

**COLLEGE COUNCIL MINUTES - Jan 14, 2022 - APPROVED 2022-02-11**

<p>College Council Meeting Minutes Jan 14, 2022; 12:00 to 2:00 p.m. Location: Zoom</p> <p><a href="#">Agenda Jan 14, 2022</a></p>	<p>Chair: Reshela DuPuis Vice Chair: Christine Quintana</p> <p>Representatives: Laurel Gregory, Robyn Kalauli, Sandra Kama, Ākea Kiyuna, Alan Ku, Larissa Leslie, Daniel Loo, Esther Nathanson, David Tsugawa, Jeff Yamauchi</p> <p>Ex-Officio Members: Rachel Solemsaas, Ken Kaleiwahea, Dorinna Cortez, Melanie Wilson, Kei-Lin Cerf, Jessica Yamamoto, Taupouri Tangarō</p> <p>Guests: Jeanne Batallones, Lissandra Baldan Jenkins, Monica Burnett, Carrie Butler, Anne Chung, Toni Cravens Howell, Tanya Dean, Susie DeSa Dill, Daniel Fernandez, Harold Fujii, Jeff Fujii, Pearla Haalilio, Sheldon Higa, Ian Hirakawa, Donala Kawauhau, Nancy Kunishige, Glenn-Dee Kuwaye, Kapena Landgraf, Callie Martin, Carrie Mospens, Tiffany Naea, Luria Namba, Adam Onishi, Michelle Phillips, Jason Santos, Kim Stevens-Suguitan, Noel Tagab-Cruz, Sherise Tiogangco, Sara Vogel, Debbie Weeks, Claudia Wilcox-Boucher</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:06pm</p> <p>By: Reshela DuPuis Minutes: David Tsugawa</p>	<ul style="list-style-type: none"> <li>● Meeting will not be recorded</li> <li>● Keep video and mic off unless speaking</li> <li>● Use chat whenever possible</li> </ul>		
<p>2. Ascertain quorum</p>	<ul style="list-style-type: none"> <li>● Chair ascertained quorum</li> </ul>	Resh DuPuis	
<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> <li>● <a href="#">College Council MINUTES, Dec 3, 2021_DRAFT</a></li> </ul>	<p><b>Discussion:</b> None</p> <p><b>Motion to Approve:</b> D. Tsugawa</p>	VOTE: Unanimous approval	

	Second: Chancellor Solemsaas		
4. Chair's Update	<p>Thank you to Dorinna Cortez for her service to the College and Council.</p> <p>Note - Christine Quintana will be interim VCSA. Thanks to Christine for serving as College Council Vice Chair in AY2021-22.</p>		
5. Reports A. Chancellor's Update Rachel Solemsaas  <a href="#">Chancellor's Update Jan 14, 2022</a>	Pāalamanui construction well under way  1) 2021 IPEDS Data Feedback Report <ul style="list-style-type: none"> <li>● Acknowledgements for help from Hawai'i CC members;</li> <li>● IPEDS provides benchmark in college peer analysis; helps with understanding students; Chancellor encourages campus-wide discussion;</li> <li>● Comparisons between Hawai'i CC and nation-wide campuses;</li> <li>● Data topics included in report: ethnicity; enrollment numbers; DE participation; degrees and certificates awarded; tuition information;</li> <li>● Note important information: average price of attendants; housing costs; types of aid; equity studies on awards; retention rates; graduation rates by ethnicity; Pell v non-Pell grants; staffing; salaries;</li> </ul>		

	<p>Representative Gregory, comment on Library data: UH Hilo reports IPEDS; Pālanuanui reports IPEDS library information for Hawai'i CC;</p> <ul style="list-style-type: none"><li>● Chancellor: Use IPEDS data to improve across campus; equity data is important, especially higher costs;</li></ul> <p>Questions: Cohort comparison - Does it include CA community colleges? Are comparison groups heavily subsidized? Why is tuition lower for other campuses?</p> <ul style="list-style-type: none"><li>● Chair: Important to consider IPEDS data for College Council</li></ul> <p>2) Strategic Plan Survey Update</p> <ol style="list-style-type: none"><li>a) <a href="#">Community Survey</a></li><li>b) <a href="#">Workforce Survey</a></li><li>c) Campus Climate Survey</li></ol> <p>Investing on assessment (see links for progress and collaborators on surveys)</p> <p>Campus Climate (third party partner to conduct)</p> <p>3) COVID 19 Isolate vs quarantine guidelines</p> <ul style="list-style-type: none"><li>● Current to date guidelines;</li></ul>		
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	<ul style="list-style-type: none"> <li>● VCAS will provide more updates;</li> </ul> <p>Question: rules on exposure and close contact:</p> <ul style="list-style-type: none"> <li>● Chancellor: Grey area on booster timelines: More than six months since vaccination/not boosted = no need for quarantine</li> </ul> <p>4) Telework Update:</p> <ul style="list-style-type: none"> <li>● No updates; Expect updates as Jan. 1 policy was pre-pandemic conditions</li> </ul> <p>5) <a href="#">Affordable Connectivity Program</a></p> <ul style="list-style-type: none"> <li>● Broadband and computer financial support for PELL students</li> </ul> <p>Grants Update:</p> <ul style="list-style-type: none"> <li>● Thanks to Carrie Butler for securing a grant, more grant updates forthcoming.</li> <li>● Federal Grant: Hawai‘i County included for Agriculture funds</li> </ul> <p>Audits update: Hawai‘i CC passed; thanks to FA, VCSA Cortez.</p>		
<p>B. VCSA Update Dorinna Cortez</p>	<p>Thanks to those who helped with audits.</p> <p>Importance of completing Participation Verification.</p>		

	<p>Transition: Thanks to the new interim VCSA Quintana (Feb 1st).</p> <p>COVID compliance: Faculty please be diligent in asking for compliance to LumiSight check in. Please follow up with violations.</p> <p>If students have questions? Contact safety coordinator, Tilden Miguel at <a href="mailto:tildenmiguel@hawaii.edu">tildenmiguel@hawaii.edu</a> or <a href="mailto:hawcovid@hawaii.edu">hawcovid@hawaii.edu</a> .</p> <p>Question: Enrollment update? Numbers up. MAPS data is available from the UH System IRAO office.</p>		
<p>C. VCAS Update Ken Kaleiwahea</p>	<p>HEERF awards updates site = <a href="https://www.hawaii.hawaii.edu/covid-19/heerf">https://www.hawaii.hawaii.edu/covid-19/heerf</a></p> <p>COVID guidance released by DOH; UH System posts need to be updated.</p> <p>Email information or any questions to <a href="mailto:hawcovid@hawaii.edu">hawcovid@hawaii.edu</a> which is being checked by VCAS or Safety Coordinator Tilden Miguel. Follow up by sending an email to <a href="mailto:hawcovid@hawaii.edu">hawcovid@hawaii.edu</a> if you send a report.</p> <p>“Doctor’s signature required” forms for quarantine set by UH to return to work or school are being waived.</p>		
<p>D. VCAA Update Melanie Wilson</p>	<p>First Year Experience (QFE-FYE) update:</p> <ul style="list-style-type: none"> <li>● Working on charter, building offerings (ENG102, HWST 100; BUSN 164);</li> </ul>	<p>●</p>	

	<ul style="list-style-type: none"> <li>● will submit proposal to College Council to become a standing committee;</li> <li>● increasing awareness of FYE to get more instructors involved; creating a designation process; providing ongoing PD; developing a tracking system for FYE students</li> </ul> <p>DE updates:</p> <ul style="list-style-type: none"> <li>● DE offerings in S22;</li> <li>● F2F class enrollment number are down; revising DE policies; updating evaluation procedures for asynchronous online classes;</li> <li>● discussing best practice and evaluation procedures for synchronous online classes.</li> </ul> <p>Modality changes:</p> <ul style="list-style-type: none"> <li>● F22 moving to “back to normal”;</li> <li>● Problems = Pandemic unknowns; need to determine best mix modalities for Hawai‘i CC and Hawai‘i County;</li> <li>● As much as possible for F22 schedule, safety is a concern, will be balanced for what is best for students.</li> </ul> <p>Question: Student participation, need for more information, students need to know.</p> <ul style="list-style-type: none"> <li>● VCAA: She will resend information that was sent to students, emails will be sent to instructors. Information went out 1/10/22, second notice on Monday 1/17/22.</li> </ul>		
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<p>E. Committee Updates</p> <p>a. Kauhale Analytics and Intelligence Advisory Committee (KAIAC) - Chancellor Solemsaas</p>	<p>No KAIAC supervisor currently exists. KAIAC functions: 1) data analysis, 2) conversation on data analysis. College has a need for continued functions of KAIAC.</p> <p>Next steps? CCSSE data analysis is in process; a proposal to create a CCSSE task force is up for a vote later in today's meeting.</p>		
<p>F. Task Force updates</p> <p>a. Leadership Cohort Task Force, Sara Vogel</p> <p>i. Review of the <b>Commitment to Our Kauhale Values:</b> <a href="#">Commitment to Our Kauhale Values</a></p> <p>ii. <b>Civility Campaign:</b> Please review the <a href="#">Civility Statement Draft</a> and add your mana'o to the document before Jan 31, 2022.</p> <p>iii. <b>Civility Presentations:</b> To request a presentation for your department, please submit a request to Sara Vogel through the <a href="#">Kauhale Professional Development Presentation Request Form</a>.</p>	<p>Three upcoming topics: 1) Civility Campaign, 2) Change-makers Academy; 3) Campus Climate Survey</p> <p>Definition of civility; definition of incivility; creation of Civility Statement. Asking Kauhale members to provide feedback on the draft.</p> <p>Help resolve conflict by understanding and using Civility Statement on your own, get help from third party if needed, Training will happen with faculty, staff, and students,</p> <p>If you're interested in hosting presentations to meet the needs of your group: Contact Sara Vogel <a href="mailto:svogel@hawaii.edu">svogel@hawaii.edu</a> Encourages being proactive to lessen incidents.</p> <p>Continuing leadership development: Leadership can happen at all levels and with everyone.</p>		

<p>iv. <b>Change Makers Academy:</b> More Info to come in February 2022.</p> <p>v. <b>Climate Assessment:</b> More Information to come in February 2022.</p>	<p>Semester-long project S22 cohort (applications will be sent in February) / F22 cohort. Still working on how to make this happen.</p> <p>Climate Survey: How climate has changed over the years? How to create solutions based on feedback from upcoming Climate Assessment survey?</p> <p>Chair: This is a College Council Task Force - Reports will be given in future College Council meetings.</p>		
<p>1. Old Business</p> <p>A. Proposed revisions to Haw 5.202 Assessment policy *</p> <p>1. <a href="#">Haw 5.202 Assessment Policy. 2018-05-04</a></p> <p>2. <a href="#">Haw 5.202 (4.202) Assmt Policy proposed revisions. mark-up</a></p> <p>* fourth reading</p> <p>B. <a href="#">Proposal DISSOLUTION OF KAIAC</a> * - Rachel Solemsaas</p> <p>* fourth reading</p>	<p>Discussion: None</p> <p>Motion to Approve: D. Cortez</p> <p>Second: A. Kiyuna</p> <p>Discussion: None</p> <p>Motion to Approve: L. Leslie</p> <p>Second: A. Kiyuna</p>	<p>VOTE: Unanimous approval</p> <p>VOTE: Unanimous approval</p>	



<p>C. <a href="#">Proposal 2021 CCSSE Task force Charter</a> * - Rachel Solemsaas * fourth reading</p>	<p>Discussion: Chancellor: A group of volunteers has already been working with VCAA Wilson and has started looking at CCSSE. VCAA: In F21, this group met five times, evaluated CCSSE results and evaluated each section; discussed how to frame through Ka‘ao lens to share CCSSE results with Kauhale.</p> <p>Motion to Approve: A. Kiyuna Second: Chancellor Solemsaas</p>	<p>VOTE: Unanimous approval</p>	
<p>7. New Business A. Selection of Vice-Chair to replace Christine Quintana for remainder of AY22 (<a href="#">College Council Charter</a>, Article III, Section 3: <u>Officers of the Council</u>)</p>	<p>Chair: Called for nominations for Vice Chair for vote in February College Council meeting.</p> <p>Discussion: Motion: To help with the transition to a new College Council Chair, motion to extend the current College Council Chair’s term for one year during AY 2022-2023 to help new Vice Chair to start in AY 2023-2024. (Tsugawa/Chancellor)</p> <p>Chancellor: Acknowledges and thanks Chair agreeing to serve one more year to help with transition,</p> <p>Chair: Discussed the Vice Chair’s role in assisting Chair and carrying out the business of the Council, including representing the Council on various committees.</p>		

	<p>Vice Chair: By training for one year, the V-C serves on committees, can learn about College.</p> <ul style="list-style-type: none"> <li>● Point of Order: Call for nominations for Vice Chair needs to be addressed before the new motion.</li> </ul> <p>Motion: Table/defer new motion by Tsugawa.  Motion: L. Leslie  Second: A. Kiyuna</p> <p>Chair: One nomination for College Council Vice Chair has been submitted. Chair asked if nominee is willing to serve; Nominator will confirm with nominee as nominee is not present.</p> <p>Request to discuss proposal on recording College Council meetings; S. Kama.</p> <ul style="list-style-type: none"> <li>● Point of Order: Call for nominations for College Council Vice Chair needs to be finished before any new motions can be discussed.</li> </ul> <p>Discussion on procedure for call for College Council Vice Chair nominations:</p> <ul style="list-style-type: none"> <li>● Comment: Need for deadline for call for nominations. Should be January 31.</li> <li>● Comment: Prefer not to have vote on the same day that nominations are given, need to allow time for constituents to discuss nominations.</li> </ul>	<p>VOTE:  Unanimous approval</p>	
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	<ul style="list-style-type: none"> <li>● Possibly need to defer vote until March?</li> </ul> <p>Motion: Open floor to accept nominations for College Council Vice Chair.</p> <p>Motion: A. Kiyuna Second: E. Nathanson</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>● One nomination for College Council Vice Chair has been received: Neva Supe-Roque.</li> <li>● Chair: Will there be only one nomination?</li> <li>● Comment: Need for constituent groups to discuss.</li> <li>● If vote is moved to March, someone could stand in for current Vice Chair in February meeting;</li> <li>● Possible temporary replacement for Vice Chair in February meeting?</li> <li>● Question: Need for setting a deadline?</li> <li>● Chair: Would an email sent out to all Reps on February 1st allow for sufficient time to discuss?</li> <li>● Comment: 1) This allows for sufficient time for input before the February 11th College Council meeting as long as nominations close on January 31 is made clear, 2) May be better to wait until after February 1 department meetings.</li> </ul> <p>Motion: Extend deadline to January 31 for call for nominations and vote for new Vice Chair at February College Council meeting.</p>	<p>VOTE: Unanimous approval</p>	
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	<p>Motion: D. Tsugawa Second: A. Kiyuna</p> <ul style="list-style-type: none"> <li>● Point of Order: Allow discussion.</li> <li>● Point of Clarification: Is this amending the previous motion? <ul style="list-style-type: none"> <li>○ No, the previous motion was passed.</li> </ul> </li> </ul> <p>Chair: There is an open (deferred) Motion to extend the current Chair's term for one year to allow more training for the next Chair.</p> <p>Comment: Need for constituent groups to discuss both Vice-Chair nominations and motion to extend Chair's service.</p>	<p>VOTE: Unanimous approval</p>	
<p>8. For the Good of the Order</p>	<ul style="list-style-type: none"> <li>● January Manono Food Distribution - 12noon on Thursday, 1/27/22. Monthly dates to be shared once approved by Food Basket.</li> <li>● Distribution days will change from Tuesdays to Thursdays. Flier to be created soon.</li> </ul>		
<p>9. Adjournment</p>	<p>Motion to Adjourn.</p> <p>Motion: A. Kiyuna</p> <p>Second: E. Nathanson</p>	<p>VOTE: Unanimous approval</p>	