

COLLEGE COUNCIL MINUTES - November 4, 2022. Approved Dec 9, 2022

<p>College Council Meeting Minutes</p> <p>November 4, 2022, 2:00 - 4:00 p.m.</p> <p>Location: Zoom Registration link: https://hawaii.zoom.us/meeting/register/tJ0rc-GpqT4pE93wiwklhm01L8NExpVC4-gW</p> <p>AGENDA November 4, 2022</p>	<p>Chair: Reshela DuPuis Vice Chair: Neva Supe-Roque</p> <p>Representatives: Laurel Gregory, Sandy Kama, Ākea Kiyuna, Alan Ku, Esther Nathanson, Cheryl Pavel, Jana Smith, Kate Soto, Claudia Wilcox-Boucher</p> <p>Ex-Officio Members: VCSA Christine Quintana, iVCAA Melanie Wilson, iVCAS Jodi Mine, CTE Dean Jessica Yamamoto, KōEC Director Kei-Lin Cerf</p> <p>Kauhale Participants: Lissandra Baldan Jenkins, Vivian Chin, Toni Cravens Howell, Kenoalani Dela Cruz, Jeff Fujii, Sheldon Higa, Ian Hirakawa, Tennille Kephart, Kesha Kubo, Nancy Kunishige, Carrie Mospens, Cheryl Pavel, Michelle Phillips, Tomoko Skinner, Kim Stevens-Suguitan, Sherise Tiogangco, Jason Santos, Nadine Uina</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 2:01 PM</p> <p>By: Reshela DuPuis Minutes: Estee Nathanson</p>	<ul style="list-style-type: none"> ● Meeting will not be recorded ● Keep video and mic off unless speaking ● Use chat whenever possible 	Called to order by Chair	
<p>2. Ascertain quorum</p>	<ul style="list-style-type: none"> ● Ascertained quorum 	Chair ascertained quorum	
<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> ● College Council Minutes, October 14, 2022 	<p>Discussion: None.</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Claudia Wilcox-Boucher 	<p>0 Nay 1 Abstention</p>	

	<ul style="list-style-type: none"> ○ Second: Cheryl Pavel 	Motion passed	
4. Chair's Update	<ul style="list-style-type: none"> ● Chancellor is unable to attend today's meeting. She has asked to defer agenda items she is reporting on to Dec. 9 when she will be able to join. Chancellor's apology went out to the campus via email last night. 	Chancellor to report on deferred agenda items at next meeting	12/9/22
5. Committee and Task Force Reports	<ul style="list-style-type: none"> ● ACCJC VP Catherine Webb provided training on Institutional Self-Evaluation Report (ISER) accreditation process on October 25. ● Shared timeline to outline what will occur and who will be responsible. ● Spring 2024 – Important Date: Team will be getting feedback from Kauhale on the draft. ● ISER is due Fall 2024 to ACCJC. 	Kauhale reviews ISER	Spring 2024
A. Accreditation Steering Committee - Christine Quintana		ISER due Fall 2024	12/15/24
i. HawaiiCC ISER 2025 Timeline			
B. COVID Steering Task Force & HEERF Funding - Rachel Solemsaas and iVCAS Jodi Mine	<ul style="list-style-type: none"> ● Deferred item to Dec. 9 due to Chancellor's absence (per her email). 	Item deferred to next CoCo meeting	12/9/22
C. QFE - IP Implementation Task Force - Grace Funai			
i. QFE Implementation Task force Update to	<ul style="list-style-type: none"> ● This and BAT Task Forces were approved by CoCo last spring; coming out of the QFE-IP process. 		

<p>the College Council. 2022-11-04</p>	<ul style="list-style-type: none"> • The Chair shared that today’s QFE and BAT reports were provided by Grace Funai, who is unable to attend the meeting. • Questions may be sent to Grace or Resh DuPuis. • Resh is on this Task Force and shared that they are beginning to work on specifics of the implementation process. Moving forward on time. • Mahalo to Grace who has been a great leader during this process. 		
<p>D. QFE - IP Budget Allocation Task Force - Grace Funai</p> <p>i. Budget Allocation Task Force Update to College Council. 2022-11-04</p> <p>ii. Budget Allocation Task Force - Charge</p>	<ul style="list-style-type: none"> • Chair shared update on Grace’s behalf for the Council: BAT Force has been reviewing resource requests that have been coming in through the Program and Unit Annual and Comprehensive Review Process and through the HEERF funding process. • Any BAT members able to chime in? Any discussion?* <p>Discussion:</p> <ul style="list-style-type: none"> • Claudia Wilcox-Boucher asked if there is a listing of all members/ reps on CoCo committees. <ul style="list-style-type: none"> ○ The Chair referred to the Charge document and noted that membership is listed. • Claudia further inquired who is filling the roles? <ul style="list-style-type: none"> ○ The Chair responded that Grace Funai will be able to report at the next meeting. 	<p>Grace Funai to report on the BAT membership</p>	<p>12/9/22</p>

	<ul style="list-style-type: none">● Claudia suggested including the committee membership, dates of meetings, and more detail in report.<ul style="list-style-type: none">○ Christine Quintana stated she was unsure if composition of the BAT has been determined.○ Laurel Gregory is on the BAT and volunteered to pass on the suggestion about adding more detail to committee reports.● *Laurel provided clarification on the Chair's comments and said the committee hasn't reviewed any requests yet. The committee is still clarifying process, roles and tasks.● Claudia elaborated that it would be helpful to be able to reference the membership for all standing committees to direct questions, ensure department participation, etc.● Claudia shared feedback that Archives on the College Council website didn't include recent CoCo minutes since 2019.<ul style="list-style-type: none">○ The Chair shared the CoCo website: http://blog.hawaii.edu/hawccccollegecouncil/ and noted that CoCo no longer keeps up the old "Archives" tab, since all the agenda and minutes are now listed on the Meeting Agendas and Documents tab: http://blog.hawaii.edu/hawccccollegecouncil/agenda/		
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and all CoCO historical Committee Reports are located on the **Committee Reports** tab:
https://drive.google.com/drive/folders/1PZ6mCvI18aRoLrlc3tsad9CY1EJy_deb

- Claudia clarified that it's difficult to recall which committees are under CoCo vs. Academic Senate, etc., and which have required membership from her areas. As a DC, she appreciates guidance to keep up if there is missing representation for her constituencies.
 - Chair noted there's a list of standing committees in the Charter, although the Task Forces are more temporary so are not listed in the Charter:
http://blog.hawaii.edu/hawccccollegecouncil/files/2022/02/College-Council-Charter_revised_2022-01-14.pdf
 - Chair shared additional information from the Charter related to who can serve as a rep on various committees.
 - Chair stated that as we are very short-staffed College-wide, the goal is to have broad participation from across the Kauhale. Look and see for your division who is serving where, and where it's important for your division to have somebody on a committee, rather than having that fixed requirement to fill all possible representation. The goal is to be compassionate/realistic.

	<ul style="list-style-type: none">● Jana Smith inquired whether lecturers can be representatives.<ul style="list-style-type: none">○ The Chair responded, “absolutely”; advised to reference the Charter and noted where it says who is recognized as a member of the Kauhale and how people can serve:<ul style="list-style-type: none">▪ Individual representative and ex-officio members can be BOR appointed APT; Civil Service regular hires; currently enrolled students.▪ Lecturers and temporary hires who have been employed at the College for at least three years prior and have been selected or elected by their constituency may serve as a Council Rep as long as they remain employed at the time of their service.▪ Officers must be full-time regular hires.○ Chair noted that the College Council is representative of the entire Kauhale. There’s a Representation for all areas of units/departments; every person has a Rep.<ul style="list-style-type: none">▪ The Chair pulled up the CoCo membership roster on the website: http://blog.hawaii.edu/hawccccollegecouncil/membership/		
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	<ul style="list-style-type: none"> ● Update to website: Jana Smith is currently the Senate rep for Fall 2022 semester. ○ The Chair went on to say that Academic Senate is more like a Town Hall meeting, where if you're a member (Faculty) and you show up, you get to vote. The Council is different: you have a Representative who we ask to show up to all meetings who votes on their hui's behalf. ○ Thank you to the Reps who show up consistently! Please make sure you're sharing Council agendas and notices with your departments/divisions. It's really important because you vote on behalf of your hui. Reminder: It's a two year gig. 		
<p>6. Old Business</p> <p>A. Haw 7.521: Academic Renewal Policy</p> <ul style="list-style-type: none"> i. HAW 7.521 - Academic Renewal Policy - Current ii. HAW 7.521: proposed revisions, redline iii. HAW 7.521: proposed revisions, clean <p>second reading</p>	<p>Discussion:</p> <ul style="list-style-type: none"> ● The Chair requested a brief recap of the policy and changes. ● Kenoa Dela Cruz: Students may request to have one semester of grades eliminated from their GPA (the grades do remain on the transcript). Cleaning up the policy and adding additional information for clarification. ● Jana Smith: What was the rationale for this policy? <ul style="list-style-type: none"> ○ Kenoa: Back in 2007, there were discussions to adopt a similar policy to UH Hilo's 		

	<p>Bankruptcy policy. Provided example of a former student who may be interested in this option due to previously taking classes toward a different degree and won't be retaking courses to earn a new grade. There were frequent situations when adding the policy was under discussion.</p> <ul style="list-style-type: none">● Jana: If they eliminate the semester, do the credits remain?<ul style="list-style-type: none">○ Kenoa: No, all credits are also lost and cannot be recovered. If they already earned a certificate or degree using those credits, they cannot declare renewal. It is available to any students, but it's oftentimes those who are returning after many years and changed their major. It's to encourage them; they don't have to be on academic probation.● Chair: Thank you for the clear explanation, Kenoa. Recalled a situation with someone who was deployed to the military and unable to finish out the semester. There are many reasons to use this policy.● Kenoa: We have a number of policies to consider for each situation. They have to be enrolled as well.● Resh: It's important that they have to meet with a counselor before submitting a renewal request.● Kenoa: Yes, a counselor has to sign off before it goes to the Vice Chancellor.		
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	<ul style="list-style-type: none"> ● Kenoa: There is a typo. If CoCo approves, then the very top where it says Revised will supersede; the footnote will need to be updated. <ul style="list-style-type: none"> ○ Comment from Vivian Chen to use Insert Footnote so it formats easily. Mahalo. ● Resh: Asked if Christine would like to change motion to adopt with changes. ● Christine agreed. <p>Motion to approve 7.521 Academic Renewal Policy as noted in the clean version with the minor edit:</p> <ul style="list-style-type: none"> ○ Motion: Christine Quintana ○ Second: Jana Smith and Ākeamakamae Kiyuna <ul style="list-style-type: none"> ● Kenoa: Mahalo to Sherise and Karen for serving on the sub-committee. 	<p>0 Nay 0 Abstentions Motion passed by consensus as the revised minor edits version</p>	
<p>7. New Business</p> <p>A. Ka'ao KAI Discussion: UHPA Surveys</p> <p>i. Faculty Work Life Survey Results, 2022, 2018, 2014</p> <p>ii. 2021 Rate my ADMIN Survey Results</p> <p>iii. Admin Response and Analysis</p>	<ul style="list-style-type: none"> ● Chair announced that all items under New Business will be discussed at the next meeting when the Chancellor is available to join. 	<p>Item deferred to next CoCo meeting</p>	<p>12/9/22</p>
<p>8. Administration Updates</p>	<ul style="list-style-type: none"> ● Deferred to Dec. 9, 2022 meeting. 		<p>12/9/22</p>

<p>A. Chancellor Rachel Solemsaas Chancellor's Update</p>		<p>Item deferred to next CoCo meeting</p>	
<p>B. iVC Academic Affairs Melanie Wilson</p>	<ul style="list-style-type: none"> ● Melanie Wilson: Request to open the floor for questions. If anyone has anything they would like to ask Admin today or if you have a question about Academics. <ul style="list-style-type: none"> ○ Jana inquired if this was related to the Rate My Administrator Survey. ○ Melanie: Anything. ○ Jana inquired if anonymous questions would be accepted. ○ Chair described a process whereby anyone may submit questions anonymously to her or Neva via chat. ○ Claudia suggested postponing this discussion to the next meeting. ○ The Chair stated that is what we're doing and referred to Chancellor's email requesting to defer. She asked if we would like to vote on it. ○ Christine proposed the motion. <p>Discussion:</p> <ul style="list-style-type: none"> ● Melanie stated that the Chancellor did not ask her to field questions at today's meeting. She wanted 		

	<p>to provide the opportunity for anyone who felt they couldn't wait to express.</p> <ul style="list-style-type: none"> ● Mahalo, Melanie. ● Jana inquired if the Chancellor will be in attendance at the December meeting. ● Melanie felt strongly that she will be there. <p>Motion to defer the discussion of the UHPA surveys to the December meeting:</p> <ul style="list-style-type: none"> ○ Motion: Christine Quintana ○ Second: Claudia Wilcox-Boucher <ul style="list-style-type: none"> ● Chair inquired if there was any other update from the iVCAA and there was not. 	<p>0 Nays 0 Abstentions Motion passed by consensus</p>	
<p>C. VC Student Affairs Christine Quintana VCSA Update</p>	<ul style="list-style-type: none"> ● The Chair reminded everyone that the Admin updates are rolling documents. You can scroll down the page to see previous updates. <p>VCSA Update:</p> <ul style="list-style-type: none"> ● Thank you to instructors that have been responding to confirm last day of attendance from Financial Aid. <ul style="list-style-type: none"> ○ It's important to report in a timely manner as it affects award amounts. Financial Aid has to be recalculated for withdrawals. ○ Deadline to withdrawal was Oct. 31. ● Early Alert and Consider to Withdrawal Survey was sent out. 		

	<ul style="list-style-type: none"> ○ 194 referrals made; 166 different students. Outreach efforts were made. ○ Mahalo to those who referred and to the counseling team for following up on referrals. ● Student Life. More votes are needed to ratify new bylaws and charter. <ul style="list-style-type: none"> ○ Call to encourage students to vote. ○ Need 213 votes to ratify the by-laws and new constitution. ○ Jana inquired if there's a summary of the by-laws or marketing hook. She's giving extra credit but hasn't had anyone submit yet. ○ Christine said all we can do is try and encourage them. ● Upcoming event: Scholarship Live, Dec. 1 ● Registration open for Spring 2023. <ul style="list-style-type: none"> ○ Guide available that may be shared with students: see Christine's update for the link. ○ Mahalo to Kenoa, Thatcher and others. ● Jan. 5, 2023: Ka'ao Student Success Conference <ul style="list-style-type: none"> ○ Workshops for students ○ Create sense of belonging ○ Shows students resources that are available ● Shared UH Health Clearance website. <ul style="list-style-type: none"> ○ Outlines what's needed systemwide ○ New process with MedProctor. They will review and assist with clearing the students until HawCC can automate the process. ○ Is COVID still included? 	<p>Encourage students to vote</p> <p>Scholarship Live event</p> <p>Ka'ao Student Success Conference</p>	<p>ASAP</p> <p>12/1/22</p> <p>1/5/23</p>
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	<ul style="list-style-type: none"> ▪ No, just TB, MMR, Varicella and TDAP. ○ Kenoa added that Nursing and EMT students are still required to submit proof of COVID vaccination. ● Downtown Hilo holiday parade, November 26. <ul style="list-style-type: none"> ○ Contact Sara Vogel, Michelle Phillips, or Kesha Kubo to get involved. ● December 16 will be a Candyland Christmas party. <ul style="list-style-type: none"> ○ DSA hosting. ○ Contact Sherise Tiogangco, Kesha or Nancy Kunishige to get involved. ● Jana inquired what time the POM kīpaepae is scheduled for on December 9? <ul style="list-style-type: none"> ○ It's the same day as the next College Council meeting. ○ The Chair requested that Jodi Mine find out and let Jana know. ○ Ākea wrote a comment that more discussion is needed for that kīpaepae. Once the Kīpaepae Committee sets the details, an announcement will be sent out. 	<p>Downtown Hilo holiday parade</p> <p>Candyland Christmas party</p> <p>POM Kīpaepae – Committee to send details before event</p>	<p>11/26/22</p> <p>12/16/22</p> <p>12/9/22</p>
<p>D. iVC Administrative Services Jodi Mine</p>	<ul style="list-style-type: none"> ● Apologies for missing the last meeting. ● Project updates: <ul style="list-style-type: none"> ○ Building 386A (Biology lab currently): 	<p>Building 386A renovations</p>	<p>12/12/22-est. Fall 2023</p>

	<ul style="list-style-type: none">▪ The renovations will provide a physics lab, bio prep area and offices.▪ Work estimated to start Dec. 12, 2022.▪ Biology lab will still be operational in spring 2023.▪ Looking at closure of parking lot area between 386A and 385A, the Apprenticeship building.▪ Media (Joe and Neal) will be relocated.<ul style="list-style-type: none">● 379A-6A will be closed for media storage.● Moving furniture out now to make space.▪ Hoping to be completed by Fall 2023.○ Buildings 387 and 388:<ul style="list-style-type: none">▪ A/C will be renovated.▪ Hale Kea will move to upper campus, Building 346, Room 102.<ul style="list-style-type: none">● Services will be limited but operational.▪ Career center moving out.▪ Security staff can stay as they're in a separate building.▪ January 2023 projected start; estimated completion by fall 2023. May span into spring 2024.▪ Buildings will not be accessible.	<p>Buildings 387 and 388 renovations</p> <p>Restroom renovations</p>	<p>Jan. 2023 – est. Spring 2024</p> <p>Jan. 2023 – est. ?</p>
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	<ul style="list-style-type: none"> ○ Restroom renovations: <ul style="list-style-type: none"> ▪ Two phases; starting January 2023. ▪ 6 restrooms will be totally renovated. <ul style="list-style-type: none"> ● 381, 379, 389 (outside auxiliary), 380, 390 (Carpentry), 391 (Electronics) ● Unsure which will be in phase 1 and 2. ● Sandy Kama asked the following question: <ul style="list-style-type: none"> ○ Some items were purchased by me via p-card because I was told HEERF funds were approved. I submitted my PCDO with the Academic Support account because I didn't receive the HEERF approval # and account #. I still have other items to purchase, when can I expect to receive the HEERF information? Plus, Hale Kea is moving up to UH-Hilo, Bldg 346, Room 102 in the Business Education Building, starting Spring 2023. There is furniture needed, and a HEERF request was submitted. When can I expect that approval? ○ Jodi responded that she will work on that. She is aware that purchases need to be done. She'll get back to Sandy. ● Project updates continued: 	<p>at Manono campus</p> <p>Jodi Mine to follow up on HEERF requests</p> <p>Set up portables in back of</p>	<p>ASAP</p> <p>Spring 2023</p>
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	<ul style="list-style-type: none"> ○ Submitted requests to hire through System and awaiting response: <ul style="list-style-type: none"> ▪ Psychology Instructor ▪ Construction Academy, Keaau ○ Needs to work on: <ul style="list-style-type: none"> ▪ Culinary Instructor ▪ Student Support Specialist, Student Affairs ▪ CTE Dean ● Sandy Kama asked the following question: <ul style="list-style-type: none"> ○ I heard that Erika Lacro (VP, UHCC System) told KauaiCC that they are being restructured. Will HawaiiCC employees be told if there are any talks of restructuring BEFORE decisions are made? ○ The Chair responded that she thinks the question may be for the Chancellor rather than Jodi. ○ Jodi agreed. ● Support for Jodi: <ul style="list-style-type: none"> ○ Claudia wrote a comment: We support you- HOW can we help you? ○ Numerous comments of support followed from all over the Kauhale. ○ Sharing concern for Jodi's wellbeing. ○ An outpouring of appreciation for all the roles Jodi had taken on. 	<p>Kauhale is ready and willing to support Jodi</p>	<p>On-going</p>
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	<ul style="list-style-type: none"> ○ Jodi thanked everyone for their patience and understanding. ○ Toni Cravens-Howell shared that the topic of support for Jodi came up at the recent Academic Senate meeting. They were advocating for her; to support her in her many roles. <ul style="list-style-type: none"> ▪ At the meeting, Chancellor had responded that she was waiting for Jodi to ask for help. ▪ Toni encouraged Jodi to ask for help and shared that everyone understands and she's doing an incredible job. ● Jana asked if there's any chance of painting the buildings on campus before accreditation? <ul style="list-style-type: none"> ○ Jodi can put that on as a project. We do need to paint the buildings. ○ Right now she's prioritizing lighting on campus; parking lots need work. Safety issues. 		
<p>9. For the Good of the Order</p>	<ul style="list-style-type: none"> ● The Chair was asked by Debbie Weeks to mention that the Sustainability Committee is looking for new members. <ul style="list-style-type: none"> ○ Hoping for someone from PAL especially. 	<p>Sustainability Committee is in search of new members</p>	<p>ASAP</p>

	<ul style="list-style-type: none"> ○ It's a standing committee of the College Council. ○ They've been a very active committee on campus. <ul style="list-style-type: none"> ○ They got the solar charging station on campus, got cardboard recycling, works with the student groups (Hui Malama Aina groups). ○ Sandy Kama shared the Hawaii Island United Way fundraiser deadline of November 16. ○ November 17 Food Basket give-away at Manono campus at 12 pm. <ul style="list-style-type: none"> ○ PAL has hooked up with the Food Basket Warehouse in Kona. More variety in their distribution now. Mahalo, Pearla! ○ Made 75 bags last month; ran out in about 20 minutes. ○ Craig from HINET is making mini food bags that students can pick up if they miss the main pick up day. <ul style="list-style-type: none"> ○ Kahuaola - 379A - room 4 ○ Please send your extra grocery bags to Sandy Kama at VCAA office for the food distribution on November 17. ○ Mahalo Sandy and Claudia. ○ Cheryl Pavao shared that the nursing application is now online. <ul style="list-style-type: none"> ○ This is the first year the nursing app is totally online. 	<p>Hawaii Island United Way fundraiser</p> <p>Food Basket give-away</p> <p>Send extra grocery bags to Sandy</p>	<p>Deadline 11/16/22</p> <p>11/17/22</p> <p>Ongoing</p>
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	<ul style="list-style-type: none"> ○ Shout out to Kenoa Dela Cruz and Daniel Fernandez! ● Two State holidays next week: <ul style="list-style-type: none"> ○ Tuesday, Election Day – Please make sure you vote if you haven't yet. ○ Friday, Veterans Day ● Reach out and show your aloha for your fellow colleagues. Take care of your 'ohana. This is the time of year to really be grateful. <ul style="list-style-type: none"> ○ Mahalo to Daniel and Callie for their support of CoCo! 		
10. Adjournment Time: 3:23p	<p>Motion to Adjourn:</p> <ul style="list-style-type: none"> ● Motion: Jana Smith ● Second: Neva Supe-Roque 		