April Kualii-Neal, Keshia Kubo, Nancy Kunishige, Glenn-Dee Kuwaye, Kanoe Lambert, Kapena Landgraf, Calla Luera, Sheena Mathews, Carrie Mospens, Tiffany Naea, Luria Namba, Michelle Phillips, Karla Sibayan, Neva Supe-Roque, No‘el Tagab-Cruz, Sherise Tiogangco, Nadine Uina, Sara Vogel, Debbie Weeks, Claudia Wilcox-Boucher</p>
---	---

Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:03 pm</p> <p>By: Reshela DuPuis Minutes: Daniel Loo</p>	<ul style="list-style-type: none"> ● Meeting will not be recorded ● Keep video and mic off unless speaking ● Use chat whenever possible 		
<p>2. Ascertain quorum</p>	<ul style="list-style-type: none"> ● Chair ascertained quorum at 12:03 pm <ul style="list-style-type: none"> ○ Christine Quintana (Vice Chair) unavailable for today’s meeting; Jeff Fujii is filling in for her. ○ Larissa Leslie (Student Affairs Representative) assigned Grace Funai as her proxy for today’s meeting. 	Resh DuPuis	

<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> ● MINUTES - Oct 8, 2021. <p>DRAFT</p>	<p>Discussion: None</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ● Motion: David Tsugawa ● Second: Ākea Kiyuna 	<p>0 Nay 0 abstentions Approved unanimously</p>	
<p>4. Chair's Update</p>			
<p>5. Reports</p> <p>A. Chancellor's Update - Rachel Solemsaas</p> <p>Chancellor's Update - November 12, 2021</p>	<p>Update Items:</p> <p>1) Chancellor has been elected to the AACC Board of Directors for a 3-year term, and was in Washington, D.C. last week to discuss policy and the Build Back Better Act agenda. There have been changes made to the Act today and she hopes that the House and Senate approve the bill. The Act did lose the America's College Promise portion, which would have provided free community college. Three aspects of the Build Back Better Act framework:</p> <ul style="list-style-type: none"> a. Increase in PELL awards; b. \$5 million addition to TAACCCT grants, which will be separate from what passed on the infrastructure bill. This will also include workforce investments; for example, the infrastructure bill includes significant money for broadband, which will help us to ramp up the workforce needed to expand broadband here – Hawaiian Telcom, Spectrum, AT&T, Verizon, etc. are private partners that we will connect with to address this large infrastructure investment. 		

	<p>c. An increase in funding for Minority Serving Institutions (MSIs), which is what Hawaii CC is.</p> <p>2) Closing the Educational Gaps: This is an opportunity for you to have conversations about this trend analysis about our students in regard to equity. What can we either start or stop doing based on this data? Also emphasized asking, what additional information do we need to adjust our operations, to either continue a positive trend or to pivot away from a trend we're seeing? Our biggest commitment is to close the educational gaps in our community. Low income students are identified through PELL eligibility. Presented graph:</p> <p>a. "Change in PELL vs Non-PELL Access and Success Indicators:" Graph on the left covers the period of 2016 – 2021, so even prior to the pandemic there were disparities in our enrollment, with further disparities seen during COVID.</p> <p>Discussion: Q: How can we give you feedback or ask questions on this? A: Chancellor asked Administrators to bring conversation to their divisions, and to use 3-2-1 method of discussion. She thinks they already did a Google form; if not, she will see if a Google form is the best way to have this discussion. She will work with Administrators to see what they've been doing.</p> <p>Graph titled "Change in Enrollment by Ethnicities," covering the time frames of 2016 – 2021 (enrollment down across all</p>		
--	--	--	--

	<p>ethnicities) as well as 2019 – 2021 (enrollment down across all ethnicities except for Pacific Islanders, which increased). Filipino enrollment is declining more than any other ethnicity.</p> <p>Graph titled “Change in Grads, STEM Grads and Transfers to 4-year By Ethnicities” for the periods 2015 – 2021 as well as 2019 – 2021. During COVID period, again we see some disparities in ethnicities.</p> <p>Chart titled “Households by Race/Ethnicity, Hawaii County, Hawaii, 2018.” Looking at socioeconomic status from the county. Chart shows income levels based on ethnicity.</p> <p>“Share your Thoughts” slide.</p> <p>Discussion: Comment: Several of us met last week to talk about this, perhaps get more data about the status of our students – homelessness, family requirements, jobs. See how much of an impact that is, feed that back to faculty and staff and Admin. Is there room for us to help students that have these problems? Think it would be a really good area for us to look into to get better help for students struggling with these basic skills.</p> <p>Chancellor’s response: On this particular data, only showed the first part. If you want more detail, it starts on slide 10.</p> <p>Comment: One thing to see the numbers, would like to know how we can move those numbers.</p>		
--	---	--	--

	<p>Chancellor’s response: When we begin to have these conversations, use the Ka‘ao model to get an understanding of what this means.</p> <p>3) Three quick items:</p> <ul style="list-style-type: none"> a. CLIMBHI portal: We have a connection with our business partners, stay tuned on how we’re going to launch it. b. Strategic Planning, launching in spring. Workforce survey, partnership with Maui College and Kauai CC, survey to cover three areas (listed on the slide). <ul style="list-style-type: none"> i. Community Survey: Branding, image, our value proposition. ii. Campus Climate Survey: see how we should move forward on Campus climate survey. Sara Vogel to coordinate with College Council and Resh. c. Lastly: Sent VCAA and VCSA position descriptions to get feedback, please share your thoughts. There is a Google survey and also a selection timeline if want to review. 		
<p>B. VCSA Update - Dorinna Cortez VCSA-DSA Update - November 12, 2021</p>	<p>Hawaii CC Title IV review did not result in any student-level findings or monetary findings. Reviewers looked at records requested, through student files, looked at R2T4, registration reporting to different databases, looked at website to do with consumer information, student rights to know (including Clery Act reporting), data about grad rates, ethnicity, diversity on campus; also looked at policies to make sure compliant with federal regulations. Hawaii CC found to be clean when it comes</p>		

	<p>to student files, also the only campus that has done 100% participation verification. Maui College went through a program review in 2018 and shared with the System what they learned, what they were dinged on, and corrections that they made. We copied some of Maui's process and because of that, although reviewers came in with our Consumer Info being a concern, they took it off the list. We identified a couple of things that needed correction and we are in the process now of being able to correct it.</p> <p>Discussion:</p> <p>Q: What was out of compliance?</p> <p>A: Two areas: the first had to do with policies that have to be posted and publicly available on our website, and that is being corrected. Second area is a System policy that has to do with the timing of student refunds, and we need to make sure that refunds are disbursed to students within 14 days. Our current policy has us refunding twice a month, which would be out of compliance, so we have to correct the policy. Another piece is that it requires students to sign up for e-refund, and we cannot do that, so we have to provide another alternative.</p> <p>Q: Does program review assess student/user-end experiences?</p> <p>A: No, it does not, this would come from internal unit review.</p>		
<p>C. VCAS Update Ken Kaleiwahea</p>	<p>Update on staffing plan proposal. Based on discussion and feedback, Admin team reviewed all positions on the list, Chancellor assigned us to have discussions in our areas to rank the positions. Based on that input, Admin team did our ranking of</p>		

	<p>positions and met on 10/28/21 to review those rankings and deliberate to do an overall ranking of positions.</p> <ul style="list-style-type: none">● Recap of abolished positions: positions we lost that we want to restore.● Recap of SB 126: legislature abolished positions across UH. <p>“Staffing Plan Abolished Positions” document: Identified 11 positions that do not need to be restored. Four positions highlighted in red need to be restored and have already allocated current vacancies to. Remaining 20 positions highlighted in yellow, we don’t have enough vacancies to restore those positions.</p> <p>“Staffing Plan Ranking Current Vacancies” document: color coded by area. Positions ranked in order of priority to fill them. 32 current vacancies. Positions in gray at bottom have already had action taken. Top 11 positions are ranked accordingly; below those are nine vacancies that would be considered for reallocation against the “Additional FTE Required” list.</p> <p>“Staffing Plan Ranking Additional FTE” document: Top 10 additional FTE required, below those are other positions that haven’t been ranked because there are not enough vacancies.</p> <p>Prioritized top 11 vacant positions, those will be most likely to move forward as-is for recruitment. Need to request exception to</p>		
--	--	--	--

	<p>fill, then the 10 additional FTE required ranking is where start to look at nine remaining vacancies and how we reallocate.</p> <p>Discussion: None.</p>		
<p>D. VCAA Update Melanie Wilson</p>	<p>Posted referral form for Student Support Centers in chat, will also leave the link in her email signature line for now.</p> <p>Regarding the LBRT Dean position: we are unable to fill for the remainder of this academic year. Claudia Wilcox-Boucher and Sam Giordanengo have agreed to assist next semester with some of the Dean’s duties in exchange for reassigned time – restricted to nonsupervisory activities that will help VCAA Wilson with time management. The College probably will not have a new Dean until next summer.</p>		
<p>E. Committee Reports and Updates</p> <p>a. Assessment Committee (AC)</p> <p>AC Update to College Council Nov 5 2021</p>	<p>Chair Luria Namba: The Committee has a couple of vacant positions, for example we have no rep from Admin Services.</p> <p>The Committee has been meeting twice a month to complete the five Comprehensive Reviews that were left over from last year. See the report for details of Response Memos completed and still in process.</p> <p>The Committee is on a good pace, will be finishing the Natural Sciences and Carpentry Reviews by end of this calendar year.</p> <p>Discussion: None.</p>		

<p>b. College Effectiveness Review Committee (CERC)</p> <p>CERC mid-semester summary report to the College Council, Nov 2021</p>	<p>Chair Melanie Wilson: The Committee got off to a good start. We have a few vacant positions, still need an Admin Team rep and West Hawai‘i rep.</p> <p>See report for details of the Response Memos that have been completed and are in progress. Five reviews were carried over to AY21-22 agenda: four from AY20 cycle, one from AY18 cycle. TEAM Memo completed and sent to the program. NSCI memo completed, final review to be done. Three more memos in progress.</p> <p>Discussion: None.</p>		
<p>c. Environmental Sustainability Committee (ESC)</p> <p>Kauhale Environmental Sustainability Committee Update Nov 2021</p>	<p>Chair Debbie Weeks: Big projects:</p> <ol style="list-style-type: none"> 1) EV charging stations on campus. Mandated by the State, the Committee has been working to get something more sustainable, like a solar powered station that can be moved if needed. This project is moving along, but there are problems with supply chain issues. One unit that’s going to be shipped is still on the mainland, VCAS Kaleiwahea is working out an agreement with the vendor. 2) Committee is working with Evan Lam, who has a machine that can shred cardboard. Lew Nakamura, AG program faculty, says they can use that cardboard in the program; Pāalamanui has been using it already. <p>Showed video of cardboard shredding at Pāalamanui, shredded 250 lbs of cardboard. Trying to reduce the</p>		

	<p>amount of cardboard that goes into landfill or gets shipped.</p> <p>3) Committee is evaluating recycling on the campuses. Committee members Carrie Butler and Callie Villanueva are focused on trying to figure out how we can be more efficient and effective. Work with student group Hui Mālama for better signage, recycle bins, working out something with the janitors. We still see lots of recyclables in trash and recycle bins overflowing, so members are working to address that. In the future, we want to work with the County to increase recycling.</p> <p>Discussion: None.</p>		
<p>d. COVID Steering Task Force & HEERF Funding</p> <p>https://hawaii.hawaii.edu/covid-19/heerf</p>	<p>VCAS Ken Kaleiwahea: Working with webmaster Daniel Fernandez to be able to update the HEERF website directly. The image on the site is not current and needs to be updated. There is a discrepancy in the ARPA MSI budget, we expected another \$2 million.</p> <p>Majority of the money has been approved. VCAA Dorinna Cortez is working with the Business Office to coordinate student aid spending. Ken would like to update the Hawaii CC website to show how the institutional and MSI funds are being allocated. Need to focus on the procurement of those requests and actually spending the funds, starting with HEERF I and HEERF II. There is a timeline to spend these funds, if the timeline is not met then won't be able to spend remaining funds. Currently looking at requests that have been approved and working with people to get</p>		

	<p>requests approved. Can still make requests, reach out to Ken and he can help.</p> <p>Chancellor: CARES and CRSSA expire in April or June 2022, so make sure to spend those allocations for those funds by then, but we may get a possible extension on ARPA funds. In addition to the work of the Task Force that reviewed the requests, there have been some System assessments that have reduced the total amount we can spend.</p> <ul style="list-style-type: none"> ● Any financial obligations that students had were paid off with these funds. An Admin team is working to clarify a process ongoing. ● Admin has allocated \$600k for professional development, and set aside some funds for student employment. ● Regarding staffing, we should be using HEERF funding to backfill some of those positions related to new COVID requirements. <p>Discussion: None.</p>		
<p>e. QFE - Integrated Planning Task Force</p> <p>i) Kauhale Voices on the Budget Redesign Process</p> <p>ii) What we've learned and where we're going</p>	<p>Chair Grace Funai: Thanks to everyone participating in the QFE Institutional Effectiveness and Budget Redesign process. Task Force is asking, what are some things we can do to improve on the process? Also thinking about how they will share their work with the campus. Had a recent QFE talk story session.</p> <ul style="list-style-type: none"> ● Some would like to see an opportunity for shared governance. 		

<p>iii) Reminder: Upcoming Talk Story Sessions:</p> <p>Monday, 11/29, 2:30-4:30 (time change!) - Discussion on Annual & Comprehensive Program/Unit Reviews.</p> <p>Tuesday, 12/21, 9:00 - 11:00 - Discussion on the CERC and its role in the Kauhale.</p> <p>Join via zoom: https://hawaii.zoom.us/j/145245759 passcode: grace</p>	<ul style="list-style-type: none"> Also talked a lot about the B-budget, Ken has been providing training. Grace has the recording for those not able to participate. <p>“What We’ve Learned and Where We’re Going” document: Identifies the biggest challenges they’ve found on how to improve the process that’s currently in place. One big thing is that we have a lot of terminology that’s confusing.</p> <p>Especially need to clarify: “shared governance” doesn’t mean we can sit at the table and vote and say, “This should be the #1 priority” and our vote has that weight in the process. The final vote comes from the Chancellor and her Admin team. But for us to have a say in the decision, should we have a Shared Governance group so Admin team can take our opinions into consideration.</p> <p>Three main areas of focus: B-budget requests (already have a system in place); one-time requests; and staffing plan that VCAS Kaleiwahea talked about earlier. One question is: which of those budgets do we want to have a say in? Definitely the one-time requests, but there is some debate about the staffing plan. Grace will send out a poll to get the campus thinking on those issues.</p> <p>What does shared governance look like in the process? Maybe a College Council responsibility; maybe a subcommittee under College Council; maybe a separate committee altogether that falls under the Chancellor. Grace will put out a poll to get campus thoughts on that as well.</p>		
---	---	--	--

	<p>Covered upcoming talk story sessions. There is a Google document where you can share your thoughts if you can't make it to a session.</p> <p>Discussion: None.</p>		
<p>6. Old Business</p> <p>A. Discussion: Request for College Council meetings to be recorded - ASU Rep Sandy Kama</p>	<p>Sandy Kama: Read her request and supporting justification. Chair requested a motion to move this request forward from Old Business to vote on 12/03/21.</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ● Motion: Sandy Kama ● Second: Toni Cravens-Howell <p>Q: Did we vote on this last year? A: Yes.</p> <p>Discussion:</p> <p>Comment: This was brought forward previously, and at that time we had a discussion on the legal requirement for public disclosure of the recording (Sunshine Law, Act 92). Keep in mind that the recording will be subject to disclosure.</p> <p>Comment: Had a ruling from OGC on this question. In the time between the meeting and when the minutes are approved, there will be one month where the recording will be public record and then taken off record once minutes are approved.</p> <p>Q: What was the ruling last year? Unanimous?</p>	<p>0 Nay 0 Abstentions Motion carried unanimously</p>	

	<p>A: Consensus was not to record, we voted on the motion by secret ballot.</p> <p>Comment: Biggest issue was this being subject to disclosure. Academic Senate, however, voted to have their meetings recorded.</p> <p>Response: Don't think we voted on this at the Senate, there was just an agreement that they came to. Currently Senate is revising their Charter and some language to make it official will be put into the charter.</p> <p>Comment: Not sure of the reason we wouldn't want to record this meeting?</p> <p>Response: Some constituents would feel less likely to speak up.</p> <p>Comment: Good practice for transparency, been doing it in Academic Senate for maybe 10 years. If it were archived, could be a kind of legacy for us, having this kind of communication that's clear and we can always refer back to it. Good practice to have as we move forward and there is more standing and respect for our College Council.</p> <p>Comment: Because these meetings are open to our students, we get into a legal gray area with FERPA if these recordings are made public and there are students in them. Current UH policy and FERPA doesn't like that and it puts us in a legal gray area.</p> <p>Response: Think the legal opinion provided by the System Office of General Counsel and FERPA consideration are key, so</p>		
--	---	--	--

	anything personally identifiable needs to be scrubbed before presented to the public. Can keep it available until official minutes are available and then destroy, or can keep it available even after minutes are official. If the Council receives any one request for disclosure, then we have to keep it available thereafter.		
<p>B. Proposed revisions to Haw 5.202 Assessment policy *</p> <p>1. Haw 5.202 Assessment Policy. 2018-05-04</p> <p>2. Haw 5.202 (4.202) Assmt Policy proposed revisions. mark-up</p> <p>* second reading</p>	<p>David Tsugawa: Academic Senate has asked for more time to discuss items B, C, and D in Old Business.</p> <p>Motion to move items B, C, and D in Old Business to 12/03/21 for third reading and vote.</p> <ul style="list-style-type: none"> ● Motion: David Tsugawa ● Second: Grace Funai 	<p>0 Nay 0 Abstentions Motion approved unanimously</p>	
<p>C. Proposal DISSOLUTION OF KAIAC *</p> <p>- Rachel Solemsaas</p> <p>* second reading</p>	Moved to 12/03/21 meeting agenda for third reading and vote.		
<p>D. Proposal 2021 CCSSE Task force Charter *</p> <p>- Rachel Solemsaas</p> <p>* second reading</p>	Moved to 12/03/21 meeting agenda for third reading and vote.		
<p>7. New Business</p> <p>A. Information Request Ready Education App. JYamauchi for ASUH</p>	<p>Jeff Yamauchi: Would like to have a formal task force. Did participate in the testing side, haven't received feedback yet. Wants to open up to get more people involved. Student Government initiated this last year, wants to follow through with</p>		

<p>i. VCSA Response to ASUH Info Request. Nov 12, 2021</p>	<p>this. Think it's valuable for the community and College spirit. Proposal is a formalized task force.</p> <p>Comment: That request is more fitting to go to DSA, and not College Council.</p> <p>Admin Response: Now down to implementation. Committed to one year to try it out. Just have a few more months to get it up and running. Need to discuss how we will sustain it because HEERF can only sustain it for a one-year total.</p>		
<p>B. Request to revise Schedule for College Meetings, D Tsugawa, Academic Senate Chair</p> <p>i. Schedule for College Meetings, AY2021-22</p>	<p>David Tsugawa, Academic Senate Chair: Request to revise College Council meeting schedule to reschedule the 04/22/22 Academic Senate meeting to 04/29/22.</p> <p>Motion to move request to College Council 12/03/21 agenda for vote.</p> <ul style="list-style-type: none"> ● Motion: David Tsugawa ● Second: Rachel Solemsaas <p>Discussion: Chancellor asking to consider swapping Academic Senate meeting on 04/22/22 with College Council meeting on 04/08/22 to avoid scheduling on Kauhale Day on 04/29/22.</p> <p>Chair DuPuis asked Senate Chair Tsugawa to provide the Council with a proposed revised Schedule for College Meetings for the Council to vote on at the Dec 3rd meeting. Chair Tsugawa agreed.</p>	<p>0 Nay 0 Abstentions Motion approved unanimously</p>	
<p>8. For the Good of the Order</p>	<p>Sandy Kama: Next food distribution is on 12/21/21.</p>		

9. Adjournment at 2:02 PM	Motion to Approve: <ul style="list-style-type: none">● Motion: Sandy Kama● Second: Grace Funai	0 Nay 0 Abstentions Motion carried unanimously	
---------------------------	--	---	--