

**COLLEGE COUNCIL MINUTES, September 9, 2022. approved 2202-10-14**

<p>College Council Meeting Minutes</p> <p>September 9, 2022 12:00 to 2:00 p.m.</p> <p>Location: Zoom; registration: <a href="https://hawaii.zoom.us/meeting/register/tJMocGqrT0pGtwowIOJp34krzcps9KKPI3j">https://hawaii.zoom.us/meeting/register/tJMocGqrT0pGtwowIOJp34krzcps9KKPI3j</a></p> <p><a href="#">Meeting Agenda</a></p>	<p>Chair: Reshela DuPuis Vice Chair: Neva Supe-Roque</p> <p>Representatives: Toni Cravens Howell, Kate De Soto, Daniel Fernandez, Laurel Gregory, Tennille Kephart, Ākeamakamae Kiyuna, Alan Ku, Esther Nathanson, Cheryl Pavel, Janet Smith</p> <p>Ex-Officio Members: Rachel Solemsaas, Melanie Wilson, Christine Quintana, Jodi Mine, Kei-Lin Cerf, Taupouri Tangaro</p> <p>Guests: Precious Mae Atendido, Lissandra Baldan Jenkins, Jeanne Batallones, Anne Chung, Kenoalani Dela Cruz, Harold GKW Fujii, Jeff Fujii, Grace Funai, Pearla Haalilio, Ian Hirakawa, Meidor Hu, Keshia Kubo, Nancy Kunishige, Calla Luera, Callie Martin, Luzviminda B. Miguel, Carrie Mospens, Tiffany Naea, Luria Namba, Karla Sibayan, Michelle Phillips, Tomoko Skinner, Kim Stevens-Suguitan, No’el Tagab-Cruz, Sherise Tiogangco, Randiann Tokeshi, Tagi Qolouvaki, Sara Vogel, Brenda Watanabe, Debbie Weeks</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:03pm By: Reshela DuPuis Minutes: Kate De Soto	<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>	Called to order by Chair	
2. Ascertain quorum	<ul style="list-style-type: none"> <li>Ascertained quorum</li> </ul>	Chair ascertained quorum	
3. Approval of Minutes [may be deferred]	<ul style="list-style-type: none"> <li>Minutes not ready for review.</li> <li>Agenda item deferred until next meeting.</li> </ul>	Item deferred to next meeting	10/14/22

<p>4. Chair's Update</p>	<ul style="list-style-type: none"> <li>● Mahalo to Vice Chair Neva Supe-Roque for facilitating the last meeting.</li> <li>● Mahalo Daniel Fernandez and Callie Martin for assisting with scheduling and posting.</li> <li>● Mahalo to Tennille Kephart for being present as proxy on behalf of Daniel Loo, Rep for Admin Services Division, and to Daniel Fernandez for being present as proxy on behalf of Sandra Kama, Rep for Academic Support Division.</li> <li>● College Council Website: Updated by Daniel Fernandez and Resh DuPuis.. Items updated include Schedule of Meetings; Charter; Membership Roster; Note Takers Schedule; Committee Reports archive; and Meeting Agendas/Minutes.</li> <li>● Strategic Planning: On behalf of Chancellor, Hawai'i CC, UHCC, UH, and P20 strategic planning processes are occurring. Kauhale members can provide feedback anonymously via the <a href="#">Strategic Plans Feedback Survey. Anonymous (open till 9/30/22).</a></li> </ul>		
<p>5. Committee Updates/Reports</p>	<p>Per Chair: Mahalo to those stepping up to chair committees (Council now has 9 Standing Committees and 4 Task Force groups). Chairs are asked to submit their committee membership rosters to Resh ASAP.</p>	<p><b>Committee Chairs: Submit rosters to the Chair.</b></p>	<p><b>ASAP</b></p>

<p>A. Accreditation Steering Committee (ASC) - iVCSA Christine Quintana and Kanoe Lambert</p>	<p>Because we have so many committees and groups needing to report, we'll continue with the staggered rolling schedule for committee reports through this academic year.</p> <p>A: iVCSA not present at time of agenda item.</p> <ul style="list-style-type: none"> <li>● Chair requested motion to defer</li> <li>● Motion: Rachel Solemsaas</li> <li>● Second: Neva Supe-Roque</li> <li>● Consensus Vote: 0 Nay; 0 Abstain</li> <li>● Chair approved, item deferred until the arrival of iVCSA</li> </ul> <p>A: iVCSA Update (item taken out of order on iVCSA arrival).</p> <ul style="list-style-type: none"> <li>● ASC is in the process of reaching out to specific Kauhale members to invite them to be volunteers for the committee.</li> </ul>	<p><b>Motion passed by consensus.</b></p>	
<p>COVID Steering Task Force &amp; HEERF Funding -- Chancellor Rachel Solemsaas and iVCAS Jodi Mine</p>	<p>Chancellor:</p> <ul style="list-style-type: none"> <li>● Previously utilized HEERF Task Force will be utilized moving forward to vett resource requests.</li> <li>● We are in the final year of HEERF, remaining funds that do not qualify for extension would have to be returned to the Treasury, so we need to spend them before June 2023.</li> <li>● Past focus of HEERF: based on priority criteria from DOE.</li> <li>● Current/Future of HEERF - see new Guidelines below.</li> </ul>	<p><b>New HEERF requests due ~ October 2022.</b></p> <p><b>Review of previously denied requests occurring.</b></p> <p><b>Review of one-time requests</b></p>	

	<ul style="list-style-type: none"> <li>• New requests will be via Kualu with proposed October deadline for application.</li> <li>• Chancellor reviewed HEERF Guidelines, see below:</li> </ul> <p><b>HEERF Guidelines</b></p> <ol style="list-style-type: none"> <li>1. COVID 19 mitigation related to safety &amp; distance education</li> <li>2. Student's Basic Needs</li> <li>3. Enrollment &amp; re-enrollment, build capacity to provide high touch wrap around support to students</li> <li>4. Loan forgiveness</li> <li>5. <i>Expanding programs that lead to in-demand high-quality jobs:</i> HEERF has aided institutions in creating access to new programs that prepare students for high-quality jobs in demand, as a result of the coronavirus, that require specialized training and education</li> </ol> <ul style="list-style-type: none"> <li>• We will reopen the HEERF Kualu for new requests with an end date in Oct 2022.</li> <li>• We will review prior HEERF requests that were denied to determine 1)do we still need the request, 2) does it meet the new HEERF guidelines and 3) can the purchase be completed this year. If so, we can reactivate without folks re submitting.</li> <li>• We will also compile the one-time requests from last year's annual program/unit reviews. Admin will assess if any of them meet the new HEERF guidelines and can be considered for funding.</li> <li>• Strategic priorities for the SSARP allocation to include:</li> </ul>	<p><b>from last year's APR/AURs will occur and be considered for eligibility for HEERF.</b></p>	
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	<ul style="list-style-type: none"> <li>○ Technology audio visual capacity for outdoor learning spaces (Papa'ā Hale, Pāalamanui Piko, KōEC pavilion).</li> <li>○ HVAC and air filter needs.</li> <li>○ <a href="#">Emergency Operations Plan</a> (EOP) updates. Our EOP is dated 2013 and should now include pandemic response.</li> <li>○ Program expansion or needs for emerging workforce needs (use CEDS and Island priority Island sectors like AG, Tech, etc.)</li> </ul> <ul style="list-style-type: none"> <li>● iVCAS Jodi Mine, prior to our next meeting, will have full accounting of HEERF expenditures and what is available that should be reallocated and spent so we don't lose it. This is in addition to the new SSARP of \$2.2million we just received.</li> <li>● PD Requests will now be processed through a separate Kualī Form. See Chancellor's email sent out this week.</li> </ul> <p>Questions: none</p>	<p><b>Up to date HEERF expenditures and reallocation amount will be identified by iVCAS at next meeting.</b></p>	<p>10/14/2022</p>
<p>QFE - IP Budget Allocation Task Force - Chancellor Rachel Solemsaas and iVCAS Jodi Mine</p>	<p>Chair DuPuis:</p> <ul style="list-style-type: none"> <li>● Reminder: the QFE-IP Budget Allocation Task Force (<b>BAT</b>) was created/approved in late Spring 2022 by the Council. This task force is one result of the many-years-long QFE Integrated Planning process and it will focus on one-time, special budget requests.</li> </ul>		

	<p>Chancellor:</p> <ul style="list-style-type: none"> <li>● Update on QFE Budget Allocation (key process of integrated planning and important to accreditation)</li> <li>● Jodi Mine (iVCAS) is catching up on her new responsibility in facilitating this Task Force.</li> <li>● The work of this Task Force is important for morale.</li> <li>● Focus is: <ul style="list-style-type: none"> <li>○ Personnel (reallocation, advocating for new positions to UHCC)</li> <li>○ B-Budget (operational costs)</li> <li>○ One-Time Requests</li> </ul> </li> </ul> <p>* TF will also work on developing guidelines for a permanent Budget Allocation Committee.</p> <ul style="list-style-type: none"> <li>● <a href="#">Resource Allocation Process Slides</a> reviewed by Chancellor.</li> <li>● BAT membership is still needed for campus representation to occur.</li> </ul>	<p><b>BAT Seeking representatives from LBRT, Academic Support, &amp; Sustainability</b></p>	
	<p>[Accreditation Steering Committee report taken out of order-see minutes above]</p>		
<p>6. Other Kauhale Updates</p>	<p>S. Vogel couldn't be present, submitted a <a href="#">video for viewing</a></p> <ul style="list-style-type: none"> <li>● Provided <a href="#">Care Team and Title IX Links</a></li> </ul>	<p><b>Reps - please share this information</b></p>	

<p>A. Care Team and Title IX - Sara Vogel</p>	<ul style="list-style-type: none"> <li>● Per the video, provided whistleblower information.</li> <li>● Provided 1:25pm S. Vogel arrived, mahalo for listening to video, if questions, please contact S. Vogel.</li> </ul> <p>Questions: Janet Smith: Are the links in the Agenda?</p> <p>Chair's Response: Agenda was revised late to include links, sorry for the confusion. Normally, I'll add information to the agenda only if received 1 week prior to the meeting; but if no vote will be taken (e.g., important or time-sensitive information only), I may add it to the agenda late if it's received late.</p>	<p><b>with your groups.</b></p>	
<p>7. Old Business [none]</p>	<p>No Old Business</p>		
<p>8. New Business</p> <p>A. <b>Haw 4.201:</b> Integrated Planning for Institutional Effectiveness, proposed revisions*</p> <p>i. <a href="#">Haw 4.201: Integrated Planning for Institutional Effectiveness. revised May 4, 2018</a> (current version)</p> <p>ii. <a href="#">Haw 4.201: proposed revisions. red-line</a></p> <p>iii. <a href="#">Haw 4.201: proposed revisions. clean</a></p>	<p>A. FIRST READING</p> <ul style="list-style-type: none"> <li>● Chair Comments: Haw 4.201 lays out policy for comprehensive reviews and strategic planning.</li> <li>● Chair asked for any comments from those involved in the policy revision.</li> <li>● Chair noted that these revisions align with QFE-IP Plan approved by the Council in S22. Revisions change the Program/Unit Comprehensive Review cycle from 3 years to 5.</li> <li>● Grace Funai: Mahalo to Reshela DuPuis and Melanie Wilson for spearheading this work. Policy revisions also extract the "master plans" and replace them with implementation plans. Past master plans weren't being followed. The new focus on implementation plans will</li> </ul>	<p><b>Council Reps: please take revision to your groups for review. Vote will be upcoming.</b></p>	<p>2nd Reading: 10/14/2022</p>

<p>first reading *proposed revisions align with the QFE-IP plan approved by the Council, April 8, 2022</p>	<p>give different divisions a chance to identify goals that align with our Strategic Plan that is being developed. This will hopefully bring more transparency.</p> <ul style="list-style-type: none"> <li>● Reshela DuPuis: As one of the active QFE-IP members, Jessica Yamamoto, always reminded us, we need living documents. These policy revisions seek to create living, active documents that we can work with as opposed to “book shelf documents”.</li> <li>● Chancellor Solemsaas: Mahalo to everyone working on this. This is timely as ISER is about to be put together.</li> <li>● Chair: Mahalo also to Jeff Fujii and Ken Kaleiwahea who helped with this process a lot starting in 2018.</li> </ul> <p>Questions/Comments: none</p>		
<p>9. Administration Updates A. Chancellor’s Update - <a href="#">Chancellor’s Update</a></p>	<p>Rachel Solemsaas:</p> <ul style="list-style-type: none"> <li>● PD funding: FSD will review and recommend modifications to process as needed.</li> <li>● PD funds consist of funding from Chancellors budget, Foundation Funds, and HEERF. 1 General application and reviewers will determine which funding source should be utilized if approved.</li> <li>● PD Requests need permission and coordination within the applicant's area. To complete the application, complete the budget template and save it as a pdf to upload with your submission.</li> </ul>		



	<p>QUESTION: Neva Supe-Roque - Can you provide an update on M&amp;IE, in the past M&amp;IE not approved for PD, is this still the case?</p> <p>Chancellor's Response: Submit your request and the right funding source will be identified with the aim of taking in needs of the request.</p> <ul style="list-style-type: none"> <li>● <b>Strategic Planning task force</b> <ul style="list-style-type: none"> <li>○ Task force charge: Coordinate activities for huika'i (KeiLinCerf is convener). Looking at creating a review board to ensure representation occurs (aim to include groups not represented now, including certain employment categories and students).</li> </ul> </li> </ul>		
<p>B. iVCSA Update</p>	<p>Christine Quintana:</p> <p><a href="#"><u>iVCSA Update</u></a></p> <p><b>Highlights:</b></p> <ul style="list-style-type: none"> <li>● <b>Scholarships:</b> deadline is 9/14/22, letter of recommendation required by 9/18/22.</li> <li>● <b>Career Center:</b> <i>Handshake</i> is a new tool to connect students with employers. Tomoko is leading, offering space as a learning hub (M-R 10-3). Workshops will be offered. See bulletin board for job openings.</li> <li>● <b>Basic Needs:</b> Still seeking participants (respond to Craig).</li> </ul>		

	<ul style="list-style-type: none"> <li>● <b>Student Employment:</b> VCSA office is now managing student employment until permanent Career faculty can be hired.</li> </ul> <p><b>Questions:</b> Resh: are all student employees getting a raise or only those in specific categories?</p> <p><b>Answer:</b> October 1st all student employees will receive pay increase (see iVCSA link for rates and dates of change).</p>		
C. iVCAS Update	<p>Jodi Mine:</p> <ul style="list-style-type: none"> <li>● Student Employee Raises: Effective 10-1 thru 10-15 timesheet, but pay effect will be seen on 11/15 paycheck.</li> <li>● Upcoming Trainings: <ul style="list-style-type: none"> <li>○ Hazardous Materials and Waste Refresher @ Pāalamanui 9/22, Manono 9/23. Times being solidified, likely 10:30-11:30</li> <li>○ Active Shooter, UH Manoa Dept of Public Safety 10/5 online. Register through Manoa Dpt Public Safety.</li> </ul> </li> <li>● Student Employment: assisting VCSA on fiscal side, please direct timesheet questions to Jodi.</li> </ul> <p>Questions: none</p>	<p><b>Kauhale: Register for trainings if interested. See related emails.</b></p>	
D. iVCAA Update	Melanie Wilson:		

	<ul style="list-style-type: none"> <li>● <b>VCAA Advisory Group:</b> Next meeting is 10/12/22. Group membership currently consists of 5 Liberal Arts Faculty. Seeking CTE representation.</li> <li>● <b>Badging</b> <ul style="list-style-type: none"> <li>○ Started with online teaching;</li> <li>○ Required to teach online at Hawai'i CC;</li> <li>○ Exception granted if a comparable course was taken from another college within the UH system;</li> <li>○ If not badged/trained, courses will need to be evaluated;</li> <li>○ *If teaching online, please add to your Laulima page your Dean: Melanie Wilson for Liberal Arts; Jessica Yamamoto for CTE.</li> </ul> </li> </ul> <p>Questions: none</p>		
10. For the Good of the Order	<p>Chancellor:</p> <ul style="list-style-type: none"> <li>● Recognition of Gordon Ching as kumu since September 1, 1972. His story has been shared on social media and he will be highlighted in an upcoming article recognizing Mr. Ching's accomplishments and 50 years of service in the BEaT Division.</li> <li>● Kauhale day <b>SAVE THE DATE 9/30/22</b></li> </ul> <p>Estee Nathanson (EdVance):</p>		

	<ul style="list-style-type: none"> <li>• Mental Health First Aid training available at no-cost, edvance@hawai'i.edu 934-2700 to register.</li> </ul> <p>Reshela DuPuis (Chair):</p> <ul style="list-style-type: none"> <li>• Janet Smith reminded me this weekend is the anniversary of 9/11.</li> </ul> <p>Jana Smith:</p> <ul style="list-style-type: none"> <li>• remember to continue holding peace and never feeling helpless in light of trauma and drama...there's always something positive that can come out of it.</li> </ul> <p>Chair:</p> <ul style="list-style-type: none"> <li>• College Council is an open forum, if you'd like to bring something forward, please come to a meeting and speak up, or you can complete the form on Council website to submit agenda items.</li> </ul>		
11. Adjournment <b>1:32pm</b>	Chair Adjourned the Meeting.		