

COLLEGE COUNCIL MINUTES - April 8, 2022. DRAFT for review

<p>College Council Meeting Minutes April 8, 2022 12:00 - 2:00 p.m.</p> <p>Location: via Zoom Zoom registration link</p> <p>College Council AGENDA April 8, 2022</p>	<p>Chair: Reshela DuPuis Vice Chair: Neva Supe-Roque Previous Chair: Jeff Fujii</p> <p>Representatives: Toni Cravens Howell, Laurel Gregory, Akeamakamae Kiyuna, Alan Ku, Keshia Kubo, Larissa Leslie, Daniel Loo, Esther Nathanson, Beth Sanders, David Tsugawa, Jeff Yamauchi.</p> <p>Ex-Officio Members: Rachel Solemsaas, Ken Kaleiwahea, Melanie Wilson, Christine Quintana, Kei-Lin Cerf, Taupōuri Tangarō, E. Kalani Flores.</p> <p>Guests: Carrie Butler, Vivian Chin, Anne Chung, Daniel Fernandez, Harold Fujii, Grace Funai, Sheldon Higa, Ian Hirakawa, Robyn Kalauli, Kristine Kotecki, Kanoe Lambert, Calla Luera, Aimee Maclennan, Callie Martin, Carrie Mospens, Luria Namba, Tiffany Naea, Adam Onishi, Michelle Phillips, Tagi Qolouvaki, Kim Stevens-Suguitan, No’el Tagab-Cruz, Sherise Tiogangco , Debbie Weeks, Claudia Wilcox-Boucher.</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:06p By: Reshela DuPuis Minutes: Beth Sanders</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 and called the meeting to order at 12:06p 	Resh DuPuis	
<p>3. Approval of Minutes</p>	<p>Discussion: None</p> <p>Motion to Approve, Feb 11th Minutes:</p>		

<ul style="list-style-type: none"> • College Council MINUTES Feb 11, 2022. DRAFT • College Council MINUTES March 11, 2022. DRAFT 	<ul style="list-style-type: none"> ○ Motion: Beth Sanders ○ Second: Toni Cravens <p>Discussion: None</p> <p>Motion to Approve, March 11th Minutes:</p> <ul style="list-style-type: none"> ○ Motion: Beth Sanders ○ Second: Rachel Solemsaas 	<p>Feb 11 Minutes adopted by consensus vote</p> <p>Mar 11 Minutes adopted by consensus vote</p>	
<p>4. Chair's Update</p>	<p>Chair asked all Standing Committee and Task Force Chairs to provide an annual written end of year summary on committee/task force activities</p> <ul style="list-style-type: none"> ● Submit to Resh by Apr 28 ● Reports will be distributed with the May 6 meeting agenda on Apr 29 ● The reports will be on the May 6 meeting agenda at which time a vote will be held to accept the reports 		
<p>5. Committee Updates & Reports</p> <p>A. Faculty and Staff Development Committee (FSDC) - Michelle Phillips</p> <p>FSD Committee College Council Update April 2022</p>	<p>Michelle Phillips</p> <ul style="list-style-type: none"> ● Submitted a written update of Committee Events ● Expressed gratitude to all committee members for their efforts and support ● Excellence in Education Day held Mar 4 had 745 RSVPs ● Campus Connections upcoming events <ul style="list-style-type: none"> ○ April 20 3:00-4:30p (HonCC) 		

	<ul style="list-style-type: none"> ○ May 5 3:00-4:30p (LeeCC) ● System-wide Tenure, Promotion and Contract Renewal workshops are scheduled for late April <ul style="list-style-type: none"> ○ Electronic Submission with Sandra Uyeno <ul style="list-style-type: none"> ▪ T/P Apr 26 3:00-4:30p ▪ C/R Apr 27 3:00-4:30p ● Campus-specific Tenure, Promotion and contract Renewal workshops scheduled <ul style="list-style-type: none"> ○ May 4, 2:00-3:30p, T/P with Sandra Uyeno ○ Apr 22, 9:00-10:30a C/R with VCAA Melanie Wilson ● Summer Dossier Writing Series is being planned 		
<p>B. COVID Steering Task Force & HEERF Funding - Rachel Solemsaas and Ken Kaleiwahea</p>	<p>VCAS Ken Kaleiwahea reported</p> <ul style="list-style-type: none"> ● Expenditures and other relevant information can be viewed at https://www.hawaii.hawaii.edu/covid-19/heerf ● College is expecting another \$2 million to be available as part of the no cost extension through Jun 30 2023. ● COVID 19 Taskforce is still accepting requests for HEERF funding; Priority Criteria for funding is available at https://www.hawaii.hawaii.edu/covid-19/heerf ● Ken shared the link for the HEERF Budget Request Form 		

C. QFE First Year Experience Task Force – No’el Tagab-Cruz

[QFE-FYE Fall 2021 Report. 2022-04-08](#)

No’el Tagab-Cruz reported:

- 181 unduplicated students enrolled in QFE First Year Experience Fall 2021:
 - 102 (56%) passed with a C or better;
 - 64% persisted to Spring 2022;
 - 27% responded (15%) to survey:
 - Key concerns: Soft Skills; Peer Support & Mentoring; Finances; Internet connectivity
 - Common issues: Food security; Navigating Laulima Star; Resources/ Financial Aid; personal problems.
- Kauhale Feedback from Oct 29 indicates that the task force is getting the word out about FYE.
- Positive comments and other input have been shared with the task force.
- What’s next?
 - The task force will submit a proposal to the College Council at the May meeting requesting approval to become a standing committee.
 - Create a FY designation process for non-instructional units.
- Big Mahalo to all Committee Members!

Questions asked:

1. Jeff asked if FYE is mandatory for students?

	<ul style="list-style-type: none"> ▪ Response by No`el: FYE is not mandatory. It is heavily recommended that students attend mandatory orientation. <p>2. Jeff asked if FYE has been shared with high schools?</p> <ul style="list-style-type: none"> ▪ Response by Noel: High schools have not been contacted by FYE but she will put it on the task force agenda to discuss. <p>3. Tangaro asked if there might be an opportunity to juxtapose UHMCC and HawaiiCC FYE outcomes to better ascertain the larger context of FYE?</p> <ul style="list-style-type: none"> ▪ Response by No`el: She will add this to the Task Force Agenda. 		
<p>6. Old Business</p> <p>A. ACCJC 2022 Mid-term Report i. 2022 Midterm Draft1 - Hawai'i CC *second reading</p>	<p>Kalani Flores, Accreditation Liaison, reported:</p> <ul style="list-style-type: none"> ▪ The final draft of the College's Midterm Report to ACCJC has been shared College-wide via email. ▪ Kalani needs to check links and sources and make hard copies of all links. ▪ Chancellor sent an email to the College community seeking comments. ▪ Kalani proposed that the College Council have a third reading at the May 6 meeting and vote at that time instead of voting at the current time. 		

<p>ii. Accreditation Steering Committee Proposed Action on Institution-Set Standards and Policy 4.201 (Integrated Planning for Institutional Effectiveness) *second reading</p>	<ul style="list-style-type: none"> ▪ A third reading will provide more time for a college-wide review of the Draft. <p>Motion made to hold a third reading on the Mid-term Report.</p> <ul style="list-style-type: none"> ○ Motion: Kalani Flores ○ Second: Melanie Wilson <p>Motion made to adopt the Accreditation Steering Committee proposed action on Institution-Set Standards and Policy 4.201.</p> <ul style="list-style-type: none"> ○ Motion: Rachel Solemsaas ○ Second: Larissa Leslie <p>Kalani: The ACCJC Midterm Report is posted on the website. He encouraged the Kauhale to engage and comment on the report.</p> <p>Resh: Mahalo to Kalani for doing an amazing job pulling everything together for the Midterm Report.</p>	<p>Motion approved via consensus.</p> <p>Motion approved via consensus.</p>	
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<p>B. Schedule of College Meetings 2022-2023: Schedule of College Meetings 2022-2023. DRAFT *second reading</p>	<p>Resh shared that the Schedule of College Meetings is on its second reading and upon approval it will become the official schedule for the next academic year.</p> <p>Motion made to approve the Schedule of College meetings for 2022-2023.</p> <ul style="list-style-type: none"> ○ Motion: Rachel Solemsaas ○ Second: Akeamakamae Kiyuna and Beth Sanders <p>Discussion:</p> <p>David Tsugawa requested a deferment before approving because the Board of Regents' schedule is not yet finalized.</p> <p>Rachel withdrew her motion, Akeamakamae and Beth withdrew their second.</p> <p>Motion was made to defer the College Council vote on the Schedule of College Meetings 2022-2023 until the May meeting.</p> <ul style="list-style-type: none"> ○ Motion: Rachel Solemsaas ○ Second: David Tsugawa 	<p>Motion rescinded.</p> <p>Motion adopted by consensus.</p>	
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<p>C. QFE Integrated Planning Task Force: QFE - Integrated Planning Task Force Proposed Changes to the Institutional Effectiveness and Budget Allocation Process</p> <p>*second reading</p>	<p>Motion made to adopt the Proposed Changes to the Institutional Effectiveness and Budget Allocation Process.</p> <p>Motion: Rachel Solemsaas Second: David Tsugawa</p> <p>Main areas of concern: Strategic Plan, College Effectiveness Review Committee, establish a budget allocation committee, budget</p> <p>David Tsugawa: Mahalo to Grade Funai and the Task Force for their outstanding work.</p>	<p>Motion adopted by consensus.</p>	
<p>D. Proposal to revise policy HAW 3.302, Program Advisory Councils</p> <p>i. HAW 3.302 Program Advisory Councils. current</p> <p>ii. HAW 3.302 Program Advisory Councils. proposed revision</p> <p>*second reading</p>	<p>Motion made to approve the revised policy HAW3.302, Program Advisory Councils.</p> <ul style="list-style-type: none"> ○ Motion: Beth Sanders ○ Second: Estee Nathanson 	<p>Motion adopted by consensus.</p>	
<p>E. Proposal to revise policy HAW 2.510, Web Page Guidelines</p> <p>i. HAW 2.510 Web Page Guidelines Policy. current</p>	<p>Motion made to adopt the revised policy HAW 2.510, Web Page Guidelines.</p> <p>Motion: Beth Sanders</p>	<p>Motion adopted by consensus.</p>	

<p>ii. HAW 2.510 Web Page Guidelines Policy. proposed revisions mark-up</p> <p>iii. HAW 2.510 Web Page Guidelines Policy. proposed revision</p> <p>*second reading</p>	<p>Second: David Tsugawa Motion adopted by consensus</p>		
<p>7. New Business</p> <p>A. HEERF Task Force proposal for extension. 2022-04-08</p> <p>* first reading</p>	<p>VCAS Ken Kaleiwahea:</p> <p>Since HEERF funding has been extended to Jun 30, 2023, administration is asking to extend the current HEERF Task Force for an additional year. He would like everyone to share this information with constituents to ensure they are in agreement.</p>		
<p>b. QFE Integrated Planning Task Force</p>	<p>Grace Funai:</p> <p>The QFE Integrated Planning Task Force sees a need to establish a new QFE Implementation Task Force and a new QFE Budget Allocation Task Force. The existing QFE-IP Task Force will be dissolved at the end of this academic year.</p>		

<p>8. Administration Updates</p> <p>A. Chancellor's Update</p>	<p>Chancellor Solemsaas shared information on data about the students attending Hawai'i CC that is available to faculty and staff. This includes</p> <ul style="list-style-type: none"> ● The HawaiiCC Fact Book, available on the college website, has links to different data sets. ● She shared data from a survey of the High School Graduates of 2021. ● She discussed KAI Kauhale Analytics & Intelligence initiative to support a "Culture of Evidence" using the Ka'ao Framework ● She has invited community representatives to present data on the Hawai'i Workforce at the May 5 All College Meeting. <p>She shared that the UH BOR has adopted the UH Basic Needs initiative.</p> <p>Mahalo to Craig Mitchell who represented us on the UH System committee to develop the UH Basic Needs policy.</p>		
<p>B. VCSA Update</p>	<p>VCSA Christine Quintana (Interim) reported:</p> <ul style="list-style-type: none"> ○ The Master Plan has been put together for a Basic Needs Task Force; distributed \$418,000 emergency aid to students ○ For Fall 2022, she is proposing to temporarily suspend Hawaii CC fees. 		

	<ul style="list-style-type: none"> ○ Student services is supporting a Hilo High onsite Orientation with parents and students. They will also be participating at Honoka'a High and doing a career fair at Keaau High before then. Many events are happening to let the community know about. 		
C. VCAA Update	<p>Chair requested switching the VCAS and VCAA reports, allowing the VCAA to go first since she needs to leave early.</p> <p>There were no objections so the switch occurred.</p> <p>Melanie Wilson, VCAA reported that Perkins V Grant is open. Due date for proposals is Apr 15; only proposals that coincide with the College and System Academic Plan(s) will be considered.</p>		
D. VCAS Update	<p>VCAS Ken Kaleiwahea reported:</p> <ul style="list-style-type: none"> ● Changes to COVID guidelines effective Mar 26 require face masks only in closed spaces. ● ISAAT Training is required of all college personnel; see https://www.hawaii.edu/infosec/training 		
9. For the Good of the Order	<p>David Tsugawa requested an extension due to the time conflict on Apr 29 with Kauhale Day Activities and a</p>		

	<p>scheduled Academic Senate meeting. Rachel will check and adjust if necessary.</p> <p>Claudia Wilcox-Boucher announced that a Food Distribution to students in Hilo is scheduled for Thu Apr 14 and on Fri Apr 15 in Kona.</p>		
10. Adjournment Time: 2:03p			