

COLLEGE COUNCIL MINUTES -Approved by onsensus. November 8, 2024

<p>College Council Meeting Minutes Nov 8, 2024 12:00-2:00pm Location: Zoom</p> <p>Meeting Agenda: College Council AGENDA, November 8, 2024</p>	<p>Chair: Brenda Watanabe Vice Chair: Rachel Louis</p> <p>Representatives: Ākeamakamae Kiyuna, Lisa Yamanaka, Sharon Dansereau, Katie Young Yamanaka, Patrick Chong, Laurel Gregory, Jana Smith, Esther Nathanson, Grace Funai, Emily Zappeto, Erik Beach</p> <p>Ex-Officio Members: Susan Kazama, Kimberley Collins, Christine Quintana, Jodi Mine, Taupouri Tangaro</p> <p>Kauhale: Tiffani Amana, Lissandra Baldan Jenkins, Calvin Black, Carrie Butler, Steve Capeder, Kenoalani Dela Cruz, Reshela DuPuis, Harold Fujii, Eri Hall, Sheldon Higa, Tiana Hirota, Robyn Kalauli, Ku’ulei Kananhele, Drew Kapp, Kesha Kubo, Samantha Kubota, Nancy Kunishige, Tamera Loveday, Chris Midel, Tiffany Naea, Colleen Ogimoto, Orlo Steele, Michael Skinner, Tomoko Skinner, No’el Tagab-Cruz, Nadine Uina, Wailani Walker, Thomas Zito</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:02pm By: Brenda Watanabe Minutes: Patrick Chong	<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 (12:02pm) 	Brenda Watanabe	
3. Approval of Minutes	Discussion: No discussion or edits		

<ul style="list-style-type: none"> • October 11, 2024 	<p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Susan Kazama ○ Second: Kimberley Collins <p>Approved by consensus</p>		
<p>4. Chair's Update</p>	<ul style="list-style-type: none"> • BOR appointed new President Wendy Hensel • Instructional faculty preparing for new LMS (Lamaku) - full roll out Spring 2025. There is an Academic Senate resolution asking for spring semester as a transitional period. 		
<p>5. Old Business</p>			
<p>A. Committee Sharing: Environmental Sustainability (Committee Handbook)</p> <ul style="list-style-type: none"> i. Looking for eight committee members: Susan Kazama ii. Proposed schedule for committees to share updates. 	<ul style="list-style-type: none"> • List of different committees on campus with sanctioning authority named along with number of members needed • No current members for Environmental Sustainability Committee (8 members needed) - chair will be selected by members during first meeting (one year term); meetings scheduled for once a month • Erik Beach, Akea Kiyuna, Jana Smith, Robyn Kalauli, Wailani Walker volunteer for membership 	<p>Susan Kazama</p>	

	<ul style="list-style-type: none">• Committee reports can be found on College Council website• Drew Kapp shared more info in regards to Environmentally Sustainability Committee		
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<p>B. Policy Revision: HAW 1.001 Policy and Procedures Manual</p> <ul style="list-style-type: none"> i. HAW 1.001 Current Policy ii. HAW 1.001 Red Line Version iii. HAW 1.001 Revised Final <p>Third Reading. Discussant: Christine Quintana</p>	<p>Discussion:</p> <ul style="list-style-type: none"> ● Christine Quintana provided ‘red line’ format for review ● HAW 8.000 and HAW 9.000 changed to Chancellor as ‘reviewing authority’ ● Christine Quintana requested motion to approve ● Jana Smith requested for ‘revised final’ version. Clean version linked to agenda. ● Grace Funai provided comment regarding update: “Concern is that while the policy does state that policy change will occur in consultation with the appropriate governing body, the procedural steps do not include this/ I would think that ideally, to ensure this step isn’t missed, it’d be helpful for the administrator to take the policy revisions to the governing body once it is received from committee and prior to going to the Chancellor.” ● Christine stated that comment has been noted but there has been more than enough time given to updates and revisions. ● Susan Kazama stated that revisions have been noted and we should move forward with the document. <p>Motion to call for a vote:</p> <ul style="list-style-type: none"> ● Motion: Christine Quintana ● Second: Jana Smith 	<p>Christine Quintana</p>	
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	<p>Motion to Approve ‘revised final’:</p> <ul style="list-style-type: none"> ● Motion: Akea Kiyuna ● Second: Sharon Dansereau <p>HAW 1.001 Approved by consensus</p>		
<p>C. Integrated Planning Timeline check in.</p> <p>i. Staffing Plan Update: Jodi Mine. Share info including swept and vacant positions</p>	<ul style="list-style-type: none"> ● Integrated Planning Timeline with staffing plan update, Jodi Mine will share info regarding budget, swept and vacant positions ● Jodi shared spreadsheet as a running document regarding swept positions as of Nov. 2024 ● In 2020, legislature swept 34 positions and are no longer in existence ● Positions swept and abolished but monies were still part of budget ● If all swept positions were brought back, over 1M deficit would be incurred ● 25 positions have been filled thus far for current calendar year ● On average for last three years, approximately 26 employees leave during the calendar year ● Recruitment process is being revised with Google folder instead of paper documents, to streamline process ● Jana Smith asked if barriers have been identified - Jodi answered: not enough qualified candidates, time constraints in 	<p>Jodi Mine</p>	

	<p>recruitment, committee members, changing positions</p> <ul style="list-style-type: none">● Grace Funai: For the positions over two years old that was identified, were these positions swept? What happens with these positions now? What other position areas are coming up on the 2 year mark? - Reply from Jodi: CC System stated there are over 400 openings. System will hold a pool of positions and will allocate out per college's request if it can be justified. Technically, eight positions identified should have been swept based on CC policy. Positions aren't abolished but may be swept back into CC pool if not filed by June 30. If positions are swept back to CC pool, they can be returned back to college, with similar description, but with a different recruitment number.● Jana Smith: How is UH System assisting the CCs with this if we are to have 13 janitors/maintenance and we have four? Reply from Jodi: Janitors and maintenance are in the pool. We do look at those positions as a priority due to health and safety, but also have other positions of need that are required and		
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	<p>are being worked on. Reply from Susan: System could rebalance positions.</p> <ul style="list-style-type: none">● Calvin Black: Have we looked at our PDs and minimum requirements? There are a number of things that we require at Hawaii CC that we don't have to - other CCs in UH and the universities don't make some things as hard as we do. Reply by Jodi: PDs are looked at and follow MQs across the system. There are standards that must be followed. Reply by Susan: We follow the 7 campus UHCC requirements while UHH follows different requirements.● Erik Beach stated via chat that informal campus surveys with Student Government VP that janitors are feeling overworked and feel that potential safety issues due to staff shortages.● Grace Funai: There's supposed to be a "QFE" looking at the hiring practices, when will this launch? Susan replied: Jodi has already been looking at the process and procedure. Jodi replied: They are working on it and trying to streamline process, but won't solve external forces. HR is just one component of the recruitment process		
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	and is doing their best to get things on track.		
6. New Business			
A. Policies Process and Kualu Build: Carrie Butler	<ul style="list-style-type: none"> • Carrie shares new ways to standardize policies through Kualu and how to access them. • Policies need to be reviewed every 3 years. • Once Kualu Workflow policy approved, will be updated to web based version • Web based policy to be initiated in Spring 2025 semester • Any input or questions can be referred to Carrie Butler 	Carrie Butler	
B. CERC Proposal: Amendment to College Council Charter: Kimberley Collins i. Current College Council Charter ii. CERC proposal: Redline Copy	Discussion: Initial proposal by Kimberley Collins <ul style="list-style-type: none"> • Instead of having two separate committees (CERC and Assessment Committee) and combining into one committee - Committee for Institutional Support and Effectiveness (CISE) due to similarities and alignment • Today is the first reading and the charter is what is being requested to be approved by College Council • CERC Members - Carrie Butler, Kimberley Collins (Chair), Resh DuPuis 	Kimberley Collins	

	<p>(Ex-officio), Mari Giel, Tiana Hirota, Larissa Leslie, Kaipo Dye, Rachel Louis, Tamera Loveday, Carrie Mospens, Janet Smith, Taupouri Tangaro</p> <p>Comment by Resh DuPuis:</p> <ul style="list-style-type: none"> • After this first reading, a vote of approval could be done at December College Council meeting as the plan is to implement for Fall 2025. Chancellor would review and approve the CERC amendment proposal but defer signing a final charter until all amendments (if any) are brought forward. To wait until the end of the Spring semester would push the implementation to Fall 2026. • Chancellor will take a deeper look into the amendment proposal and will discuss with Kimberley Collins 		
<p>C. Fall Campus visits by UH Interim VPCC Della Teraoka and UH AVPAA Michael Unebasami: Manono and Palamanui: Susan Kazama</p>	<ul style="list-style-type: none"> • Two PowerPoints provided during visiits to Manono and Palamanui. Susan also shared documents to kauhale • Susan also stated her office visit hours: Tuesdays 12:30-2:30pm 	<p>Susan Kazama</p>	
<p>7. Administration Updates A. Chancellor Susan Kazama Chancellor College Council Update AY2024-2025</p>	<ul style="list-style-type: none"> • Message shared by Susan from President Lassner after elections and changes to UH System leadership • Requesting community input for KoEC and community survey. 		

	<ul style="list-style-type: none"> ● Chef Tori Hiro was featured chef at Taste of Hilo ● BOR meeting on 10/29 - ISER presented and question regarding why all ISERs different; challenges meeting staffing and vacancy needs, meeting competitive salaries ● Della suggested we could offer above salary but would need to be justified ● Distance between four locations are also a challenge when trying to instruct 		
<p>B. VC Academic Affairs Kimberley Collins VCAA College Council Update AY 2024-2025</p>	<ul style="list-style-type: none"> ● Save the Date! Ke Ala Polohiwa A Kanaloa holiday party (12/20/24) ● What's on your mind sessions reminders ● Senate passed required transition date from Laulima to Lamaku, but encouraging faculty to migrate over to new LMS as quickly as possible ● Faculty should be prepared to transition to Lamaku during Spring 2025 ● Deadline has passed for Curriculum Vita (CV) but can still submit to Daniel Fernandez ● New look to Kualii Build - each campus has their own, but can still look at other campuses' forms; calling together all 		

	<p>builders to support one another and make forms more user friendly</p> <ul style="list-style-type: none"> ● UH System Equity Team will be arriving on campus Nov. 26th (different than 'What's on your mind'); RSVP by Nov. 18 		
<p>C. VC Student Affairs Christine Quintana DSA College Council Update AY2024-2025</p>	<ul style="list-style-type: none"> ● UH Common Scholarship currently open ● AANAPISI Scholarship also open ● Scholarship Live - 12/03/24 ● Native Hawaiian Scholarship 'Aha - 12/05/24 ● Spring application deadline 12/15/24 ● Registration opens this coming Monday on Veteran's Day holiday - 11/11/24 ● Mahalo to all instructors that participated in Early Alert effort! ● <i>Save the Date!</i> 2024 Downtown Hilo Holiday Lights Parade (11/30/24) Parade Unit Check-in 4-5:30pm, parade starts at 6pm 		
<p>D. VC Administrative Services Jodi Mine CAS College Council Update AY2024-2025</p>	<ul style="list-style-type: none"> ● Business Office - P-Card application changes (Colleen Ogimoto is the new dept. coordinator) ● Reminders on travel requests and approvals to be done before travel 		

	<ul style="list-style-type: none"> ● Safety & Security - Know Something, See Something, Hear Something... Say Something. Contact Contact Security or CSAs if criminal activity occurring ● November is National Child Safety Month ● Reminder on Key Audit form submittal. Next two weeks, Campus Security will be contacting those who have not completed form, so be prepared to confirm keys ● Key Policy is being updated in addition to key audit request ● If working after hours, inform Campus Security for safety purposes. Good practice to alert dept. and if need to be escorted, contact security office as well ● Facilities spaces coming online: Palamanui Outdoor Space, KoEC New Wing, Manono 3387/3388. Manono restrooms at 3380 ● New logo wear request - deadline 11/18/24 ● Worked with Daniel Fernandez to update directory website. email to follow 		
8. For the Good of the Order	Nothing to share at this time by Brenda.		

	<p>Tiana Hirota sent out upcoming workshop announcement for Nov. 15th (10:30-1:00pm) for Ka'ao door cards, Email signatures and headshots at Papa'a Hale. Thank you to the many volunteers for helping at the Taste of Hilo.</p> <p>Jana Smith reminder: Saturday, Nov. 16th, all early childhood education will be hosting Ohana Fest at Waikoloa King's Shops</p>		
9. Adjournment Time 2:05pm:	Next meeting: Friday, December 13, 2024 (12:00 - 2:00pm)		