

**COLLEGE COUNCIL MINUTES - May 6, 2022**

<p>College Council Meeting Minutes May 6, 2022</p> <p>Location: Zoom <a href="#">Registration link</a></p> <p><a href="#">Meeting Agenda</a></p>	<p>Chair: Reshela DuPuis Vice Chair: Neva Supe-Roque</p> <p>Representatives: Robyn Kalauli, Sandy Kama, Ākeamakamae Kiyuna, Kalehua Kukahiko (proxy for Alan Ku, KōEC), Larissa Leslie, Daniel Loo, Estee Nathanson, Beth Sanders, David Tsugawa</p> <p>Ex-Officio Members: Rachel Solemsaas, Ken Kaleiwahea, Melanie Wilson, Christine Quintana, Kei-Lin Cerf, E. Kalani Flores, Taupouri Tangaro</p> <p>Guests: Lissandra Baldan Jenkins, Monica Burnett, Vivian Chin, Tanya Dean, Meghann Decker, Daniel Fernandez, Harold GKW Fujii, Grace Funai, Sheldon Higa, Ian Hirakawa, Meidor Hu, Kanoe Lambert, Kapena Landgraf, Adam Onishi, Callie Martin, Aimee Maclennan, Dr. Luzviminda B. Miguel, Carrie Mospens, Tiffany Naea, Luria Namba, Michelle Phillips, Carrie Kuwada Phipps, Tagi Qolouvaki, Kūlia Salavea, DL Salvador, Jana Smith, Kim Stevens-Suguitan, No’el Tagab-Cruz, Nadine Uina, Sara Vogel, Debbie Weeks</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: TIME 2:02</p> <p>By: Reshela DuPuis Minutes: Robyn Kalauli</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 previous meeting Minutes</p> <p><a href="#">MINUTES_April 8, 2022.</a> <a href="#">DRAFT for review</a></p>	<p><b>Discussion:</b> Minor revision to wording requested (6.B, Tsugawa).</p> <p><b>Motion to Approve:</b></p> <ul style="list-style-type: none"> <li>○ Motion: Ākeamakamae Kiyuna</li> <li>○ Second: Estee Nathanson</li> </ul>	Minutes adopted by consensus vote	

<p>4. Chair's Update</p>	<p>Congratulations to everyone working on our Council committees and thank you for all the hard and productive work you did this year! Special thank you for behind-the-scenes Council support to Jeff Fujii, Daniel Fernandez, and Callie Martin.</p>		
<p>5. Committee &amp; Task Force AY2021-22 Year End Reports</p>	<p><b>Motion to accept reports as a block:</b></p> <ul style="list-style-type: none"> <li>○ Motion: David Tsugawa</li> <li>○ Second: Ākeamakamae Kiyuna</li> </ul> <p><b>Discussion:</b> None</p>	<p><b>Accepted by consensus vote</b></p>	
<p><b>Committee on Committees (CoC)</b> - Convener VCAA Melanie Wilson</p> <p><a href="#">Committee on Committees AY 2021-22 EoY Report to the College Council</a></p>	<p>See report.</p>		
<p><b>Assessment Committee (AC)</b> - Chair Luria Namba</p> <p><a href="#">Assessment Committee AY21-22 Year End Report</a></p>	<p>The Committee voted to change the Committee Membership roster on the College Council charter; the change was submitted to the Committee on Committees (see Year End Report for specific information).</p>		

<p><b>College Effectiveness Review Committee (CERC)</b> - Convener VCAA Melanie Wilson</p> <p><a href="#">CERC AY21-22 EoY Report</a></p>	<p>CERC reviewed five Comprehensive Program Reviews in Fall 2021; they continued reviewing Comprehensive Program and Unit Reviews in Spring 2022. They did not complete all of their reviews in the Spring semester, but they hope to have them completed by Fall 2022.</p>		
<p><b>Environmental Sustainability Committee (ESC)</b> - Co-Chairs Debbie Weeks &amp; Ka'ea Lyons</p> <p><a href="#">Environmental Sustainability Committee Report AY 2021-22</a></p>	<p>The Solar EV charging station was completed on the Manono campus, and there was an induction ceremony. Many other projects are forthcoming (see report).</p>		
<p><b>Faculty and Staff Development Committee (FSDC)</b> - Chair Michelle Phillips</p> <p><a href="#">Faculty-Staff Development Committee Annual Report 2021-2022</a></p>	<p>See report.</p>		
<p><b>Community Participation Committee (CPC)</b> - Convener Chancellor Rachel Solemsaas</p> <p><a href="#">Community Participation Committee AY21-22 EoY Report</a></p>	<p>See report.</p>		

<p><b>Accreditation Steering Committee (ASC) -Chair</b> Kalani Flores</p> <p><a href="#">Accreditation Steering Committee EoY AY2021-22 Report</a></p>	<p>Accreditation - Kalani is going on sabbatical Fall 2022. The Committee is working on finding someone to step-in for Kalani for the semester.</p>		
<p><b>COVID Steering Task Force &amp; HEERF Funding -</b> Conveners Chancellor Rachel Solemsaas and VCAS Ken Kaleiwahea</p> <p><a href="#">COVID-HEERF Steering Taskforce AY21-22 EoY Report</a></p>	<p>See report</p>		
<p><b>Leadership Cohort Task Force - Chair Sara Vogel</b></p> <p><a href="#">Leadership Task Force_2021-2022 End of Year Report</a></p>	<p>See report; eleven people applied to the Leadership Task Force.</p>		
<p><b>QFE - First Year Experience Task Force - Chair No’el Tagab-Cruz</b></p> <p>* see proposal under “New Business”</p>	<p>Report forthcoming.</p>		

<p><b>QFE - Integrated Planning Task Force</b> - Chair Grace Funai</p> <p><a href="#">QFE-IP 2021-22 End of Year Report.</a></p>	<p>See report.</p>		
<p>6. Old Business</p> <p>A. ACCJC 2022 Mid-term Report</p> <p><a href="#">2022 Midterm Final Draft - Hawai'i CC</a></p> <p>*third reading</p>	<p><b>Motion to approve:</b> College Council accepts Hawai'i Community College's 2022 Midterm Report, subject to editorial revisions and certifies there was broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.</p> <ul style="list-style-type: none"> <li>● Kalani Flores</li> <li>● Melanie Wilson</li> </ul> <p><b>Discussion:</b> Two other shared governance bodies, the Academic Senate and ASUH/Student Government were included in drafting the report. The Academic Senate voted to have their Chair, David Tsugawa, approve the Midterm Final Draft, which is sufficient for the Senate's vote in the Kauhale feedback loop. The Ho'olulu Council was included in the feedback loop as well. We, the Council, are voting to approve the following three considerations:</p> <ol style="list-style-type: none"> <li>1. This report is accepted by College Council;</li> <li>2. There was broad participation by the Kauhale;</li> <li>3. This report is accurate.</li> </ol>	<p><b>Adopted and accepted by consensus vote</b></p>	



	<p>Question: How do we begin to transition after funding ends on June 30, 2023?</p> <p>Chancellor's response: We need to focus our efforts on basic needs.</p>		
<p>D. QFE-Integrated Planning Task Force  <a href="#">Request to College Council for new QFE-IP Task Forces</a>  * second reading</p>	<p><b>Motion to adopt and start two additional task forces beginning in August:</b></p> <ul style="list-style-type: none"> <li>• David Tsugawa</li> <li>• Larissa Leslie</li> </ul>	<p><b>Adopted and accepted by consensus vote</b></p>	
<p>7. New Business  A. QFE-First Year Experience Task Force  <a href="#">First Year Experience Proposal to become a Standing Committee</a>  * first reading</p>	<p>No discussion.</p> <p>Chair asked members to distribute this proposal and discuss it with their constituencies. Second reading and vote will be scheduled for the first Council meeting in Fall 2022, August 26th.</p>		
<p>8. Administration Updates  A. Multi-Division Initiatives and Plans  i. Updates from Fall 2022 Enrollment Plan: VCAA Melanie Wilson (retention), Christine Quintana (outreach and recruitment), Sara Vogel (Kauhale health), Chancellor Rachel</p>	<p>Enrollment Plan- All hands were on deck during the Spring semester to address low enrollment, outreach (iVCSA Christine Quintana), and retention (iVCAA Melanie Wilson).</p> <p>Update from iVCSA:</p> <ul style="list-style-type: none"> <li>• The annual Building Better Bridges with high school counselors was held on Friday, May 6, 2022.</li> </ul>		

<p>Solemsaas (upcoming activities and plans for Summer and Fall 2022).</p>	<ul style="list-style-type: none"> <li>● COVID updates: more in-person classes will be offered in the Fall semester.</li> <li>● More effort will be placed on reconnecting with colleagues.</li> <li>● The Welcome Wednesdays will continue as well as the Application Tuesdays.</li> <li>● Outreach to high schools (going to the schools) will continue, as well as career fairs and the Youth Challenge.</li> <li>● As of the current date, we see a 62% increase in first-year enrollment.</li> <li>● Live events will be held in the community.</li> <li>● Thatcher is promoting the College in social media and the local newspaper.</li> <li>● The continuing student population is lower than other student populations. Focus will be placed on them by identifying the reasons they are not continuing and to help these students register.</li> </ul> <p>Update from iVCAA:</p> <ul style="list-style-type: none"> <li>● Data from the Fall semester- 200 students who failed a class or took a W also didn't return.</li> <li>● 314 students who failed a class or took a W in the Fall semester did return for the Spring semester. These returning students had a 2.35 average GPA and were offered extra support.</li> <li>● Next year, outreach will begin earlier.</li> </ul>		
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	<ul style="list-style-type: none"><li>● Melanie is working on revising faculty advising by creating an organized effort by working with counseling.</li><li>● Melanie is also working on our Early Alert system.</li></ul> <p>Update from the Chancellor:</p> <ul style="list-style-type: none"><li>● A task force will be convened to discuss the Second Chance Pell grant for HawCC and the Kulani Correctional Facility. We are not committed yet; we have a chance to explore this opportunity as an experimental site. Kulani Correctional Facility has the capacity to offer virtual learning options for up to fifteen students using Zoom and Canvas. We will collaborate with Chaminade University and Windward CC. We can possibly use our HEERF funding.</li><li>● The Chancellor is exploring how to better support basic needs outreach for students.</li><li>● The most recent Kauhale Day service learning activities were well received and attended by faculty and staff. The Chancellor is working on offering more service learning opportunities in the future to support our Kauhale's health and to create opportunities to connect and serve our Kauhale and community.</li></ul>		
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<p>ii. Update on Administration's proposed AY22-23 Budget Plan: VCAS Ken Kaleiwahea, Chancellor Rachel Solemsaas.</p>	<ul style="list-style-type: none"> <li>● Deferred to the August 2022 meeting at the request of VCAS Kaleiwahea and Chancellor Solemsaas.</li> </ul>		
<p>B. Chancellor's Update - Rachel Solemsaas <a href="#">May 6, 2022</a></p>	<ul style="list-style-type: none"> <li>● Recruitment is in process for the two open Vice Chancellor positions, VCAA and VCSA.</li> <li>● Kalei Haleamau Kam has been recommended to the BOR for the Director of Pālamanui position.</li> <li>● The Kō Program Support Specialist recruitment is in process.</li> <li>● The Ho'olulu Council didn't get \$2 million for the Manono redevelopment; however, we are working with admin on plans to improve signage (buildings names, campus signage), and have partnered with Zane Designs to use a wayfinding theme for the Manono campus.</li> <li>● Strategic Planning Taskforce (Chancellor's taskforce): Admin will be outlining the next steps to take over the coming summer, and will report to the Council in the Fall. <ul style="list-style-type: none"> <li>○ Spring data will be updated soon to help inform us about how we move forward.</li> </ul> </li> </ul>		
<p>C. iVCAA Update - Melanie Wilson</p>	<p>The iVCAA is working on the following projects:</p> <ul style="list-style-type: none"> <li>○ HEERF funding ideas;</li> </ul>		

	<ul style="list-style-type: none"> <li>○ PD funding to create a writer's group that meets several times a year to support and explore writing dossiers, academic writing, blogs, etc.</li> <li>○ Work on retention efforts with Student Affairs;</li> <li>○ Support faculty advising ideas.</li> <li>○ Create training retreats for department chairs; incoming new department chairs will attend DC meetings with the goal of becoming more intentional moving forward.</li> <li>○ Night school courses to meet the needs of working students not wanting to take classes online.</li> </ul>		
<p>D. VCAS Update - Ken Kaleiwahea</p>	<ul style="list-style-type: none"> <li>● Ken is working on aligning budget processes with annual and comprehensive Program and Unit Reviews.</li> <li>● B-budget (operational budget) worksheets were created with templates by area; Ken will work with programs and units to inform and include them in the budget planning process.</li> </ul>		
<p>E. iVCSA Update - Christine Quintana</p>	<ul style="list-style-type: none"> <li>● The Admissions and Records Office (ARO) will be using a system-wide program called Med Proctor to review medical documents for students. It will simplify clearing health-record holds.</li> <li>● We will start issuing and accepting electronic transcripts (E Transcripts).</li> </ul>		

	<ul style="list-style-type: none"> <li>● There is a new diploma vendor that utilizes an electronic ordering process; diplomas will be mailed directly to students.</li> <li>● This summer, a pilot will be run for Early Alerts using STAR to help identify students early who need assistance.</li> <li>● Work is being done to streamline the Early College process and to strengthen the Early College program.</li> <li>● Christine encourages and invites everyone to participate in graduation to celebrate students.</li> <li>● Christine expressed her deep gratitude for our Kauhale.</li> </ul>		
<p>9. For the Good of the Order</p>	<p>Mahalo for a wonderful Spring semester; it will be exciting to see everyone at graduation to celebrate students.</p> <p>Please participate in the system-level town halls about the System Strategic Plan; the survey for the Strategic Plan is due May 6th.</p> <p>Let us all practice self-reflection, self-care, self-appreciation and being grateful.</p>		
<p>10. Adjournment Time: 3:59 pm</p>			