

COLLEGE COUNCIL MINUTES - January 13, 2023 Draft for Review

<p>College Council Meeting Minutes</p> <p>January 13, 2023 12:00 - 2:00 p.m.</p> <p>Location: Zoom</p> <p>Meeting Agenda: College Council AGENDA January 13, 2023</p>	<p>Chair: Reshela DuPuis</p> <p>Vice Chair: Neva Supe-Roque</p> <p>Representatives: Toni Cravens Howell, Kate De Soto, Daniel Fernandez, Laurel Gregory, Ākeamakamae Kiyuna, Alan Ku, Daniel Loo, Estee Nathanson, Thatcher Moats, Cheryl Pavel, David Tsugawa</p> <p>Ex-Officio Members: Rachel Solemsaas, Christine Quintana, Melanie Wilson, Jodi Mine, Kei-Lin Cerf</p> <p>Guests: Lissandra Baldan-Jenkins, Jeanne Batallones, Mamo Bernabe, Calvin Black, Carrie Butler, Anne Chung, Alma Cremer, Kenoalani Dela Cruz, Renee AK Dela Cruz, Harold GKW Fujii, Lisa Fukumitsu, Grace Funai, Eri Hall, Sheldon Higa, Ian Hirakawa, Meidor Hu, Robyn Kalauli, Ashlee Kalauli, Nancy Kunishige, Glenn-Dee Kuwaye, Kanoe Lambert, Larissa Leslie, Rachel Louis, Tamera Loveday, Calla Luera, Callie Martin, Luz Miguel, Carrie Mospens, Tiffany Naea, Luria Namba, Adam Onishi, Rae Pacheco, Michelle Phillips, Kaleopono Quintana, Deseree Salvador, Stephen Schulte, Jennifer Sims, Tomoko Skinner, Jana Smith, Kim Stevens-Suguitan, Sherrie Ann Straslicka-Walker, No’el Tagab-Cruz, Wailani Walker, Brenda Watanabe, Claudia Wilcox-Boucher</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: TIME</p> <p>By: Reshela DuPuis</p>	<ul style="list-style-type: none"> ● Meeting will not be recorded ● Keep video and mic off unless speaking 		

Minutes: Thatcher Moats	<ul style="list-style-type: none"> • Use chat whenever possible 		
2. Ascertain quorum	<ul style="list-style-type: none"> • Chair ascertained quorum 	Resh DuPuis	
3. Approval of Minutes <ul style="list-style-type: none"> • College Council Minutes, December 9, 2022 Draft for review 	<p>Discussion:</p> <ul style="list-style-type: none"> - Chair DuPuis made a requested revision to an incorrect name. <p>Motion to Approve:</p> <ul style="list-style-type: none"> o Motion: Akeamakamae Kiyuna o Second: Estee Nathanson <p>Motion to approve the slightly corrected minutes; passed by consensus.</p>	Motion approved by consensus.	
4. Chair's Update	<p>Chair gave a huge thank you to those who take the minutes every month. She noted that it's an enormous service to the Council and Kauhale.</p> <p>She announced that Daniel Fernandez is acting today as proxy for Sandy Kama, Rep for the ASU Division.</p> <p>Also, Ex Officio member Taupouri Tangaro messaged earlier that he would be absent as his daughter is graduating 'uniki from her hālau hula. The Chair sent their</p>		

	<p>'ohana congratulations on behalf of the Council and Kauhale.</p>		
<p>5. Committee Updates/Reports</p> <p>A. Assessment Committee (AC) - Luria Namba</p> <p>Assessment Committee Update to College Council Jan 2023</p> <p>Assessment Committee Memos AY2018 through AY2023</p>	<p>Assessment Committee Chair, Luria Namba, provided a short update. The Committee met just a few times last semester because they had only a few programs to review. This semester they will be starting the reviews of the assessment reports on the comprehensive program reviews submitted during the 2022 cycle. A plan is being developed for the coming semester. Stay tuned.</p> <p>Chair DuPuis asked if the Committee was full. Luria said they're always open to new representation and said one faculty member was not returning, and the Administrative Services representative position is open.</p> <p>Chair DuPuis pointed out the second link in the agenda under the Committee's bullet and noted the Council website has a public archive of all Council committee reports. This archive is open-access to all, as a way to be transparent and so everyone knows where to find previous committee reports and memos.</p>		
<p>B. College Effectiveness Review Committee (CERC) - iVCAA Melanie Wilson</p>	<p>iVCAA Melanie Wilson said they are piloting a new CERC format in an effort to allow programs to voice their needs in a better way. She described the past role of CERC as vetting for funding requests and said it over time moved away from that and now CERC was really just reading</p>		

[College Effectiveness Review Committee Memos AY2012 through AY2022](#)

Comprehensive Reviews and editing response memos, and something has gotten lost in the process. So it was decided to invite the Review writers to the table to talk about the Reviews and learn about their programs and units, to share and learn what needs are.

- Renee Dela Cruz, faculty in the EIMT* program, was the committee's first guest. Wilson described EIMT as having gained a healthy (highest) rating over recent years by all metrics, and she pointed to an increase in enrollment. Degrees and certificates have gone up and stayed up and at least 80% of those graduates that could be reached have had job placement success.
- The program would like to have funding for subscription renewals for a virtual program that supports students, and helps them virtually learn how to handle safety scenarios. It's proven effective because they have an excellent safety rating with no accidents and injuries.
- They also need a safe and reliable truck to transport students and materials to and from the Model Home Project, which is a longtime need.
- Wilson noted that the committee members felt that putting these types of needs out publicly would be beneficial for the College and if there are grants or other opportunities, maybe others could share. Wilson

	<p>thanked Dela Cruz for sharing her program and challenges.</p> <p>* EIMT - Electrical Installation and Maintenance Technology</p> <ul style="list-style-type: none">● Melanie said CERC also met with Claudia Wilcox-Boucher, Social Science Department Chair, who spoke about the Substance Abuse Counseling program and Comprehensive Program Review.● The program was stopped-out for a couple years due to low enrollment. They offered classes to allow students to finish their degrees and also collaborated with other UHCC campuses to help them graduate.● They simply don't have the enrollment numbers for us to run our own classes and program; however, given the high and growing need to support the health-care industry and people suffering from addiction, we're examining how we can continue under hub-and-spoke agreements. <p>Wilson noted that the committee also has several past Comprehensive Reviews to read and we hope to get some good work done and be finished by the end of the year.</p> <p>Comment, Toni Cravens: This is positive for CERC and more valuable for us and those that write program reviews, as well as for learning what's going on in other programs. Thanks and I hope we continue in this direction, she said.</p>		
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<p>6. Old Business</p> <p>A. QFE-IP Implementation Task-Force</p> <p>I. Glossary of Terms DRAFT 1 - Nov 2022</p> <p>second reading</p>	<p>Motion to discuss: Estee Nathanson</p> <p>Second: Christine Quintana</p> <p>Task Force Chair Grace Funai reported that this document came out of the QFE-IP task force’s work. They found that in Kauhale discussions, often people share acronyms or are talking about things like “the B budget” but there are lots of different interpretations and many people just didn’t know what some of these terms were. That made conversions difficult because people were ashamed to ask or didn’t know whom to ask.</p> <ul style="list-style-type: none"> • The idea was that in order to have these conversations about institutional effectiveness and practices, we all need a basic understanding of the terms, and that’s where this came from. • Grace noted there are lots of acronyms used throughout the College and these are just the ones related to the Institutional effectiveness process. • She noted this is meant to be a living document and not meant to be “one and done.” It will be put on a website with additional QFE items, and can be reviewed and revised annually. <p>Comment, Estee Nathanson: asked to add a definition for “learning objectives” because the trades and some</p>	<p>Motion to discuss approved by consensus.</p>	
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	<p>programs have skill sets that are important to them to make sense of the curriculum.</p> <p>Motion, Christine Quintana made a motion to adopt the glossary with the edits that are going to be recommended by Estee.</p> <p>Seconded by Estee.</p> <p>Chair DuPuis asked for any further discussion.</p> <p>Question, Estee Nathanson: asked a question about the process for future updates. Grace said since QFE is a task force under the College Council, her thought is it becomes the purview of the Council and further edits can be proposed through the Council's regular process.</p> <p>Chair Dupuis noted that the Council updates the Schedule of College Meetings each year, and that this Glossary document could be something that we put on the agenda for regular review as well.</p> <p>Adopted by consensus.</p>	<p>Motion to adopt with revisions as discussed approved by consensus.</p>	
<p>B. Campus Climate Survey Update - Dr. Sara Vogel</p>	<p>Chair DuPuis noted that Dr. Sara Vogel was not able to be present and had asked her to read some information about the Campus Climate Survey project to the College Council since the Council has oversight of this Survey.</p>		

	<p>Statement from Sara Vogel: “With regard to the third party Campus Climate action survey there have been delays in securing a vendor to do the survey and we may need to secure another vendor.”</p> <p>Chancellor Solemsaas offered what Sara had shared with her about the vendor PACE and the issue with the delay. She noted that each contract vendor has to have the authority to do business in the State of Hawai’i and PACE is having a difficult time getting that certification. They’re still working on it. Solemsaas said PACE is an ideal vendor because they’re community college focused, but they are still working through those issues.</p> <p>No further discussion or questions.</p>		
7. New Business	No new business on the agenda.		
8. Administration Updates A. Chancellor Rachel Solemsaas Chancellor's Update	<p>Chancellor Rachel Solemsaas noted her update is a running list and past updates can be reviewed in the linked document.</p> <ul style="list-style-type: none"> • For today’s meeting she began with enrollment updates and noted that she shared parts of this information during the All-College meeting. She encouraged people to have discussions and determine takeaways and find anything actionable or if more information is needed. 		

	<ul style="list-style-type: none">● She highlighted a slide that shows particularly equity work and commitments to certain target populations and seeing where we're at with cohort differences and pinpoint where the gaps continue in terms of success.● Also, another document that got released is our scorecard. It's an ongoing report since we adopted the Hawaii Graduation Initiative in 2012. Old goals probably set a bit high and for most of this certainly we're not able to meet based on goals. We did meet enrollment and degree gap for Native Hawaiians and also enrollment and degree gap for Pell, so mahalo for all the support in achieving these goals, she stated.● We continue to be strong with first-time-full-time cohort and some positive change there.● Because of COVID here and nationally we need to understand that, as we move forward, how can we reverse some of the trends on some of these indicators? Also want to note that enrollment is up as of today 2.7 % higher than last spring. Chancellor thanked everyone for onboarding, orientation, outreach, and faculty retention efforts. ● UHCC strategic planning is a next step. UHCC interim VP Della Teraoka is putting together key priorities and the understanding is we should get a draft of that in early February to get comments and that would be the basis for our strategic plan.		
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	<ul style="list-style-type: none">● Legislative priorities were shared and Solemsaas encouraged people to talk to legislative leaders.● Chancellor Solemsaas made an announcement that today we should conclude the campus interview process for campus Vice Chancellor for Academic Affairs (VCAA). She said reference checks were done already so she's hoping by early next week be able to make a selection and begin negotiating salary and start date for selecting a new VCAA with the goal to get it to the Board of Regents for the February meeting.● Chancellor Solemsaas noted that the Vice Chancellor for Administrative Services position description and committee is set. The goal is to have a selection for the April Board of Regents meeting.● The Career and Technical Education (CTE) dean recruitment is underway with the position description being finalized and that we still have to finalize the committee.● She noted that Melanie Wilson also sent an announcement seeking an interim Liberal Arts dean.		
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	<ul style="list-style-type: none"> ● Chancellor Solemsaas asked the group to join her in thanking Melanie for her wonderful contributions and leadership for Hawaii CC starting as Dean for Liberal Arts and Sciences and taking on the role of interim VCAA while continuing to serve as Dean. Mahalo, you will be missed, and Windward CC is lucky to have you, she stated. ● Next, Chancellor Solemsaas addressed the Academic Senate resolution of no confidence. She noted that she created a folder of documents including the resolution, President Lassner’s follow-up and a statement from her. ● Chancellor Solemsaas read the prepared statement included in the folder regarding the Academic Senate resolution. <p>She then ended her update.</p> <p>Comment, Cheryl Pavel: Said she was not at the December 9 Senate meeting and did not hear some of the discussion about the Resolution, but noted that Chancellor Solemsaas’ statement was hard to hear and certainly probably hard for Chancellor Solemsaas to say. So I’m just going to say thank you and I don’t know what all was involved, but I can’t see that and not say anything so thank you, Pavel stated.</p>		
<p>B. VC Student Affairs Christine Quintana</p> <p>VCSA Update</p>	<p>VCSA Christine Quintana wished a Happy New Year to everyone and happy spring 2023. She said mahalo to everyone for being part of the enrollment process. We’re</p>		

	<p>finally in the green with a 2.7 increase, she said, and she couldn't say a bigger mahalo for the process, especially the Division of Student Affairs. Pat on the back, because we haven't seen an increase in some time and to hit 2,000 is an accomplishment.</p> <ul style="list-style-type: none">● Participation verification is here and Quintana wanted to remind everyone that Participation Verification is how we confirm whether students are in your class. She described the process for verifying. She made a plea to participate in participation verification and if anyone has any questions about the process please reach out to her, or our registrar, or your DC or Dean. They would be happy to go through the process.● Quintana described a series of workshops on student success and also said there are workshops for faculty and staff members and encouraged people to join. Information is in her update.● She also shared information about the CARE team, and said if there are concerns about our students, there is a referral form. The committee chair for the semester is Dr. Sara Vogel. She shared the CARE		
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	<p>department email and Sara's email as well for your reference.</p> <ul style="list-style-type: none">• This week we kicked off activities with a "Movie Under the Stars" night event. It was beautiful to see faculty, staff, students at the event. It was really a great way to start off the semester. Mahalo to Counseling and student workers for hosting this.• We tentatively have set March 25 for Hawai'i CC Day. We're also working on an in-person career fair and more in-person activities to engage students outside the classroom. <p>She wished everyone a happy weekend and said thanks for the work that you do in supporting students and each other.</p> <p>Question, Toni Cravens: asked questions about participation verification. She said she got messages about the last day of attendance but students often withdraw without notifying the instructor and Laulima oftentimes doesn't have an accurate withdraw time, so why am I being asked for a withdrawal date if I don't know if they withdrew?</p>		
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	<p>Response, Quintana: the VCSA stated that it's not asking for a withdrawal date, but is asking for the last participation in class and that it's done for the financial aid process. Christine stated that we wish we had a better way to report the last day of attendance as well as activity students engaged with. She stated that she will be looking at simplifying using technology, that she understands it's currently cumbersome, and she thinks it's going to be a longer discussion.</p> <p>There were more discussions of the process. The VCSA said she thinks we can do a follow-up with Division Chairs. The new financial aid manager can also come to a meeting and clarify and also look for solutions to simplify the process.</p> <p>Question, Claudia Wilcox-Boucher: asked about the status of student government.</p> <p>Response, Quintana: the VCSA said that this semester we're going to look at holding elections for student government and student activities and asked that we continue to keep the constitutional bylaws and charters open. But if they're not ratified by the end of this month, we're just going to need to move forward so we can get students back in roles so they can lead on campus. The goal is to hold elections this semester.</p>		
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<p>C. iVC Academic Affairs Melanie Wilson</p> <p>VCAA College Council 2022-23</p>	<p>iVCAA Melanie Wilson noted several positions are still in recruitment: psychology, speech and nursing.</p> <ul style="list-style-type: none"> ● She also stated that the announcement about the interim dean of Liberal Arts and Sciences position was sent out. ● She pointed out that HSSI is face-to-face this year and is a great opportunity. It's open to faculty, lecturers, civil service and EM positions. UHCC system is funding travel expenses. ● She also pointed out that registration is open for the ACTE conference. She described some of the details of the registration process and said we already have a few people registered. ● She pointed to the CERC notes covered earlier. <p>Chair DuPuis described what a privilege it has been to work with Melanie and thanked her for her collegueship.</p>		
<p>D. iVC Administrative Services Jodi Mine</p>	<p>iVCAS Jodi Mine discussed the shared staffing plan and pointed out that there are three spreadsheets. She stated</p>		

<p>1. Staffing Plan discussion <u>Staffing Plan 2023</u></p> <p>2. “B” operating budget discussion</p>	<p>she was asked to give an update of this from the November 2021 presentation that was given to the College Council.</p> <ul style="list-style-type: none"> ● She said Administration used budget guidelines and other considerations to support the mission we need to fulfill. Jodi stated that this plan is adaptive and flexible and as vacancies occur, some need to be filled because of compliance, some we re-evaluate the program or unit to see needs there. ● The staffing plan itself the admin team did follow as needed, but if things came up it evolved as needed. The security manager position was restored;, the positions for Ko Education Center, we’re still working with System to get them restored. It is a challenge but we do have the budget for it and we are discussing it. ● Going forward there is movement on all the positions whether it be in re-description or if it’s a request from System to fill or just pending to be recruited or filled. There is some movement on it, so that’s what we’re going through right now. Some of it is with me and I’m trying to get through the positions. <p>Question, Robyn Kalauli: asked if there’s a comprehensive document that shows all of the previously allocated positions and asked if comments will be provided for why they’re being reallocated and how they will be used.</p> <p>Response, Mine: said she thinks there’s a document like that but will need to go back through records and see.</p>		
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	<p>Chancellor Solemsaas reminded folks that former VCAS Ken Kaleiwahea had presented the plan in November 2021, and described the process the administration team took. She said admin team first ranked the current vacancies and then ranked additional positions that we need. She noted that positions that were reallocated were vacancies that were ranked at the bottom. She said they did make a few adjustments including factoring in the likelihood of getting approved by the System. We also have to keep in mind that if System doesn't approve the critical-to-fill request and it's left vacant, we risk getting the position swept. Solemsaas noted that if they're not getting filled by System, it's better for them to be reallocated.</p> <p>Question, Lisa Fukumitsu: asked if this document includes recently vacated positions?</p> <p>Response, Mine: said there are some updates that need to be made. It doesn't include the last two months if vacancies occurred then.</p> <p>Question, Chair DuPuis: asked when we could have that update? Would she be able to provide it to the Council in March?</p> <p>Response, Mine: yes she hopes so.</p>		
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	<p>Question, Steve Schulte: asked if the recent janitorial and media positions were being recruited as we were told they would be ASAP?</p> <p>Response, Mine: said she knows it's being worked on. For custodial, I'm looking at possibly changing from janitorial to custodian. That's a process I need to do because I need to increase grounds' support. So I will check on those and do an update on those in March.</p> <p>Question, Robyn Kalauli: said she didn't see an English position and she was concerned about losing three English positions.</p> <p>Response, Mine: said nothing has been swept yet. I will check on those. I will follow up on those.</p> <p>Chancellor Solemsaas, responding to Robyn's question, said there has not been support at the UHCC level for English positions because of availability across the System. Another criteria now is the availability of online courses across the System.</p> <p>VCAA Wilson said the other concern at System is English 102 because it's not a requirement at other campuses, so they see full-time faculty being used to teach something they think is not necessary.</p> <p>iVCAS Mine then provided an update on the B Budgets, noting that she had been instructed to set them to the 2019</p>		
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levelsSo, what I have here is basically what was in 2019. These will be uploaded to accounts by the end of the month.

- On the OVPCC website there is a public budget report that's available to people, Mine noted. On this budget report there's one that's for tuition and fees and it shows a budget to actual, so this is the December report right now. Everyone will be able to see this, not just those who have Quali access. I will send the link out.

Discussion: Chair DuPuis said there were questions in the chat about the English faculty discussion from earlier:

- there was discussion of whether the proposed UH System changes in General Education would impact demand for English classes and faculty, and
- whether the direction on English faculty from System was part of the "hub and spoke" model going forward.

iVCAA Wilson said System is looking at the total ability to offer subjects across all CCs when determining whether to allow us to fill positions.

Question, Toni Cravens: asked if people would have to go back and account for B Budget spending the past two years or whether people would be starting fresh this year with the B Budgets.

	<p>iVCAS Mine said we would be starting fresh. And she also said if there's a request above and beyond what's in the B Budget to submit it for evaluation.</p> <p>Discussion: There was discussion of how best to understand the past budgets.</p> <ul style="list-style-type: none"> ● Grace Funai pointed out there are zoom presentations on how to use public budget reports that may be helpful to post somewhere. ● Estee Nathanson asked if there will be an overall budget update to see where the campus stands after all the cost-savings the past two years. ● Mine said she recognizes she needs to do that. ● DuPuis said that could potentially be done in a future College Council meeting. ● There was discussion of added support for the iVCAS, and Chancellor Solemsaas mentioned some of the support from Ken Kaleiwahea and Kei-Lin Cerf . She said she respects and honors Mine's expertise and to have her let us know the support she needs. 		
<p>9. For the Good of the Order</p> <p>A. Co-Chair Neva Kanani Supe-Roque - announcement</p>	<p>Council Vice-Chair Neva Kanani Supe-Roque said thank you for the privilege of serving as vice chair. She said she has been at the Kauhale for 8 years and her last day is January 31. "I appreciate every single person who has allowed me to work in relationships with other perspectives and humbleness and allowed me to develop curriculum to</p>		

	<p>support students. This is not an end but a beginning to my journey. You are all leaders in education.”</p> <p>She said she really loves the community, loves our students and loves our campus and appreciates Reshela for being the Chair.</p> <ul style="list-style-type: none"> • Someone will have to take her place as Vice Chair. DuPuis is putting out the call for names to have on a ballot in February for Vice Chair. If anyone wants to step up to VC it also means making at least an initial commitment to being College Council chair next year, AY23-24. <p>Chancellor Solemsaas said please watch out for the announcement of Kīpaepae for new VCSA Quintana and outgoing iVCAA Wilson.</p> <p>iVCAS Mine thanked everyone for tolerating the noise going on around the Manono campus because of all the construction, which will be ongoing for the rest of the year.</p>		
10. Adjournment Time:	Adjournment at 1:59 p.m		