

**Hawaii Community College
College Council Meeting Minutes
April 9, 2010
2 – 3:15 p.m.
Conference Room 6A**

Members present:

Dorinna Manuel-Cortez (Chair), Barbara Arthurs, Mike Leialoha, Beth Sanders (vidcon), Guy Kimura, Joni Onishi (vidcon), Jim Yoshida (vidcon), Wendy Wai, Steve Cline (vidcon), Doodie Downs

Members Excused: Rockne Freitas, Noreen Yamane, Debbie Shigehara, Gwen Kimura, Christine Quintana, Bill Affonso, and Ellen Okuma

Members Absent: Liberal Arts division chair and Dana Kuamoo

Guest: Trina Nahm-Mijo

1. **Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 2:10 p.m.
2. **Approval of minutes** – Minutes of the March 12, 2010 meeting approved as is.
3. **Chancellor's Update:** *Chancellor Rockne Freitas (Excused)*
4. **Academic Affairs Update:** *Interim Vice Chancellor Noreen Yamane (Excused)*
5. **Budget Update:** *Vice Chancellor Mike Leialoha*
 1. Nothing new on budget. We are in pretty good shape for the year. There won't be any further cut backs to anyone's budget, so we should be able to operate for the rest of the year.
 2. We have three new signs on campus thanks to the help of Doodie Downs and the Sign Committee. The signs are located in the front student parking lot, by Bldg 3393, and Auto Mechanics. This is a system-wide project and there are signs on every community college campus. The only difference is the campus color. We are waiting for the map inserts. This will help visitors to locate buildings on campus. The lights are LED lights which are powered by the solar collectors on the side. The sign is energy efficient and contributes to sustainability.
 3. The UPW did ratify contract. They didn't agree to follow the same Spring and Christmas break as the others and will take the one or two furlough days as other state employees. We are coordinating it so not to disrupt services. Since their furlough days started late, they are taking a larger cut about 7.47%. Overall it is equivalent to 5% over 2 years.
6. **Student Services Update:** *Vice Chancellor for Student Affairs Barbara Arthurs*
 1. Today the counselors, student services staff and some faculty are participating in the Building Better Bridges Event. This event invites DOE counselors from high school and community agencies to Hawaii CC to better understand what we have to offer. It's

- an annual event. It's good to keep the connectivity between the counselors and community, meet new employees and help to make the transition easier for students.
- Monday, April 12, 2010, is early registration for continuing students. Liberal arts students will receive group advising. Many faculties will have advising from their own office. Hopefully the large majority of continuing students should be able to manage on their own. The counselors' efforts are appreciated in trying different strategies and continue to explore things to handle the growing enrollment.
 - Hui Makamae Grant- Workshop for First Year Experience at Maui CC this summer. The Grant participants are Christine Quintana, Kaleo Quintana, Jeanne Ryan, and Sandy Claveria. The first semester experience is very important, as it may determine if a student continues or not. This is an international conference. Depending on fund availability, participation will be open to others to attend. Trina Nahm-Mijo and Beth Sanders are interested.

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

- Doing what needs to be done. No questions from council members. Nothing to report.

8. Committee on Committees report – *Joni Onishi, Staff Development Coordinator*

- Nothing to report.

9. Old Business:

None

10. New Business:

- Trina Nahm-Mijo and Joni Onishi: E Imi Pono College Development Day (Handout is attached.)

Trina explained that a proposal was passed about a year ago but because of other efforts to catch up on other assessment things like Student Learning Outcomes and working with the depts. it was not launched this year. It was supposed to be announced at the last breakfast by VC Douglas Dykstra, but that did not happen.

We are hoping to put this event on the calendar this year as the first Staff Development date, which Chair Dorinna Manuel-Cortez said was September 17, 2010. This is to institutionalize assessment and one of several ways is by Staff Development which does not cost the college anything.

Three important pieces of institutionalization of assessment: 1. An annual commitment of cross college, cross unit shall look at assessment. This will show accreditation that we embrace it as a college. 2. Kauhale model recommended by assessment committee. It is conceptual that everybody from every level from top - down and down - up embrace that assessment takes place on this campus. It is a village model that we each have a job and are connected to each other. 3. Institutional Assessment Coordinator. That position and what it looks like has already gone to Noreen. Also added that ILO (Institutional Learning Outcome) is another way to institutionalize assessment. These have just been put on the website.

Chair Dorinna Manuel- Cortez asked if the core planning committee members is already set or if it can be adjusted. She noticed that the Vice Chancellor for Student Services was not on it.

Trina said it can be adjusted and she can take the College Council recommendation to the Chancellor.

Guy Kimura advised that it was okay to make a proposal at this time.

Chair Dorinna Manuel-Cortez proposed to set a date for the E ‘Imi Pono College Development day as September 17, 2010 and also to add to the Core planning committee members-1) Vice Chancellor for Student Affairs and 2) Director of UH Center at West Hawaii. Moved by Barbara Arthurs. Seconded by Wendy Wai. Vote unanimous.

Barbara Arthurs suggested since this is Kauhale that we should include Administrative Services as well or designee.

Chair proposed to vote on the amendment to Core Planning Committee members to also include the Vice Chancellor for Administrative Affairs or designee. Moved by Barbara Arthurs. Seconded by Mike Leialoha. No discussion. Vote Unanimous.

2. Nomination of College Council Chair for 2010-2011

Chair Dorinna Manuel-Cortez called for nominations for the College Council Chair for 2010-2011.

Wendy Wai nominated Dorinna Manuel-Cortez to continue to serve another term as Chair for the 2010-2011. No other nominations.

Guy Kimura said at this point the Vice Chair can call for the vote. The Chair will relinquish her Chair to the Vice Chair for the vote.

Chair Dorinna Manuel-Cortez relinquished her Chair to Vice Chair Wendy Wai so she can call for the vote.

Vice Chair Wendy Wai proposed to have Dorinna Manuel -Cortez be Council Chair for 2010-2011. Moved by Barbara. Seconded by Wendy Wai. Vote in favor – unanimous. Vice Chair Wendy Wai announced that Dorinna Manuel-Cortez will be the College Council Chair for 2010-2011.

Vice Chair Wendy Wai relinquished her Chair to return to Chair Dorinna Manuel-Cortez.

Chair Dorinna Manuel-Cortez thanked everyone for nomination and vote.

11. Future Agenda Items:

1. Please tell your constituents if they want anything heard by the College Council they can submit the form (Proposed Item to be Considered by the College Council) to the College Council Chair at least one week prior to the next meeting.

12. Announcements:

1. Joni Onishi-Tenure and Promotion Committee meeting will be held on April 23, 2010. Sandra Uyeno from HR will be here to conduct the workshop.
 2. Joni Onishi- Hawaii Great Teachers' Seminar will be held on August 8-13, 2010 at Hawaii Volcanoes National Park at KMC. Two for one. Pay for one participant and get one free through Perkins. She will be soliciting for participation.
 3. Joni Onishi-Received invitation for faculty also through Perkins funding for those who would like to receive training for on-line workshop for Hybrid courses or put a course online. She will be sending out an e-mail to the division.
 4. Thank you to Janice Watanabe for recording today.
- 13. Next meeting is on Friday, May 7, 2010, 2:00 p.m.-3:15 p.m., CR 6A(vidcon)
Recorder: Melany Ayudan, Secretary, VC for Student Affairs (if she is here)**
- 14. Meeting adjourned at 2:43p.m.
Recorded by: Janice Watanabe, Secretary to the Vice Chancellor for Administrative Affairs**