

COLLEGE COUNCIL MINUTES - April 14, 2023 Approved by Consensus May 5, 2023

<p>College Council Meeting Minutes April 14, 2023, 2:00pm to 4:00pm</p> <p>Location: Zoom Zoom Registration: https://hawaii.zoom.us/meeting/register/tJMtduuqrDkiGdCICL2nmPzDx-bPBkkWN_KO</p> <p>Meeting Agenda</p>	<p>Chair: Reshela DuPuis Assisting the Chair: Kate De Soto</p> <p>Constituency Representatives: Toni Cravens-Howell, Laurel Gregory, Sandy Kama, Ākeamakamae Kiyuna, Alan Ku, Daniel Loo, Esther Nathanson, Adam Onishi, Cheryl Pavel, David Tsugawa</p> <p>Ex-Officio Members: Rachel Solemsaas, Christine Quintana, Kimberley Collins, Jodi Mine, Kei-Lin Cerf, Carrie Mospens</p> <p>Guests: Precious Mae Atendido, Lissandra Baldan Jenkins, Calvin Black, Anne Chung, Daniel Fernandez, Grace Funai, Pearla Haalilio, Eri Hall, Laura Hall, Sheldon Higa, Ian Hirakawa, Meidor Hu, Ashlee Kalauli, Robyn Kalauli, , Tennille Kephart, , Larissa Leslie, Tamera Loveday, Rachel Louis, Luzviminda B. Miguel, Tiffany Naea, Luria Namba, Jesna Nissam, , Michelle Phillips, Deseree Salvador, Stephen Schulte, Jennifer Sims, Janet Smith, , Noel Tagab-Cruz, , Nadine Uina, Brenda Watanabe, Debbie Weeks</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:02p By: Reshela DuPuis Minutes: Alan Ku</p>	<ul style="list-style-type: none"> ● Meeting will not be recorded ● Keep video and mic off unless speaking ● Use chat whenever possible 		
<p>2. Ascertain quorum</p>	<ul style="list-style-type: none"> ● Chair ascertained quorum 	Resh DuPuis	
<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> ● – Minutes March 10, 2023. DRAFT for REVIEW 	<p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Akea Kiyuna ○ Second: Toni Cravens <p>Discussion:</p> <ul style="list-style-type: none"> ● None 	Approved by consensus	

<p>4. Chair's Update</p>	<p>Resh: Mahalo to Daniel Fernandez, Callie Martin, David Tsugawa, Alan Ku. Kate De Soto acting as assistant to the Chair in lieu of a vice-chair.</p> <p>Heads up, Resh may need to recuse herself at a point in the meeting. This is the penultimate meeting of the year, lots on the agenda for the day.</p> <p>Tangaro is out today as he is representing us at Merrie Monarch. Resh shared Tangaro's email with images and video of the Kīpaepae.</p>		
<p>5. Committee Updates/Reports</p> <p>A. College Effectiveness Review Committee (CERC) - Jesna Nissam</p>	<p>CERC Update:</p> <p>Jesna Nissam: CERC reviews program and unit comprehensive reviews and provides recommendations.</p> <p>Concerns regarding the committee: Workload larger than capacity. Still reviewing 20-21 documents from last year. Unable to keep up to date.</p> <p>New process instituted this year by Melanie is to invite review writers and other faculty and staff who contributed to each program or unit being discussed.</p> <p>Questions/comments from Jesna to Council:</p> <ul style="list-style-type: none"> ● Is CERC required? 		

- How well known is CERC?
- Since the committee's memos are not getting back to the programs in time for them to implement recommendations, do you think CERC is still important?
- Can we disband CERC? or reform its work in a better way?

Question, Toni Cravens-Howell: Are you looking for feedback?

Response, Jesna Nissam: Yes

Comment, Resh DuPuis: please send to your CERC rep.

Comment, Christine Quintana: Suggestion - CERC may want to gather feedback. As a previous rep on the committee, I appreciated learning about the various programs.

Comment, Debbie Weeks: Good work done there. Is it more efficient to develop standards/templates to lessen the burden?

Comment, Resh: The program-unit reviews themselves are required by System. But how we evaluate and use them is open to ideas for improvement. As a College, we can adjust the process to best fit our needs.

<p>B. Assessment Committee (AC) - Luria Namba</p>	<p>Assessment Committee Update:</p> <p>Luria Namba: This semester the committee focused on re-evaluating its role as a committee. There are redundancies in function between this committee and the CERC and perhaps the BAT.</p> <p>The AC would like to get Kauhale feedback on our mission, purpose and tasks. We sent out a College-wide survey, please fill it out, it's Open for one more week. The group is open to any and all ideas.</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSca4EmX5E5DsWO8zSE_LM0ALzBQa-0u2SS0mWofSDzr_2neBQ/viewform</p>		
<p>C. QFE - IP Implementation Task Force - Grace Funai</p> <p>QFE Update to College Council 4-14-23. PPT</p>	<p>QFE - IP Implementation Task force Update:</p> <p>Grace Funai: see presentation: https://docs.google.com/presentation/d/1Ma0B7AstDCOBMd395tzKfSPs_Zk225QjEtelQxUj0HU/edit?usp=sharing</p> <p>Data training sessions will be held on 4/18 10-11a and 4/28 8:30-9:30a. Recordings from the second training session will be made available online.</p>		

	<p>Grace presented and discussed each of the documents and infographics linked below. These are the same documents listed under “New Business” on this agenda for first reading.</p> <p>https://drive.google.com/file/d/1EAeRIIb9OhyAUdeDZF8GzOmLgM5kGJkD/view?usp=sharing</p> <p>https://drive.google.com/file/d/1q1AcQTqo_Brt3Hor3Km4bnOHf2qjp_Fs/view?usp=sharing</p> <p>https://drive.google.com/file/d/1T9rfd7ytuqomTvcIG98XdBKjX0tEvXqU/view?usp=sharing</p> <p>https://drive.google.com/file/d/1mXj-nlec9B4lt1oVZ_LAkaq_HxyCON/view?usp=sharing</p> <p>No questions/comments.</p>		
<p>D. QFE - IP Budget Allocation Task Force (BAT) - Grace Funai</p>	<p>QFE - IP Budget Allocation Task force Update:</p> <p>Grace Funai- This task force has representation from across the College. It has been reviewing special resource requests that came through the program-unit review process from Fall 2022 and has put forth recommendations for funding to Admin.</p> <p>Members had a large learning curve this year. So, the BAT is requesting an extension for 1 year as a task force to continue conversations on recommendation to what to put</p>		

	<p>forth. See “New Business” for first reading of the committee’s proposal.</p> <p>https://drive.google.com/file/d/1xiCckxeUuhXzSzVpv2oF8OrliF62Ho9l/view?usp=sharing</p> <p>No questions/comments.</p>		
<p>6. Old Business</p> <p>A. Final call for nominations for Council Vice-Chair Spr 23/F23 & Chair AY23-24</p> <p>Nomination form: https://forms.gle/YE4wDMnPAmyKWNUb8</p> <p>i. Debbie Weeks: Statement on College Council Leadership. 2023-04-04</p>	<p>A. Chair Resh DuPuis recused herself as of 12:52p for this section, Kate De Soto took over as temporary chair for this section.</p> <p>Kate De Soto: Nominations, 1 so far, Debbie Weeks. Opening floor for additional nominations.</p> <ol style="list-style-type: none"> a. Brenda Watanabe nominated herself. b. Toni Cravens-Howel suggests/nominates Resh DuPuis as Chair for Fall 2023. Would like Resh to mentor the next Chair. c. Debbie Weeks: Resh mentioned she would be available to mentor the next person. d. Christine Quintana: clarification, some Reps already have sent out a ballot for info from their constituents. e. Toni Cravens-Howel withdraws motion/nomination. f. Kate De Soto: any additional nominations? 	<p>Chair recused; Rep Kate De Soto begins as acting Chair</p> <p>Nominations: Debbie Weeks and Brenda Watanabe</p> <p>Motion</p> <p>Motion withdrawn</p>	

	<ul style="list-style-type: none"> g. Nominees, Debbie Weeks and Brenda Watanabe h. Motion for Resh to continues as CoCo chair for Fall 2023: Toni Cravens-Howel i. Chancellor Solemsaas: if we continue with Resh as Chair, does that mean the nomination for Vice-Chair will need to be adjusted? j. Kate De Soto: Any other comments, suggestions, questions? k. Christine Quintana: We can't move into discussion until we have a second. l. Second: Cheryl Pavel m. Discussion: <ul style="list-style-type: none"> i. Resh DuPuis: What are the 2 nominated candidates' service timeframes? ii. Debbie Weeks: I'm open to any option, would appreciate mentoring in the Fall. iii. Brenda Watanabe: My first preference is for Resh to continue in Fall and do mentorship, then in Spring the Vice-Chair can take over. iv. Christine Quintana: Per appropriate protocol, we need to give space for Reps to take it back to constituents. Not sure it's appropriate to vote on this at this meeting. v. Resh DuPuis: I hope there will be a motion to put forth at our next meeting to vote on this. We would need a motion to move it to 	<p>Motion</p>	
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	<p>then. The Charter says that Vice-Chair nominations should be made at the penultimate meeting and voted on at the last meeting. Our next meeting on May 5 is out last meeting of the year.</p> <p>vi. Toni Cravens-Howell withdraws her motion</p> <p>vii. Motion to postpone elections to May 5 to allow Reps to ask constituents how they want their Reps to vote: David Tsugawa</p> <p>viii. Second: Cheryl Pavel</p> <p>ix. Discussion:</p> <ol style="list-style-type: none"> 1. Esther Nathanson: Was this vote already on the agenda for the next meeting? Do we need to vote on this? 2. Resh DuPuis: The timing is in the Charter, but this is an unusual situation. For clarity, it's good to have a motion. 3. Debbie Weeks: I was given a chance to publish my statement, Brenda should be given that opportunity as well. 4. Christine Quintana: Just a consideration, we'll need to vote for Vice-Chair for next academic year again. <p>x. Call for the vote, Christine Quintana Motion approved by consensus. Election will be held on May 5</p>	<p>Motion withdrawn</p> <p>Motion</p> <p>Motion approved by consensus</p>	
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	<ul style="list-style-type: none"> xi. Esther: would Resh be nominated with the caveat that it's only for Fall 23 semester? xii. Resh: I'm only willing to continue for the Fall. <p>Kate relinquishes, Resh takes back Chair at 1:25p.</p>	<p>Acting Chair releases position; Chair resumes duties</p>	
<p>B. Schedule of College Meetings AY 2023-2024 Schedule of College Meetings AY 2023-2024. DRAFT 2 second reading</p>	<p>B. Schedule of meetings</p> <ul style="list-style-type: none"> a. Call for motion to approve Schedule <ul style="list-style-type: none"> i. Motion: Esther Nathansaon ii. Second: Christine Quintana iii. Discussion: any concerns re: Aug 25? <ul style="list-style-type: none"> 1. Rachel Solemsaas: staff development typically happens during Convocation Week. 2. Motion, Laurel Gregory: to remove August 25 Staff Development. 3. Second: Christine Quintana 4. Discussion: none 5. Motion to revise approved by consensus iv. Motion to approve revised Schedule of College Meetings approved by consensus. 	<p>Motion</p> <p>Motion to revise</p> <p>Motion approved by consensus</p> <p>Motion approved by consensus</p>	

<p>C. Campus Climate Survey “Viewfinder” update: Dr. Sara Vogel Update on Campus Climate Survey.MOV</p>	<p>Campus Climate Survey Update</p> <p>Dr. Vogel was unable to attend in person. Chair played the video she had provided.</p> <p>https://drive.google.com/file/d/1JvHtq9FXpMGNXkinQg94YgdFtsnEQ135/view?usp=sharing</p> <p>No questions/comments.</p>		
<p>D. Budget Report: iVCAS Jodi Mine</p> <p>i. HEERF funds https://hawaii.hawaii.edu/covid-19/heerf</p> <p>ii. B-Budget B-Budget Allocation - FY 2023</p> <p>iii. Personnel Staffing Plan Staffing Plan 2023. folder; Staffing Plan 2023</p>	<p>Budget Report: Jodi Mine:</p> <ul style="list-style-type: none"> ● HEERF <ul style="list-style-type: none"> ○ See link. Will be updating soon. Need to look at encumbrances ahead of June 30. The College got supplemental money, we are requesting a no cost extension. ● Staffing Plan <ul style="list-style-type: none"> ○ See link. There are return rights with some vacancies. List shows recruitment or in process. Additional tabs show filled and additional positions. ○ Comment, Robyn Kalauli: We’re concerned about the large list of faculty positions to be reallocated. Who is making these decisions and why? One of these documents shows position 83622 in process, what does that mean? We were told previously we couldn’t advertise for this position. 		

	<ul style="list-style-type: none">○ Response, Jod Mine: in process is the general label for any number of things happening but it has been discussed.○ Comment, Robyn Kalauli: We requested a list of all positions to be reallocated and to where. Why are these faculty positions being moved to fill other positions? Please share more info○ Response, Jod Mine: There are steps needed to adjust position type. It can be concerning to see classification changes.○ Comment/Question in chat, Sandy Kama: I have a question - you've just listed the #46216 VCAS secretary "in process" , yet it's also listed on the Jan 8, 2023 Ranking of Additional FTE Required - it says "APT required to replace", And it's listed again on the Ranking for current vacancies as #3 Rank, "change in classification to PBA" which is an APT position. I called HGEA yesterday and my BU-03 agent said she didn't have a record of being notified by HawCC that a Civil Service position was being re-described as an BOR-APT position. This seriously limits the advancement of Office Assistants into promotional positions. And APT's are paid at a higher level than Secretaries do now, so it's a slap in the face for those of us who have already spent many years here.		
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	<ul style="list-style-type: none"> ○ Comment/Question in chat, Sandy Kama: Another question - Position # 78399 Student Services Specialist at Ko. This was originally the IR Data person (Shawn Flood/Mary Washington). This was re-described for placement at Kō. There have been two published recruitments since Nov 2021 for this position. Why is it taking so long to fill? I know someone who is qualified, and she applied, but never heard anything from HawCC regarding interviews. What's the hold up? <p>Chair Resh DuPuis: It's already 2:00 p.m., we need a motion to extend the meeting.</p> <ul style="list-style-type: none"> ■ Motion to extend: Toni Cravens-Howell ■ Second: Cheryl Pavel ■ Discussion: none ■ Approved by consensus <p>Discussion continued:</p> <ul style="list-style-type: none"> ○ Comment, Rachel Solemsaas: A couple of vacant APT positions have been reallocated. We are having difficult conversations at admin level. Each division needs to prioritize and justify their position requests. This is not our decision alone, it goes through System. If System doesn't approve it, it goes to the bottom of the list. 	<p>Motion</p> <p>Motion approved by consensus</p>	
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	<ul style="list-style-type: none"> ○ Comment, Debbie Weeks: We need to increase enrollment. To do that, we need people doing the job. If we get more faculty, we get more students. ○ Comment, Rachel Solemsaas: Agreed. Also remember that some employees have “first right of refusal.” The way it’s structured, we can’t hire tuition funded positions. We need capacity to support faculty and we need faculty, but have a limited pool of vacant positions. Please work with your administrators, use that info to rank positions. ○ Comment, Resh DuPuis: Request the admin team to come back to us with an update after the staffing and budget retreats in early May. ○ Comment, Rachel Solemsaas: Yes, we can do that. ● Additional items are in the linked update below. 		
<p>7. New Business</p> <p>A. Welcome new VCAA Kimberley Collins</p>	<p>Chair Resh DuPuis introduced and welcomed Kimberly Collins, our new VCAA.</p> <p>Comment, Kimberley Collins: Thanks to everyone for their time, knowledge, history, corrections, etc. Really glad to be here.</p>		
<p>B. QFE-Integrated Planning Task force proposed plans and documents</p> <p>i. HawCC Institutional Effectiveness Plan_REV3</p>	<p>The QFE-IP task force is asking the Council to approve the documents and infographics linked in the agenda. They also are in Grace Funai’s slideshow above.</p>		

<p>ii. HawCC Institutional Effectiveness Plan Flowchart REV5</p> <p>iii. HawCC Budget Distribution REV3</p> <p>iv. HawCC Integrated Planning Timeline REV4</p> <p>first reading</p>	<p>Comment, Resh DuPuis: This is first reading. Reps need to take these docs to their constituents for feedback. Hope to vote on them at the next meeting, May 5th.</p> <p>No questions/comments.</p>		
<p>C. Budget Allocation Task force (BAT) proposal</p> <p>BAT Proposal for College Council</p> <p>first reading</p>	<p>The BAT task force is asking the Council to approve the proposal to extend for another year. See proposal linked in the agenda.</p> <p>Comment, Resh DuPuis: Again, this is first reading only. Reps need to take these docs to their constituents for feedback. Hope to vote on them at the next meeting, May 5th.</p> <p>No questions/comments.</p>		
<p>D. Discussion: Reflection on April 13th UHCC Leadership presentation on UHCC Strategic Plan, UHCC's contribution to UH System Strategic Plan, and information regarding AY2022 HawCC data.</p>	<p>Comment, Resh DuPuis: We are over our time limit. May we get a motion to defer this item to the next meeting?</p> <ul style="list-style-type: none"> ● Motion to defer: Esther Nathanson ● Second: Toni Cravens-Howell ● Discussion: none ● Motion approved by consensus 	<p>Motion</p> <p>Motion approved by consensus</p>	

<p>E. Proposed Resolution: naming of Pāalamanui entry as Rockne Freitas Way, A Joint Resolution by the Academic Senate, College Council and Ho'olulu Council of Hawai'i Community College first reading</p>	<p>Comment, Resh DuPuis: See link in the agenda for the proposed joint Resolution. This is first reading.</p> <p>Discussion:</p> <ul style="list-style-type: none"> ● Comment, Rachael Solemsaas: We did have a community session on this last month. The Joint Resolution as well as testimony will go to UH President Lassner and the Board of Regents for consideration. 		
<p>8. Administration Updates A. Chancellor Rachel Solemsaas Chancellor's Update</p>	<p>Rachel Solemsaas discussed the items in her written update, see link in agenda.</p> <ul style="list-style-type: none"> ○ Employment distribution: wages on average are lower in Hawai'i than the nation. ○ Workforce PELL: Push to extend PELL eligibility to shorter courses and credit/non-credit offerings. <p>No questions/comments.</p>		
<p>B. VC Student Affairs Christine Quintana VCSA Update</p>	<p>Christine Quintana discussed the items in her written update, see link in agenda.</p> <p>No questions/comments.</p>		

<p>C. VC Academic Affairs Kimberley Collins</p>	<p>Kimberley Collins provided her update verbally.</p> <ul style="list-style-type: none"> • “What’s on your Mind” meetings are open to all. The next one will be next Friday, April 21st. Theme is Early College. <p>No questions/comments.</p>		
<p>D. iVC Administrative Services Jodi Mine iVCAS Update</p>	<p>Jodi Mine directed Kauhale members to see her written update linked in the agenda. Please send her any questions or comments by email.</p> <p>No questions/comments.</p>		
<p>9. For the Good of the Order A. Upcoming: “How to Access Data” workshops.</p>	<ul style="list-style-type: none"> • Upcoming: “How to Access Data” workshops. QFE-IP Chair Grace Funai has been working with Jason Santos, our Data Base Administrator -IT Specialist, who will be providing a couple of training sessions for Kauhale members on “How to Access Data.” Jason will be introducing the new data website that he’s been working on and also preview other data sites that Kauhale members have access to. For those requesting custom data reports, he will also share the new Data Request Form. The hope is that those from all areas of the College who work with data regularly can join one of the presentations below. <i>Please share this out with your colleagues.</i> The second session will be recorded and also added to the data website. Thanks! 		

	<p>1) Tuesday, April 18 from 10:00-11:00 To register: https://hawaii.zoom.us/meeting/register/tJ0pdeyhqDlrHt08RqwSNCclem8l5D4eo6CV</p> <p>2) Friday, April 28 from 8:30 - 9:30a To register: https://hawaii.zoom.us/meeting/register/tJcruqhqtIuGdczWS0Bn8xCYY6gN0obcBle</p> <p>Comment, Daniel Fernandez: The dashboard is available, if you attend the training you'll learn more about it.</p>		
<p>10. Adjournment Time: 2:39p</p>	<p>Meeting adjourned by Chair at 2:39pm.</p>		