

COLLEGE COUNCIL MINUTES - December 9, 2022. Approved Jan 13, 2023

<p>College Council Meeting Minutes</p> <p>December 9, 2022, 12:00 - 2:00 p.m.</p> <p>Location: Zoom Registration link: https://hawaii.zoom.us/meeting/register/tJwrcOmorzssGNIYWKbAD1uZzH6ndo77XACF</p> <p>AGENDA December 9, 2022</p>	<p>Chair: Reshela DuPuis Vice Chair: Neva Kanani Supe-Roque</p> <p>Representatives: Kate De Soto, Laurel Gregory, Ākeamakamae Kiyuna, Alan Ku, Daniel Loo, Esther Nathanson, Michelle Phillips, Janet Smith</p> <p>Ex-Officio Members: Rachel Solemsaas, Christine Quintana, Jodi Mine, Jessica Yamamoto, Kei-Lin Cerf, Taupouri Tangaro</p> <p>Guests: Precious Atendido, Jeanne Batallones, Calvin Black, Carrie Butler, Toni Cravens Howell, Anne Chung, Kenoalani Dela Cruz, Daniel Fernandez, Grace Funai, Eri Hall, Sheldon Higa, Ian Hirakawa, Tiana Hirota, Meidor Hu, Lissandra Baldan Jenkins, Ashlee Kalauli, Robyn Kalauli, Kanoe Lambert, Larissa Leslie, Callie Martin, Dr. Luzviminda Banez Miguel, Carrie Mospens, Luria Namba, Adam Onishi, Tagi Qolouvaki, Deseree Salvador, Stephen Schulte, Tomoko Skinner, Jennifer Sims, Noel Tagab-Cruz, Sherise Tiogangco, Nadine Uina, Debbie Weeks</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:02 pm with quorum attained By: Reshela DuPuis Minutes: Laurel Gregory	<ul style="list-style-type: none"> Meeting will not be recorded Keep video and mic off unless speaking Use chat whenever possible 		
2. Ascertain quorum	<ul style="list-style-type: none"> Chair ascertained quorum 	Resh DuPuis	
3. Approval of Minutes	<p>Discussion: Corrections: name correction, Pavel; typo (s/b “is” not “ it”)</p>	Motion to approve corrected minutes	

<p>College Council Minutes, Nov 4, 2022</p>	<p>Motion to Approve as corrected:</p> <ul style="list-style-type: none"> ○ Motion: Ākeamakamae Kiyuna ○ Second:Michelle Phillips 	<p>Approved by consensus</p>	
<p>4. Chair's Update</p>	<p>Chair explained the protocol for the "New Business" section of the meeting:</p> <ul style="list-style-type: none"> ● Comments and questions can be sent to the Chair or Co-Chair and they will be relayed to the Council discussion anonymously, ● <u>or</u> any attendee can make a comment or ask a question directly during the discussion portion. ● This is to ensure an open and safe space for discussion with the Chancellor. 		
<p>5. Committee and Task Force Reports</p> <p>A. COVID Steering Task Force & HEERF Funding - Rachel Solemsaas and iVCAS Jodi Mine</p>	<p>Discussion: Chancellor thanked people for their participation in successfully completing several HEERF funding requests. Link: HEERF Budget Requests - Google Sheets</p> <p>This is the working doc of the steering committee. The Web site has a summary by category. The projected remaining amount to spend is \$300,000. The goal is to spend down the remaining allocation by June 30, 2023. There might be a no cost extension past that date for some of the HEERF funds.</p>		
<p>B. QFE - IP Budget Allocation Task Force - Grace Funai</p>	<p>Discussion: BAT -- Budget Allocation Taskforce</p>		<p>BAT will identify qualifyin g budget</p>

	<p>Grace Funai shared the rationale, background and progress of the QFE-IP BAT Task Force. The Task Force has been asked to explore the budget allocation process in current use at the College and make a recommendation about how to make the process transparent, fair, and timely.</p> <p>Grace discussed the various parts of the overall budget and explained that the BAT has been asked to concentrate on how to address the one time resource requests (excluding personnel requests) that appear in Program/Unit Annual and Comprehensive Reviews.</p> <p>The BAT has designed a draft rubric this fall that will guide the Task Force when reviewing the requests from the 2022 Reviews that are being submitted now. The rubric will be tried out in Spring 2023 and be evaluated and adjusted as needed. The College Council will have an opportunity to review the results and discuss the rubric then.</p> <p>One issue, where should a permanent budget allocation committee or task force be housed, ie. College Council, or under the Chancellor's Office, etc.?</p> <p>BAT seeks more campus-wide representation and seeks more volunteers. This would be a one year commitment.</p>		<p>resource requests in January 2023 and use the rubric tool to evaluate and prioritize requests by April 2023.</p>
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<p>6. Old 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>	<p>Discussion: Chancellor Solemsaas discussed the surveys (links in the agenda) and the Admin's response memo to the Academic Senate.</p> <ul style="list-style-type: none"> ● She explained that she wants to expand the discussion beyond the Academic Senate since the issues affect all Kauhale decision making. ● The UPHA survey was taken only by full time faculty and did not include part-time or lecturers. She stated she does not have access to the UPHA survey. ● Dr. SaraVogel has been assigned to organize a campus climate survey, which will be made available in early Spring 2023 to all campus members. ● She noted that the "Rate my Administrator" survey is a commercial tool used by UHPA. <p>Question - Hawai'i CC has the lowest moral of all CCs according to the survey. Chancellor was asked what she thinks is the cause of that and how she intends to address that?</p> <ul style="list-style-type: none"> ● Answer - Some aspects are from pandemic effects, low enrollment, program development delays. Anxiety about what will be the new normal. Transitional pain before transitional gain. How to collectively improve morale and support? This is a national issue for all colleges. She discussed national trends and data that have impacted all colleges across the country. <p>Question - What are your most important completed projects?</p>		
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	<ul style="list-style-type: none"> ● Answer - She does an annual self-assessment with yearly goals that she shares with UHCC VP Erica Lacro and UH Systems President David Lassner. ● She has focused on growing external support for the College but needs to know more about where is the gap? She said she needs to be more available internally, needs to strengthen internal relationships. She will provide a link to her goals and self assessment document via email to the Kauhale after this meeting. <p>Question - Moving forward, how to support success?</p> <ul style="list-style-type: none"> ● Answer - focus on Island wide; UH Centers provide access and support; strengthen our position in the community. ● Hub and spoke issue: work on this with neighbor islands. Leverage each other. ● Example: Nursing and Health care programs, possible future clinical partnerships? ● Perkins funds for hospitality? <p>Questions (anonymous from Chair's chat):</p> <ul style="list-style-type: none"> → Can the Chancellor speak a little more to how she is thinking about preventing burn out for faculty and staff. And how she is advocating for us, including our students, at the system level? → How do we achieve greater enrollment with fewer staff who are taking on the roles of missing personnel? → I hope that there is awareness at admin level that faculty and staff burn out (AND student burn out through the pandemic) impacts our capacity to do work that helps to recruit and retain students. These 		
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	<p>are related. We need rest. We need time for reflection so that we can consider new models of doing the work... and innovative and collaborative solutions.</p> <ul style="list-style-type: none"> ● Answer - She is aware of the burn-out issues. ● Also concerned about our lower transfer rates to UH. ● Looking at possible system partnerships with Maui, West Oahu to take on some jobs where HawCC staff/faculty are burned out. <p>Question - Is HawCC a candidate for being subsumed into Maui College since we've seen that KauaiCC is heading in that direction?</p> <ul style="list-style-type: none"> ● Answer - Kauai just appointed its own interim Chancellor and UHCC System still plans to fill the permanent position. No plan to close any campus but to look at administrative structure. There are no official plans to combine yet. ● This is a continuing issue - declining enrollments don't match demands. What is the value of college to H.S. students, to the 6K who never finish, to 26K population with a high school diploma or less? 		
<p>7. New Business A. QFE-IP Implementation Task-Force i. Glossary of Terms DRAFT 1 - Nov 2022 first reading</p>	<p>Grace Funai shared the background and progress of the QFE-IP Task Force. The first order of their business was to create a comprehensive glossary of terms in current use that relate to the College's mission, organization, and learning-related outcomes. The Glossary contains many links that further explain each term and will serve as an important reference tool for the college community.</p>	<p>Chair asked Council members to share the Glossary with their constituents and provide</p>	<p>Second reading and vote at the Jan 13 meeting</p>

		feedback, ie. comments, suggestions, any other terms that should be included?	
8. Administration Updates A. Chancellor Rachel Solemsaas Chancellor's Update	Chancellor Solemsaas provided an update (see link) that included the legislative priorities for the State and Federal levels, the UH Strategic Plan (which includes a part about UH Tenure from the November 2022 Board of Regents meeting), and the results of the 2022 Community Survey Results. Chancellor commented that we need to look more carefully at the results.		
B. VC Student Affairs Christine Quintana VCSA Update	VC Student Affairs Christine Quintana provided an update (see link) that included: <ul style="list-style-type: none"> ● a reminder about the incomplete grades policy, ● the upcoming deadlines for the UH System common scholarship application and that help is available for students at Paepae Haumāna Welcome Center, ● the Ka'ao Student Success Conference for Spring 2023 on January 5, 2023, and ● the CSO convention which needs 21 more votes to approve the revised ASUH constitution. 	Encourage students to fill out the UH System Scholarship Application, Due March 1, 2023.	

<p>C. iVC Academic Affairs Melanie Wilson</p>	<p>iVCAA Wilson is excused, she's attending a UHCC System meeting.</p>		
<p>D. iVC Administrative Services Jodi Mine</p>	<p>Jodi did not provide a written update and asked to defer her report until the next meeting.</p> <p>Motion to defer: Estee Nathanson, Seconded by Kate DeSoto</p>	<p>Motion to defer iVCAS report approved by consensus</p>	
<p>9. For the Good of the Order</p>	<p>Chair reminded everyone to be safe and take care of themselves and their 'ohana during the holidays. Chair and many members wished all the Kauhale Happy Holidays!</p> <p>Lonoikamakahiki iā kākou a pau!</p>		
<p>10. Adjournment Time: 2:04 pm</p>			