

**Hawaii Community College**  
**College Council Meeting Minutes (approved 1-16-15)**  
**Conference Room 6A and WH Admin Conference Room B3 (via vidcon)**  
**December 5, 2014**  
**2:00pm-3:30pm**

**Present:** Garrett Fujioka, Grace Funai, Mari Giel, Joyce Hamasaki, Tiana Koga, Lindon Likiche (for Cherise Souza), Chris Manaseri, Jeff Newsome, Joni Onishi, Debbie Shigehara, Taupouri Tangaro, Leanne Urasaki, Noe Noe Wong-Wilson

1. **Call to Order** -- Chair Grace Funai called the meeting to order at 2:10 pm.
2. **Roll Call (sign-in sheet)** -- Chair Grace Funai determined that a quorum was present.
3. **Approve minutes from November 7, 2014** -- Minutes were approved; moved by Debbie and seconded by Noe Noe.
4. **Updates from Administration (please refer to electronic reports)**
  - **Chancellor – Noreen (see attached report)**
    - Noreen Yamane was not present. No comments or questions.
  - **Vice Chancellor for Academic Affairs – Joni (see attached report)**
    - Andrea Buskirk was hired as Agriculture Academic Support.
    - Cindy Griswold was hired as Nursing Instructor.
    - Assessment Plans were due on November 30.
    - Shawn Flood conducted CTE training on December 1-2. Unit training is scheduled for December 9 and LBART for December 12.
    - Joni clarified that Gen Ed Designation pertains to both the LBART AA and the Hawaiian Studies AA degrees. She also emphasized the importance of courses going through GE Designation process to be eligible for F'15. Courses not designated will not fulfill area requirements (Humanities, Natural, and Social). They can only be used as electives. This could impact how students are advised and what they can take towards LBART AA and Hawaiian Studies AA degrees. This does not pertain to AAS or AS degrees.
  - **Vice Chancellor for Administrative Affairs – Jim (see attached report)**
    - Jim Yoshida was not present. No comments or questions.
  - **Vice Chancellor for Student Affairs – Jason (no report)**
    - Jason Cifra was not present. No comments or questions.
  - **OCET – Debbie**
    - Debbie had to leave. Tiana shared photos of the Mayor with our IEP students from Mexico. Mayor was intrigued with the IEP program and wants to continue to work with international student groups.
    - Holiday party will be on Friday, December 19. Deadline to pay is December 10.
  - **Director, West Hawaii – Marty (no report)**
    - Marty Fletcher was not present. No comments or questions.

- **Dean of Liberal Arts – Chris (see attached report)**
  - No comments or questions.
- **Dean of Career and Technical Education – Joyce (see attached report)**
  - No comments or questions.

## 5. Committee Updates

- **Assessment Committee**
  - Joni sent out the final Assessment Coordinator Position Description Draft for comments then it will be sent to HR for advertising.
  - Please remind your faculty to submit their Assessment which was due on November 30.
- **Committee on Committees – Joni (see attached reports)**
  - **Campus Safety Committee** –there will be an addition of (1) West Hawaii member. Council approved new charter as amended; moved by Noe Noe and seconded by Jeff.
  - **Kipaepae-Hawaii Protocols Committee**—Function/Purpose #4 was edited and will now read, “Work collaboratively with the Kauhale to instill and sustain a Hawaiian sense of place at HawaiiCC.” Council approved new charter as amended; moved by Tangaro and seconded by Mari.

## 6. Unfinished Business

- **End of Year Breakfast, recognition of success on campus**—Chancellor Yamane asked for suggestions on how we can recognize success on campus. Previous suggestions include 30-second (looping) videos and presentation boards.
- **HawCC 75<sup>th</sup> Anniversary Celebration (2016)**—Chancellor Yamane is looking for volunteers to serve on the Planning Committee. Tangaro suggested that the Kipaepae Committee participate in the coordination. He requested that Chancellor be asked to create a charge for Kipaepae Committee to participate in the coordination and facilitation.
- **ILO Assessment Update** – Noe Noe has not received anything yet. Grace volunteered to help Noe Noe and Tiana. They will review the current ILO assessment plan and make suggestions for possible revisions.
- **Extending College Council Meeting Times** – College Council meetings have been running overtime. The Council voted to extend the meeting time to 2 hours, starting January 2015. Moved by Tiana, seconded by Joni.

## 7. Announcements

- **Doris’ retirement party is at 5:00 p.m.**
- **The remainder of the College Council meetings will be held in 388-101.**
- **Next Meeting – Friday, January 16, 2015**

## 8. Meeting was adjourned at 3:15 pm.

Respectfully submitted,  
April Nakagawa