

**Hawaii Community College  
College Council Meeting Minutes  
April 8, 2011  
12 noon – 1:15 p.m  
Conference Room 6A**

**Members present:** Dorinna Manuel-Cortez (Chair), Jim Yoshida, Mike Leialoha, Beth Sanders (Vidcon), Gwen Kimura, Wilt Watanabe, Steve Cline (Vidcon), Ellen Okuma, Kanoe Case, Monica Burnett

**Members Excused:** Noreen Yamane, Joni Onishi, Debbie Shigehara, Guy Kimura, Bobby Yamane, Christine Quintana, Taupouri Tangaro

**Members Absent:** LBRT Dept Chair, Bill Affonso

**1. Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 12:05 p.m.

**2. Welcome**

**3. Approval of minutes** – Minutes of February 11, 2011 was approved as corrected.

Item #6, bullet #3- Change the word “bee” keeper to “gate” keeper

Item #8, bullet #4- Statement revised to- Lehua Lei O Hilo does not replace the Kamaaina application, yet but will phase out Kamaaina once Lehua Lei O Hilo is fully implemented.

Item #17, bullet #5- Ruth Amamiya corrected to Ruth Amemiya

**4. Closing the Loop updates:**

a. Feedback on Strategic Outcomes and Action Strategies for Goal D. Relating to Staff Development and Human Resources

1. Kanoe Case-none

2. Beth Sanders- Noted that on the spreadsheet for Hawaii CC Strategic Outcomes and Performance Measures, 2008-2015, the Action Strategy for Performance Measures D.2 is blank.

Dorinna provided the missing information:

Action Strategy: Increase the number and diversity of programs offered to or in underserved regions by increasing the number and types of programs by at least one program every two years that can be completed through distance learning technologies.

b. Feedback on ILOs

None

c. Feedback on Four College Goals

None

d. Suggestions for Wala'au session

1. Kanoe Case- Session with students -not able to move on this at this time, has other internal issues.
2. Dorinna- Session with Academic Senate Chair and College Council Chair with Chancellor
3. First Year Experience

**5. Chancellor's Update:** Noreen Yamane, Interim Chancellor (Excused)  
Dorinna reported for Noreen Yamane

a. Executive Policy (E6.201)

Executive Policy E6.201 was updated to reflect revised summer session tuition rates and the establishment of an UHM College of Education Professional Fee. Resident summer tuition rate for Hawaii CC is \$248 per credit. UHH and Hawaii CC tuition is the same. The Executive policy is posted on the web.

b. UHCCP 2.211 Social Media Site and/or Account Use and Management

Regarding the UHCC committee looking at academic policy.  
Item to be tabled until Interim Chancellor Noreen returns.

c. Upcoming Wala'au Session

**6. Academic Affairs Update:** Joni Onishi, Interim Vice Chancellor for Academic Affairs (Excused)

**7. Budget Update:** Mike Leialoha, Vice Chancellor for Administrative Affairs

a. Budget

The Legislature is discussing large deficits in the State budget for next fiscal year. Based on that, it doesn't look good for us getting any budget additions and hopefully we won't be cut more than we were this year. Okay for this fiscal year till June 30, 2011. If we have additional cuts for next fiscal year, things will be pretty tough, particularly because of the renovation of Hale Aloha to begin construction in January 2012. Hawaii CC is responsible for the relocation of the current occupants. Projected cost for Hawaii CC is upward of \$400,000 in lease rent for the fiscal year and it is projected that it will take more than a year to finish the construction. Current lease is for 5 years.

Hale Aloha Questions:

1. Beth Sanders had a question regarding funds coming from the State or System level. Mike explained that we have enough funds this fiscal year to pay for relocation cost, but there is

a possibility to request it in the future. Need to wait and see what kind of budget we'll have.

2. Dorinna asked if this was an on-going expense. Mike explained that the expense is not short term. It covers the period from relocating the current occupants from Hale Aloha, renovation of Hale Aloha, moving the Hawaii CC staff to Hale Aloha, and renovating the vacated Hawaii CC bldg before the UHH staff can move in.
  3. Kanoe Case asked why the cost is not shared equally with UHH. Mike explained that the institution that the renovated bldg is on pays for the entire cost. In the past, UHH has paid for HawCC faculty/staff to move during their renovation.
- b. We were notified this week by the Governor's office that Governor Abercrombie will not release any civil service positions. The Governor will not accept any request to release civil service positions and is extending the freeze to fill civil service positions. If a person leaves or retire the position cannot be filled. Option is to use non-general fund for temporary hire/casual. Okay to hire on temporary assignment for higher position, but that still leaves the lower position vacant.
  - c. Status of Collective Bargaining. HGEA has made their tentative announcement. The reduction is an indication of what the governor would like to do for all the units. However, the Faculty unit already has a contract for 5 years.
  - d. The APT Special Compensation is not available this year because of budget constraints.

**8. Student Services Update:** Jim Yoshida, Interim Vice Chancellor for Student Affairs

- a. Student Recognition ceremony on May 4, 2011
- b. Hawaii CC Commencement on May 13, 2011
- c. West HI Commencement on May 14, 2011
- d. This month will have more students on campus. Helen has scheduled several tours for Middle School and High School students. Tours may or may not include the upper campus depending on time and interest. Dorinna mentioned that Building Better Bridges is happening today so lots of counselors on campus. Dorinna made a presentation on Lehua Lei O Hilo. The MOU is currently with VP John Morton and waiting for approval. She asked people from the DOE to sign up to be part of the implementation team. Lehua O Hilo will start in Fall 2012.

**9. West Hawaii Update:** Beth Sanders, Interim Director

- a. The Palamanui Blessing ceremony was held on March 18, 2011. Lots of calls and interest from the community. They were encouraged by President Greenwood that we may get a campus in 18-24 months.
- b. Pilot project with Ipad in one of Steve Cline's English class for next semester.
- c. Upgrading computer to get flat screens for students in the Library.
- d. Adding additional computers and also upgrading computers used for testing so students can use it when not testing.

- e. Looking for additional space, but renovation costs is high and will be at the campus for only a couple of years.

**10. Kauhale Update:** Taupouri Tangaro (Absent)

**11. Committee on Committees (COC) report** – Monica Burnett, Staff Development Coordinator

a. Sponsored by Faculty & Staff Development:

- 1. Well-Being & native Hawaii Student Success at HawCC, presented by Noe Noe Wong-Wilson on April 20<sup>th</sup> from 1:00-2:00pm in Kaneikeao

b. Sponsored by other departments:

- 1. Understanding the Curriculum Process, presented and sponsored by the Curriculum Committee on April 29<sup>th</sup> from 9:00-11:00am in Kaneikeao. Contact Helen Nishimoto to reserve a seat.
- 2. Pacific Region Learning Summit, presented and sponsored by Leeward Community College. It's a one week summit from May 23 to May 27, 2011 on O'ahu. Contact Leanne Chun to reserve a seat.
- 3. Real World Academics, presented by UHCC Excell and sponsored by Carl Perkins Vocational Education Grant. It's a 4 day summer institute from Aug. 1 to Aug. 4<sup>th</sup> on O'ahu. A stipend of \$750 is available to 9-month faculty who participates in the institute and showcase conference in Summer 2012. 11-month faculty can participate but cannot receive the stipend. Funding is also available for travel. Contact Joni Onishi to reserve a seat.
- 4. Hawai'i National Great Teacher Seminar, hosted by Leeward Community College from Aug. 7<sup>th</sup> to Aug. 12<sup>th</sup> at Kilauea Military Camp. Through a lottery, four faculty members will be awarded a \$995 tuition grant for this workshop. Anyone interested should complete the registration form and submit it to Sandy Kama, by Friday, April 15<sup>th</sup>.
- 5. Introduction to Kurzweil 3000, hosted by Karen Kane on Friday, April 15<sup>th</sup> in the Kōkua Lab at 9:30 and again at 1:00. Contact Karen Kane to reserve a seat.
- 6. Spring 2011 Webinars on College Teaching and Disability, presented Center on Disability Studies, College of Education, UH at Mānoa. The first session is on Friday, April 15 9-11:30 and the second session is on Tuesday, April 26 1-2:30. Registration is required.
- 7. TCC 2011 Online Conference, presented by UH Mānoa, Educational Technology Department, College of Education on April 12-14. Registration is required.

- c. A website for Faculty/Staff Development has been developed by Daniel Fernandez. Click on Professional Development Workshops for listing of events. The website will also have handouts after the event is done, in case you miss it. Daniel is working on transferring the events to the Google calendar.
- d. The Faculty Handbook is being updated. Copies have been sent to deans and appropriate personnel for revisions. Please send it Sandy Kama by April 21, 2011.
- e. Priority is made to vidcon events to West HI, but that depends on the availability of vidcon rooms of the Hilo campus.
- f. COC to review the Advising Technology Committee  
Interim VCSA, Jim Yoshida convened the Advising Technology Committee last month. Part of their task was to decide if there is a need, then discuss modifying the membership and to do a technology development plan. Next on the agenda is to request to COC to institutionalize assign time to the chairs of the graduation and student recognition for assessment committee.

**12. Unfinished business:**

None

**13. New Business:**

- a. How to measure ILOs and establish sub-committee

This item is tabled till next meeting in May.

- b. College Hour (to include E 'Imi Pono Day?)

This item is tabled till next meeting in May.

- c. Recorders for 2011-2012

The College Council Chair received feedback from Secretaries regarding the recording of minutes. Issues included the extra work and time involved as well as the difficulty in taking minutes when you don't understand the topic being discussed. This has been a strain to the secretarial staff. The Council Chair met with the Chancellor and it was suggested to also include the department secretaries or clerical staff as recorders. It is in the College Council Charter that the job of recorder will be performed by a member of the clerical or secretarial staff. The Chancellor does not want the Council Chair to take minutes, but run the meeting. Council Chair will solicit input from the secretarial and clerical staff and will discuss at the next meeting when more members are present.

- d. College Council Chair nominations and elections

Council Chair called for nominations for the election of a new College Council Chair for next academic year. Ellen Okuma motioned to nominate Monica Burnett for Council chair.

Monica accepted the nomination and there were no further nominations. Ellen Okuma moved that by acclamation the College Council appoint Monica Burnett as new College Council Chair. Seconded by Kanoe Case. Vote Unanimous. Congratulations to Monica Burnett.

**14. Closing the Loop relay assignments**

- a. Strategic Outcomes and Action Strategies Goal E
- b. On-going feedback on ILOs
- c. On-going Feedback on Four College Goals

Ellen Okuma mentioned that CERC is doing a good job working on a report which shows which budget “asks” goes with specific strategic actions.

**15. Future Agenda Items:**

**16. Announcement**

- a. Council Chair asks members to come to meetings.
- b. If membership term is ending, start talking with your unit about who will replace your position for next academic year. Term is usually about 2 years.
- c. Chancellor’s search committee –Ellen Okuma

Four candidates will be at the Manono campus for interviews and open forum on April 19, 2011. Schedule is at 12 noon, 1 p.m., 2 p.m. and 3 p.m. at Bldg 379, room 1 (Kaneikeao).

West Hawaii’s open forum is on April 20, 2011 at 9 a.m., 10 a.m., 11 a.m. and 12 noon in the Culinary Court yard.

All faculty, staff, students and community members are welcome to attend.

The open forum feedback forms will go to VP John Morton for consideration of the selection of the candidate.

- d. Assessment Committee – 5-yr Comprehensive Assessment Plan for Program and Units

This committee isn’t additional work. It’s putting your outcome together and how you are going to measure those outcomes for a period of 5 years. This will be posted on the web and the only time you need to change it is when you change the assessment plan. This will establish a base line and also for a continuous review.

- e. SB 1070- Dorinna Manuel-Cortez

SB 1070 introduced by Senator Clayton Hee , to make indigenous university separate from UH Hilo. This has been turned into a resolution where it’s going to require greater communication between Pūko‘a Council. VP Rockne Freitas has been charged to form a

committee to look at how the university will become an indigenous serving institution. The committee will have representative from each of the campuses.

**17. Next meeting is on Friday, May 6, 2010, 12 noon to 1:15 p.m., CR 6A(vidcon)  
Recorder:**

**18. Meeting adjourned at 1 p.m.**

**Recorded by: Janice Watanabe**