



UNIVERSITY of HAWAI'I®  
**HAWAI'I**  
COMMUNITY COLLEGE

**SUBSTANTIVE CHANGE PROPOSAL**

**Hawai'i Community College – Pāalamanui**

**Submitted by:**

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Submitted to:

**Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges**

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**April 1, 2016**

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## **Introduction**

[Hawai'i Community College](#) (HawCC) submitted an inquiry and formal notification to Accrediting Commission for Community and Junior Colleges (ACCJC) regarding the relocation of its branch campus, University of Hawai'i Center, West Hawai'i (UHCWH), at Kealahou to a new campus site at Pāalamanui. HawCC was subsequently informed that it would need to submit a substantive change proposal per *3.3.2 Establishing an Additional Location Geographically Apart from the Main Campus at which the Institution offers at least 50% of an Educational Program* as outlined in the Substantive Change Manual (Aug. 2015). Furthermore, HawCC was directed to submit a proposal based upon the elements listed under *5.1 New Campus or Additional Location* and *5.1.1 Suggested Documentation for a New Campus or Additional Location*.

HawCC contends that many of the elements requested to be included in the substantive change proposal aren't applicable because the proposed action is actually a **relocation** instead of a "new campus" or "additional location". As part of the transitional move of the campus from a leased facility in Kealahou to a permanent site at Pāalamanui, there were two basic changes as part of this relocation - a new street address and a new name for this campus as noted below.

### Former Campus

**University of Hawai'i Center, West Hawai'i**  
81-964 Haleki'i Street, Kealahou, HI 96750

### New Campus

**Hawai'i Community College - Pāalamanui**  
\*73-4255 Ane Keohokolole Highway  
Kailua-Kona, HI 96740

The new campus will continue to be administered by Hawai'i Community College in the same manner and fashion as the former campus during its initial phases. Likewise, the operational aspects, educational programs, services & support, institutional planning, administration, staff, and faculty are to remain unchanged. In addition, it will continue to serve the same geographic area and student population.

## **Elements for Inclusion in Selected Substantive Change**

### **1. Projected date of the start of operations at the additional location**

The [Hawai'i Community College - Pāalamanui](#) campus is expected to be fully operational by fall 2016. In the meantime, HawCC embarked on a transitional move from the former leased site at Kealahou to the new permanent site at Pāalamanui based upon the various stages of completion of the new buildings and necessary equipment and furnishings. The move is still in progress with the bulk of the move occurring in summer 2015. Additional moves occurred in spring 2016 and the final move is planned by summer 2016 upon completion of the science labs.

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\* This physical address reflects the recently assigned address as the result of the subdivision of the State property and pending road dedication. This new address replaces the former address of 73-1025 Ka'iminani Drive, Kailua-Kona, HI 96740.

## **2. Address and distance from main campus; transportation available for students**

The new Pāalamanui campus is situated further north of the town of Kailua-Kona than the Kealahou campus and nearer the larger concentrations of residential populations and major employment areas in West Hawai‘i. In addition, it is more centrally located for the outlining rural areas in West Hawai‘i. The geographic area being served remains the same. The distance of Pāalamanui to the main campus in Hilo is approximately 75 miles (see map A). The distance between the former UHCWH campus to the new Pāalamanui campus is approximately 19 miles (see map B). The new campus is easily accessible from both the upper Highway 190 and lower Highway 19 off of Ka‘iminani Drive. Hawai‘i County bus services have been scheduled to accommodate faculty/staff/students traveling from their home/place of work to the new campus.

## **3. Evidence of need for the additional location; description of how outcomes of the new location will be assessed**

Pāalamanui is not an additional location, but instead a relocation that has been over twenty years in the making.

In 1996, the University of Hawai‘i Board of Regents created the UH Center model to make higher educational opportunities available to Hawai‘i residents living on the outer islands of Kaua‘i, Maui, and Hawai‘i. The University of Hawai‘i Centers on Kaua‘i and Maui are located on Kaua‘i Community College and Maui College campuses. The University of Hawai‘i Center at West Hawai‘i (UHCWH) in Kealahou on Hawai‘i Island was located approximately 95 miles from the main Hawai‘i Community College campus in Hilo. UHCWH operated in facilities owned and managed by four independent landlords at the Kealahou Business Plaza. West Hawai‘i was the only major geographical area and population center in the State of Hawai‘i that did not have a permanent facility for higher education.

At the November 19, 2009 University of Hawai‘i Board of Regents’ (UH BOR) meeting, actions were taken to approve the [UHCWH Long Range Development Plan \(LRDP\) 2009 Revision and Update](#) and the renaming of the new campus to “Hawai‘i Community College - Pāalamanui”.

The UHCWH LRDP 2009 Revision and Update provides a build out plan over four phases:

Phase 1: Phase 1 included the construct of five buildings – including facilities for the Culinary Arts, Health Science, Student Services/Administration, Learning Resource Center, classrooms, and faculty offices. This phase will accommodate the relocation of ALL students, faculty, and staff, programs and services from the UHCWH’s leased facilities in Kealahou to a permanent facility. Completion of Phase 1 is anticipated in August 2016.

Phase 2: In Phase 2, the construction of the Health Science/Student Services building will be completed. The building will provide permanent accommodations for the Nursing RN Program, including the state-of-the-art simulation rooms for student lab work and testing. With the Nursing program centralized in the Health Science/Student Services building, space will be freed-up in first buildings for the expansion of the Culinary Arts programs.

Phase 3: Phase 3 will add three buildings to the campus – the Administration and Academic Support building, the General Education 1 building, and the Operations and Maintenance building. At this phase, the campus will have sufficient space to support an enrollment capacity of 750 FTE students.

Phase 4: Phase 4 includes the construction of additional general instruction classrooms and office space for faculty and staff. This phase will include four buildings designated as the General Education 2, Vocational Technology 1, Vocational Technology 2, and Hawaiian Studies. With the completion of Phase 4, Hawai‘i Community College-Pāalamanui will have sufficient space to service 1,500 FTE students.

When fully developed, the 1,500 FTES campus will cover about 23 acres of land. It will have nine (9) major buildings, 465 standard parking stalls, 17 accessible stalls, and 17 loading spaces. The open area of approximately seven (7) acres on the eastern portion of the 73-acre subdivision will be set aside for future campus expansion. Possible functions could include student/transient housing and recreational facilities.

The Nursing and Allied Health Division will continue to use the Nursing Resource Center located adjacent to the North Hawai‘i Community Hospital where students do their clinical labs in the facility. Students will not have to travel to the Pāalamanui campus to debrief from clinical experiences, participate in video conferencing team teaching sessions between East and West Hawai‘i, and accompanying lab work. Nursing majors taking additional courses will have to travel further to take face-to-face support classes offered at Pāalamanui.

The Hawai‘i Graduation Initiative of the University of Hawai‘i Strategic Directions 2015-2021 states, “Solidify the foundations for UH West O‘ahu and Hawai‘i CC at Pāalamanui, our ‘start up’ campuses, and establish large-scale student support services for Native Hawaiians, low-income students, and the under-represented populations they serve.”

Hawai‘i Community College - Pāalamanui will be better able to serve the needs of the West Hawai‘i Community who wish to pursue educational opportunities that will broaden and enhance the lives of West Hawai‘i residents into the 21<sup>st</sup> century. At the new campus, the College will be able to accommodate growth in student enrollment, expansion of program offerings from 2-year and 4-year institutions, develop new programs to meet industry needs, expansion of noncredit workforce development training, etc. through the build out of the campuses in four phases. The Palamanui campus provides the community with a permanent facility as opposed to rental facilities in a commercial area.

No Change – Assessment of outcomes remains the same.

#### **4. Evidence that the institution will maintain sufficient control of the location to guarantee that it meets Eligibility Requirements, Accreditation Standards, and Commission policies**

Construction of the new campus at Pāalamanui provides a permanent location on State-owned land with a college-owned facility in a more central location that would further ensure that Eligibility Requirements, Accreditation Standards, and Commission policies continued to be

met. The former site was subject to lease negotiations and the risk of loss of location or reduction in leased spaces should the leases not be renewed. In addition, the former facilities were limited, not designed for higher education, and scattered amongst other commercial and residential leased facilities.

## **5. Evidence of official approval by the governing board**

On November 19, 2009, the UH BOR approved the UHCWH LRDP 2009 Revision and Update that allowed HawCC to proceed ahead with the development of Phase 1 of the Pāalamanui campus using a combination of private contributions, federal grants, other funding, and state funding, including state general obligation bonds. (see Appendix 5)

## **6. Evidence that the location will be ready to begin operation at the time of the substantive change approval**

The Pāalamanui campus construction was sufficiently completed by fall 2015 to allow most classes and programs to relocate to the new campus. As part of the transitional relocation, HawCC maintained the kitchen facilities in Kealakekua for the culinary program until the kitchen facilities could be completed and the Department of Health could certify it for use during spring 2016. Also, the science labs continued to be used in Kealakekua in fall 2015 while the inside of the labs at the new campus were being completed to meet all necessary requirements. For spring 2016, the science labs were moved to a facility closer to the new campus. These are the last of the facilities to be completed in preparation for fall 2016 at which time all classrooms and labs are anticipated to be fully functional.

## **7. Evidence of sufficient fiscal, physical, and technology resources to support and sustain the additional location and an analysis of fiscal impact on the institution's budget**

HawCC and the UH system continue with the commitment of sufficient resources to support Phase 1 of the new campus at Pāalamanui just as it did at the former site at Kealakekua. All operating costs will continue to be covered with the existing state General Funds (GF) and Tuition, Fees and Special Funds (TFSF) budget allocations. The overall operating budget will remain relatively the same with Phase 1 of the Pāalamanui site.

At Kealakekua, HawCC paid about \$385,000 for leases in FY 2015. Starting in 2013, HawCC has been paying over \$445,000 in bond debt service every year for the construction of the Pāalamanui site. With the relocation to the new campus, expenses will be drastically reduced with the termination of the lease payments at Kealakekua. Currently, the facilities at Pāalamanui are using roughly around 25% more in electricity at Pāalamanui in comparison to Kealakekua. However, the installation of a PV system is pending completion and once fully operational is anticipated to reduce electricity costs. Water fees will be a new expense at Pāalamanui and the actual costs have yet to be determined.

Currently, budgets for Phases 2 – 4 have not yet been allocated.

**8. Description of how the college will identify and evaluate specific needs for services and resources of students at the additional location**

No Change – Identification and evaluation of specific needs for student services and resources remains the same.

**9. Description of support services and learning resources available at the location**

No Change – Support services and learning resources remains the same.

**10. Description of how students will access services and resources if students are to rely on those services and resources from the main campus**

No Change – Student access to services and resources remains the same.

**11. Evidence of sufficient and qualified staff at the location, and description of processes for hiring and evaluating such staff**

At Pāalamanui, the staff has remained relatively the same as at Kealakekua. Changes included converting a half-time (.5) science lab coordinator to a full-time (1.0) and adding a half-time (.5) building and grounds custodian to meet sufficient staffing requirements. This additional staffing had already been allocated and budgeted prior to the move to Pāalamanui.

No Change – Processes for hiring and evaluating staff remains the same.

**12. Description of the process for creating and revising curriculum for the location**

No Change – Curriculum development remains the same.

**13. Description of how programs at the location will be evaluated, including student achievement and assessment of student learning outcomes (SLOs)**

No Change – Program and SLO assessment remains the same.

**14. Description of the involvement of staff and students at the additional location in institutional planning and decision-making, and their connectedness with the main campus**

No Change – Staff and student involvement remains the same.