

COLLEGE COUNCIL MINUTES - October 11, 2024 Approved by Consensus

<p>College Council Meeting Minutes October 11, 2024 12:00-2:00pm Location: Zoom</p> <p>Meeting Agenda (link): ☰ College Council AGENDA, October 1...</p>	<p>Chair: Brenda Watanabe Vice Chair: Rachel Louis</p> <p>Representatives: Ākeamakamae Kiyuna, Lisa Yamanaka, Robert Pickens (proxy), Drew Kapp, Pele Kaio, Jana Smith, Estee Nathanson, Sherise Tiogangco, Emily Zappeto</p> <p>Ex-Officio Members: Kimberley Collins, Christine Quintana, Taupouri Tangaro, Kalani Flores</p> <p>Kauhale: Calvin Black, Susan Collins, Anne Chung, Kenoalani Dela Cruz, Reshela DuPuis, Harold Fujii, Grace Funai, Eri Hall, Kuulei Kanahale, Kesha Kubo, Samantha Kubota, Nancy Kunishige, Donna Madrid, Tiffany Naea, Luria Namba, Anjeannette Oberg, Michael Skinner, Orlo Steele, No’el Tagab-Cruz, Nadine Uina, Cheryl Van, Wailani Walker</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: TIME 12:10 pm By: Brenda Watanabe Minutes: Sherise Tiogangco	<ul style="list-style-type: none"> Meeting will not be recorded Keep video and mic off unless speaking Use chat whenever possible Note Taker Schedule screen shared 		
2. Ascertain quorum	<ul style="list-style-type: none"> Chair ascertained quorum 	Brenda Watanabe	
3. Approval of Minutes	<p>Discussion: Any edits or modifications</p> <ul style="list-style-type: none"> Estee Nathanson: Chair Update: Correction to spelling Mike Unebasami’s name 		

<ul style="list-style-type: none"> • September 13, 2024 draft minutes 	<p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Akea Kiyuna ○ Second: Jana Smith <p>Consensus: No nays or abstain (approval granted by the chair)</p>		
<p>4. Chair's Update</p>	<ul style="list-style-type: none"> • Mike Unebasami and Della Teraoka will be here on October 17th at Manono and Palamanui. The sessions are available via Zoom. <ul style="list-style-type: none"> ○ Sharing campus data. ○ Information will be shared on October 15th <p>Presidential search Updates</p> <ul style="list-style-type: none"> • Submit comments: bor.testimony@hawaii.edu • A special board meeting will be on October 16, and the regent will meet on October 17, and will provide an announcement of the new president. • The new President is to start in January 2025. <p>Lamaku training special thanks to Emily and Leanne. Transition from Laulima to Lamaku</p> <ul style="list-style-type: none"> • Oct 17 Lamaku roadshow 		
<p>5. Old Business</p> <p>A. Committee End of Year Reports: Submit ASAP. Need reports to describe work of College Council.</p>	<p>End of Year committee reports</p> <ul style="list-style-type: none"> • 99% submitted. 		

<p>Will be reviewed as part of Accreditation.</p> <p>i. List of Committees and Task Force Reports . Need to update the chairs of each committee for AY2024</p> <p>ii. Proposed schedule for committees to share updates.</p>	<ul style="list-style-type: none"> ● Proposed schedule updates happening throughout the academic year. Each committee can plan to share with the college council. ● Today, we have Kalani to share about the accreditation committee ● Debbie will share at the next meeting what types of work they are doing ● Prepare to share what the committee is doing 		
<p>Accreditation Steering Committee: Liaison Officer: Kalani Flores</p> <p>(ASC)</p>	<p>Brief report and follow-up</p> <ul style="list-style-type: none"> ● Thank the accreditation team and institution; self-report done ● BOR Oct 29th, not sure if they will take action on that day of accepting reports and certifying. ● Once BOR has certified, we will post on the website for third-party comments ● Next step in December: submit the certified report to the ACCJC ● Review team outside of Hawaii; take a look at our report ● Taking a look at 5% of DE course ensure meeting federal requirement and ACCJC standard ● Feedback in Spring. If we do have recommendations, time-period from Spring to Fall to make corrections or revisions 		

	<ul style="list-style-type: none">● Fall 2025 focus site visit specific topics that were identified● Fall 2025 final report if our college meets the standards● Within the next year a few things our college has to take care of before the review team.● Spring 2026 ACCJC will make recommendations if the report is accepted.● In the process of the ISER review, some of the web pages need to be updated. (Program or committee webpage, make sure it is updated before Spring) Check your webpages● Brenda: It is true we need to update webpages. At the bottom of the webpage, the webmaster page to submit updates.● Increase faculty and staffing to address that before the final comes out.● Kalani: Self-evaluation looks at everything—the standard about having sufficient staffing. QFE in ISER, in this case, is focused on capacity and looking at priority positions. Bring the college up to capacity; we believe it can be accomplished before the peer team-focused visit or before that. There is a movement towards positions being filled.● In the last ISER 2018, we didn't have any recommendations. We are looking to be in that same situation.		
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<p>B. Policy Revision: HAW 1.001 Policy and Procedures Manual</p> <p>i. HAW 1.001 Current Policy</p> <p>ii. HAW 1.001 Red Line Version</p> <p>iii. HAW 1.001 Proposed Revision</p> <p>Second Reading, deferred from September meeting. Discussant: Christine Quintana</p>	<ul style="list-style-type: none"> ● Discussion: Christine will share the red-line version and recommend who has reviewing authority and who governs the policy. We hope the revision clarifies the next steps. Estee pointed out a few typos. The red is all that is being changed. You will see the original, revisions, and final draft. ● Estee: The other items weren't typos per term admin versus reviewing authority. D and E reference reviewing authority. The chart has the reviewing authority listed and recommends administration. A specific person identified could be the chancellor or admin in the final authority of the policy. ● Christine: Provide the feedback in an email (to Christine) and will take it back to the chancellor. ● Jana: Reviewing authority and administrator in charge same name at the top ● Christine: No calling for a vote today, and she will take it back to committee about changes and November meeting for final review and vote ● Brenda: What should be the next step for this policy? ● Christine: A motion to take it back to review revisions back to committee ● Estee: Seconds the motion ● Consensus vote: No nay or abstains, approved ● Email Christine by next week 		
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	<ul style="list-style-type: none"> ● Feedback: EDvance via email to College Council <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Christine ○ Second: Estee 		
<p>C. Integrated Planning Timeline check in.</p>	<ul style="list-style-type: none"> ● Checking in where we should be, Brenda shared the Integrated Planning Timeline ● Program improvement. What are the things your program or unit might need? These budget requests would be tied to the reviews and identified actions. ● Oct, Nov, and Dec are when annual and comprehensive reports come in for review. ● The budget and staffing plan will be shared through reports given at the College Council. Check VCAS Admin link for budget. ● Integrated planning is part of the strategic plan 		
<p>D. Ka'ao Ka'ika'i Strategic Plan: Ka'ika'i Kauhale --Taupouri Tangaro</p> <p>i. Build and Maintain the Well-Being of the College Kauhale</p>	<ul style="list-style-type: none"> ● Tangaro: Help with alignment to strategic plan Ka'ao Ka'ika'i ● Program or Unit review asks will have to attach to one of the Ka'ika'i ● Screen shared, He unu i ka'a 'ole ai ka pohaku - (every one, no matter their role contributes to the whole) ● Ka'ika'i Kauhale well-being strategy (staffing, facilities, and equipment) 		

	<ul style="list-style-type: none"> ● Tell your story, and you have four opportunities to ask for the things needed. (Big stones and small stones are important). 		
<p>6. New Business</p> <p>A. Kauhale Policies and Procedures Manual</p> <p>i. Reviews and Updates</p>	<ul style="list-style-type: none"> ● Brenda: Kauhale Policies and Procedures ● Heads up and awareness as we go through accreditation and websites, and the College Council will look at the Kauhale policies and procedures manual. ● Screenshared, hawaii.hawaii.edu/ovadmin/admin-manual /alpha ● Policies need to be reviewed regularly ● Policy review list: Online spreadsheet tracks if the policies have been reviewed. Currently reviewing how policies are tracked. and looking for more efficiency. 		
<p>8. Administration Updates</p> <p>A. Chancellor's Update Chancellor College Council Update AY2024-2025</p>	<ul style="list-style-type: none"> ● Susan is not present; please review the link ● Pele: Community survey North Hawaii community member to address vocational needs input it needed. There is no current deadline. Chancellor is looking at this survey to determine what positions might be needed at Kō. ● Considering coming out to Kō, we have new facilities. We are looking at offering classes and making sure resources and support are available for the students and teachers. 	<p>North Hawai'i Community Survey: https://docs.google.com/forms/d/e/1FAIpQLSfm0A3k-F8kLQ-fJAZIaYMQMb8rSCG7JetW2aWYXwmpHyGYlg/viewform</p>	

	<ul style="list-style-type: none"> ● Pele is POC; any feedback or ideas are appreciated 		
<p>B. VCAA Update VCAA College Council Update AY 2024-2025</p>	<ul style="list-style-type: none"> ● Kimberley: The Chancellor's update was to thank everyone who participated in Hāmākua Sugar Days ● Culinary Feed 1200 sugar works and guests <ul style="list-style-type: none"> ● Hāmākua Sugar Days tomorrow <ul style="list-style-type: none"> ○ Opportunity to highlight the Butchery program ○ Thanks to everyone who participates in a community event ○ The Butchery program non-credit 6-week course at Kō starts at the end of January. You can look at the press release for more information. Lew is the lead faculty. ○ The overall goal is that the island can be sustained if we are cut off from shipments. ● CERC should suggest revisions to the charter to the college council. ● Lamaku, be sure to pay attention to ITSO newsletters. Faculty and Lecturers can request content migration <ul style="list-style-type: none"> ○ Thank you, Emily, Leann, and Tiffany, and all faculty who are migrating. <p>Last three reminders</p>		

	<ul style="list-style-type: none"> ● Faculty CV due Oct 15th. This will be placed on our webpage. ● Phishing: There are links to look out for, but the goal is not to respond and delete. Call ITS or forward the email. ● Extension from Oct 1st to Jan 15th: Continue to work with IRAPO so we are compliant ● Grace: Any updates about summer classes being offered at regular tuition rates ● Kimberley: I believe that is the plan to offer summer classes at regular tuition rates, but asked if Christine has any updates ● Christine: No formal updates, but that is the plan to have regular tuition rates 		
<p>C. VCSA Update DSA College Council Update AY2024-2025</p>	<ul style="list-style-type: none"> ● Christine: Scholarship Opportunities 24-25 links to application and rolling deadline review Oct 21. Common Scholarship avail now 25-26 ● Save the date Scholarship live Dec 3 and Aha ● Early alert mahalo to those who participated <ul style="list-style-type: none"> ○ 13.39% of instructors that responded ● Check out the events and outreach calendar 		
<p>D. VCAS Update VCAS College Council Update AY2024-2025</p>	<p>Jodi is not present; please review the link</p> <ul style="list-style-type: none"> ● Brenda: B-Budget allocation on update report 		

	<ul style="list-style-type: none"> ● Contact campus security if you need an escort to your vehicle 		
9. For the Good of the Order	<ul style="list-style-type: none"> ● Kauhale Day: October 18 ● Added: Taste of Hilo: October 27 ● Lā Honua Earth Day 2025 <ul style="list-style-type: none"> ○ April 17 (Thursday), Lā Honua Earth Day Fair at UH Hilo (focus on K-12 and our students) ○ April 22 (Tuesday), Lā Honua ‘Ai Pono Day at Hawai‘i CC Manono (focus on our HawCC/UHH students and our kauhale) ○ Contact Drew if you have any questions ● Food distribution: Next distribution October 17 <ul style="list-style-type: none"> ○ Bag donations and volunteers ○ Contact No‘el if you have any questions ● Wahi Pana: O Kona (Nov 2), O Waiuli (Nov 15) <ul style="list-style-type: none"> ○ Morning activities and transportation for Kona ○ Contact Drew if interested 		
10. Adjournment Time: 1:34 pm	Next meeting: Nov 8th, 12:00-2:00 pm		