

## COLLEGE COUNCIL MINUTES -Approved by Consensus. December 13, 2024

<p>College Council Meeting Minutes December 13, 2024 Location: Zoom</p> <p><a href="#">Meeting Agenda: College Council AGENDA, December 13, 2024</a></p>	<p>Chair: Brenda Watanabe Vice Chair: Rachel Louis</p> <p>Representatives: Lisa Yamanaka, Patrick Chong, Laurel Gregory, Drew Kapp, Jana Smith, Estee Nathanson, Sherise Tiogangco, Katie Young Yamanaka, Emily Zappeto</p> <p>Ex-Officio Members: Kimberley Collins, Christine Quintana, Jodie Mine, Kimberley Griffis</p> <p>Kauhale: Lissandra Baldan, Calvin Black, Carrie Butler, Alma Cremer, Sharon Dansereau, Kenoalani Dela Cruz, Reshela DuPuis, Kaipō Dye, Harold Fujii, Laurel Gregory, Grace Funai, Pearla Haalilio, Eri Hall, Tiana Hirota, Kuulei Kanahēle, Drew Kapp, Samantha Kubota, Nancy Kunishige, Kapena Landgraf, Tamera Loveday, Lew Nakamura, Luria Namba, Colleen Ogimoto, Michael Skinner, Wailani Walker, Yining You</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:02pm By: Brenda Watanabe Minutes: Esther Nathanson	<ul style="list-style-type: none"> <li>● Meeting will not be recorded</li> <li>● Keep video and mic off unless speaking</li> <li>● Use chat whenever possible</li> </ul>		
2. Ascertain quorum	Chair ascertained quorum (12:02 pm)	Brenda Watanabe	

<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> <li>• <u>November 8, 2024</u></li> </ul>	<p><b>Motion to open for discussion</b>  <b>Motion: Lisa Yamanaka</b>  <b>2<sup>nd</sup> Emily Zappeto</b>  <b>Discussion</b>  <b>No discussion</b>  <b>Motion to Approve</b></p> <ul style="list-style-type: none"> <li>• Motion:</li> <li>• Second:</li> </ul> <p>No nays or abstains (per Rachel Louis)  Approved by consensus</p>		
<p>4. Chair's Update</p>	<p>Associate Vice President of Admin Affairs Mike U. has retired last month – New interim is visiting campuses. Met with Jodi in Hilo along with legislators.</p> <p>Jodi shared: Showed campus facility needs and what we have completed. Legislators are very responsive and recognize that we do have needs. We do need to upgrade how we look.</p> <p>More will be shared during Jodi's admin update.</p>		
<p>5. Old Business</p>			
<p>A.CERC Proposal: Amendment to College Council Charter</p> <ul style="list-style-type: none"> <li>i. <u>Current College Council Charter</u></li> </ul>	<p>A. Recommending to change from two separate committees (Assessment and CERC) to one Institutional Support and Effectiveness Committee (CISE). There</p>		

<p>ii. <u>CERC proposal:</u>  <u>Redline Copy</u>  Second Reading: Kimberley Collins</p>	<p>was overlap in program review processes for the two committees. Approach is to work within new Institutional Effectiveness Process; intent is the same but combining committees and updating operational guidelines (timing and how we work with those doing Comprehensive Reviews). Invite the year prior to participate and get support ahead of preparing their Comp review. Ready to start implementing the changes. In spring CoCo would approve changes to charter.</p> <p>Question from Luria Namba – Representation is different on CERC and Assessment committees – what will be the representation on the new merged committee?</p> <p>Answer from Kimberley:Representation will be college wide and anyone can join. More outreach will be done if all areas are not represented. If this is approved, then the handbook would be addressed and requested updates would be sent to the Committee on Committees.</p>		
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	<p><b>Discussion</b></p> <p>None</p> <p><b>Motion to Approve</b></p> <p>Motion: Jana Smith Moves to accept proposal with changes.</p> <p>Second: 2<sup>nd</sup>: Laurel Gregory</p> <p>Vote by consensus:</p> <p>No nays and one abstention (per Vice Chair Rachel Louis)</p> <p>Approved by consensus</p>		
<p>B. Committee Sharing: Faculty Staff Development</p> <p>i. <u>Proposed schedule</u> for committees to share updates.</p>	<p>Tiana Hirota – 8 members</p> <p>In search of a Civil Service representative.</p> <p>Tasked to provide professional and personal development opportunities to faculty/staff.</p> <p>Maintain employee handbook (digital format)</p>		

	<p>Coordinate and conduct orientation for new employees. Does not cover casual hires.</p> <p>Subcommittee reviews PD requests – act as an advising committee to the admin team. Actively working on a different process to submit PD funding requests. Current: Submit Word doc and email it. Moving to Kualii form to improve process. Hoping to launch spring semester or next academic year.</p> <p>PD events scheduled once a month on 3<sup>rd</sup> Friday, however sometimes there are schedule conflicts.</p> <p>Welcome any suggestions for PD events; welcome any presenters who want to put on workshop. Email <a href="mailto:hawccfsd@hawaii.edu">hawccfsd@hawaii.edu</a> to submit any proposals.</p> <p>Jan. 17 is next event – partnering with ITSO to hold working group on Lamakū. Bring anything you might need help with. Superstars will be present to assist.</p> <p>February - Safe Zone training with Drew Kapp</p> <p>March date conflicts with spring break, so may be rescheduled</p>		
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	<p>April 11 is final for semester</p> <p>Next week Tues at 1 pm is the next meeting; email for Zoom invite.</p> <p>Previous events:</p> <ul style="list-style-type: none"> <li>• Snapshot to Success Workshop: Professional headshots for email or signature and Ka'aoDoor Card.</li> </ul> <p>FSD also assists with Convocation week planning – Jan. 6-10</p> <p>Tamara Loveday on chat: Shoutout: Come join us on FSD! It's a FUN committee. :)</p>		
<p>C. <u>Integrated Planning Timeline</u> check in.</p> <p>i. Program/Units Annual or Comprehensive Review with resource requests</p>	<p>Brenda shared timeline graphic</p> <p>Resh: Huge mahalo to review writers and reviewers. Anyone who wants to participate or support others. Comp. cycle is now 5 years instead of 3 years. First full implementation year.</p> <p>Grace: B-Budget requests should be going out to departments based on the timeline schedule. Hopefully there will be more updates in January.</p>		

	Brenda will remind Jodi to include in next meeting		
6. New Business			
A. <u>Ka'aoKa'ika'i Strategic Plan</u> i. <u>"Foundational Principles"</u> proposal First Reading: ReshelaDuPuis	<p>Resh shared:</p> <p>Introducing the foundational principles, Last three years our campus has been working on a strategic plan. Opened <a href="http://hawaii.edu/strategic-plan">hawaii.edu/strategic-plan</a> webpage to show the UH Strategic Plan.</p> <p>Foundational Principles – Imperatives from UH</p> <p>Initiated by Tangaro, Kei-Lin, Akea – outreach and community meetings were held. Task force put together Hawaii CC version of a strategic plan. We took UHCC plan and made it Hawaii Island-specific. We added 5<sup>th</sup> core commitment relating to caring for the people in our kauhale.</p> <p>2016-2017 we were looking at the foundational principles and have built on that.</p> <p>Photos from the report are from our website. This is what our college is already doing. These are the people that are doing the work around these issues. Taking action to express</p>		

	<p>our principles. Aspirational – use as a guide to take us forward over the next 5 or 6 years.</p> <p>Take this back to constituencies – task force is open to feedback – reach out to them</p> <p>Resource requests will need to align with at least one of these principles in the plan</p> <p>“Enjoy and embrace changes...”</p> <p>Hoping to vote at the January meeting</p>		
<p>B. HAW 7.520 Satisfactory Academic Progress Policy</p> <ul style="list-style-type: none"> <li>i. <u>HAW 7.520 Satisfactory Academic Progress Current</u></li> <li>ii. <u>HAW 7.520 Satisfactory Academic Progress proposed (Red Line)</u></li> <li>iii. <u>HAW 7.520 Satisfactory Academic Progress proposed (Clean Copy)</u></li> </ul>	<p><b>Discussion</b></p> <p>Kenoa Dela Cruz: First reading. Various documents have been shared.</p> <p>Pulled up Progress Comparison Chart to review current policy and compare to other campuses.</p> <p>Proposing to add a 4<sup>th</sup> level of academic progress; there would be a one semester suspension rather than only the one year dismissal in the current policy.</p> <p>The committee discussed whether we can dismiss students and never allow them to return again. We still have to be flexible in that we are the only community college option on the island.</p>		



<ul style="list-style-type: none"> <li>iv. <u>HAW</u> <u>7.520 Satisfactory</u> <u>Academic</u> <u>Progress_Flowchart</u></li> <li>v. <u>UHCC Satisfactory</u> <u>Academic Progress</u> <u>Comparison Chart</u></li> <li>vi. <u>HawCC Satisfactory</u> <u>Academic Progress</u> <u>Policy - Versions</u></li> <li>vii. <u>Satisfactory Academic</u> <u>Progress Student</u> <u>Examples</u> First Reading: Kenoa Dela Cruz</li> </ul>	<p>Question from Brenda: How many are dismissed per year?</p> <p>Answer from Kenoa: Guessing about 100/yr Those on probation. Guess several hundred per year Grateful for early alerts to outreach and help advise.</p>		
<p>C. Long Range Development Planning for Manono Campus</p> <ul style="list-style-type: none"> <li>i. Proposal for Task Force</li> <li>ii. Call for volunteers: Susan Kazama</li> </ul>	<p><b>Discussion</b></p> <p>Jodi providing update in Chancellor Susan's place.</p> <p>Long range development plan; many iterations. 2018 decided to stay on Manono campus. There's a plan from 2010, starting with that. With new admin, new vision, we are starting up the process to create a new plan.</p>		

	<p>Hopefully will be representative of what we need now and will want to meet future needs.</p> <p>Link to 2010 LRDP</p> <p><a href="https://hawaii.hawaii.edu/sites/default/files/assets/docs/strategic-plan/manono-lrdp.pdf">https://hawaii.hawaii.edu/sites/default/files/assets/docs/strategic-plan/manono-lrdp.pdf</a></p> <p>Met with UHCC facilities project manager and consultant. Looking at what we envision the campus to be going forward. Estimated to be a year-long process to develop a new LRDP. Asking for volunteers to serve on the LRDP task force. Email Kanani to express interest.</p> <p>We need the support of Legislation. (Lisa, Chris Todd and 3<sup>rd</sup> person Kapela?) Facilities were part of the discussion that took place with legislators and UHCC VP of Admin Affairs. Shared areas that have been updated more recently to serve as example to build on.</p>		
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	<p>Fixing what we can now (short-term), and then long-range development to include new buildings/site.</p> <p>Emphasized the back of the lot, could use space to pre-build as we renovate buildings in front of campus.</p> <p>Lunch with the visiting group was held in the cafeteria, food provided by culinary students. Everyone enjoyed the meal.</p> <p>Kal Young VP Budget and Finance and Della Teraoka attended the meeting as well.</p> <p>All saw the repairs that have been made and what else is needed.</p> <p>Goals of task force: compiling information, working on vision, what do we want spaces to look like and overall campus to look like?</p> <p>Call for motion to create a task force to develop the long-range development plan</p> <p><b>Motion: Drew Kapp</b> <b>Second: Sherise Tiogangco</b></p> <p>Discussion:</p>		
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	<p>Question from Brenda: Jodi, how many people should be on the task force?  Answer from Jodi: Around 15-20 if same as last time this was done.</p> <p>Question from Kimberley: Should we wait until we have a document outlining the goals and make up of the task force?</p> <p>Comment from Resh: There is information on the website about charges.</p> <p>Comment from Christine: Chancellor may not have wanted to vote on a Task Force at this time; may be a call for volunteers at this time?  Can rescind the motion for a task force.</p> <p>Drew: Rescinds motion  Sherise: Rescinds second</p> <p>The committee will bring the request forth when it's ready.</p> <p>Message from Jodi about online logo wear orders; hopes to distribute starting next week</p>		
D. Monthly Program and Unit Spotlight	Brenda: Beginning in spring, will reach out to Comp. Review completers from previous year		

	<p>reports will be shared at College Council (CPR perspective) and Academic Senate (programmatic). Build bridges and remove barriers. Similarities can be identified.</p> <p>Jana also noted</p>		
<p>7. Administration Updates  A. Chancellor Susan Kazama  <u>Chancellor College Council Update AY2024-2025</u></p>	<p>Not in attendance. There are a few notes on the linked document.</p>		
<p>B. VC Academic Affairs  Kimberley Collins  <u>VCAA College Council Update AY 2024-2025</u></p>	<p>Holiday party reminder – thank you to the planning committee. Fun games, prizes. About 70 RSVPs so far. Dessert and wreath competitions.</p> <p>Spoke about exceptions to transitioning to Lamaku. Della Teraoka shared update – everyone needs to transfer two sections. Overwhelming majority of our courses will be in Lamaku in the spring.</p> <p>Six sections were requested to stay in Laulima.</p> <p>Retention plan – linked. If materials in Laulima, starting Dec. 2025 they will start deleting oldest materials first. For coming spring, had to have a CRN, but sometime later will be able to</p>		

	<p>migrate without CRN. Can do spring cleaning and delete materials you don't need.</p> <p>After Dec. 31, 2025, need to transfer manually, there's no migration process.</p> <p>Question from Tamara: If we see our courses in Lulima, does that mean our requests were approved? What if I see courses that shouldn't be there.</p> <p>Answer from Kimberley: Yes and all 6 requests from our faculty were approved. Check with Leanne about the migration.</p> <p>Internship Meet &amp; Greet. Started in Oahu but travel limitations for our students. First one on our island will be held Feb. 5th. Faculty and staff networking opportunities.</p> <p>Question from Jana: Dessert competition – no other information. When, where, how much?</p> <p>Answer from Kimberley: Should have received an email but everyone who brings a dessert will be entered. Customers will vote on the best dessert. No guidelines.</p>		
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<p>C. VC Student Affairs Christine Quintana <u>DSA College Council Update</u> <u>AY2024-2025</u></p>	<p>Celebrate enrollment, 1302 (+1.6% compared to Spring 2024)</p> <p>FAFSA open for 2025-2026</p> <p>App open for common scholarship</p> <p>Kicking year off with events</p> <p>FAFSA workshops, Ka'ao student success,</p> <p>Grades due Dec. 23<sup>rd</sup>. Incomplete grades can impact financial aid depending on the situation. Unofficial withdrawals, financial aid staff may reach out to you.</p> <p>Hilo Christmas parade – mahalo to Jeff Fujii and AMT for putting together a float. Over 30 participated. Won Festive Trooper award! (Best marching/walking unit)</p>		
<p>D. VC Administrative Services Jodi Mine <u>CAS College Council Update AY2024-2025</u></p>	<p>Business office will have personnel changes; retirement will happen at the end of December. Jodi will send an update when available.</p>		

	<p>Current alert system will be replaced with a new RAVE system. Personnel for all UH will receive email from UH communications about roll-out. Going live beginning of January. Additional capabilities; texting and will connect to Twitter and Facebook.</p> <p>HR working on new personnel coming in – charged with doing an announcement. Announcements will made when new hires are onboarded.</p> <p>Last meeting discussed personnel;</p> <p>Question from Jana: POM short staff issues, more hiring?</p> <p>Answer from Jodi: We do have 2 new casual hires for POM: Trenton Jardine and Ekolu Martins?</p> <p>Kō renovations are wrapping up and we will have control over the new wing soon. There are still a few things to be finished up.</p> <p>Rachel Louis asked about PAL projects; Jodi will check – need to refer to notes</p>		
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<p>8. For the Good of the Order</p>	<ul style="list-style-type: none"> <li>● <u>Kau-Holiday Solstice and Holiday Celebration</u>: Dec 20th, 11:30-1:00pm. <u>RSVP</u> by Dec 13th. Lunch: \$20. <u>Games and Activities included.</u></li> <li>● Hilo Holiday Parade: Mahalo!</li> <li>● BOR meeting Feb. 20th, at UH Hilo.</li> <li>● New UH President Wendy Hensel visiting all campus sites on Feb. 24-25th.</li> <li>● Services for HawCC's beloved Kumu, Clayton Kua. <u>December 14th at Kamehameha Schools.</u> Come honor Kumu Clayton's memory later today at Papa'ā Hale (389A) at the Manono campus from 3:30pm-5:00pm. You are welcome to contribute foliage or come participate in the lei making. <ul style="list-style-type: none"> <li>○ Update from Drew: Taking place in both places (Papa'ā Hale (389A) and 381-17)</li> </ul> </li> </ul>		
<p>9. Adjournment Time 1:47 pm:</p>	<p>Next meeting: January 10, 2025 (2:00-4:00pm)</p>		