

**Hawaii Community College
College Council Meeting Minutes
August 27, 2010
2:00pm – 3:15pm
Conference Room 6A**

Members present: Barbara Arthurs, Mike Leialoha, Debbie Shigehara, Guy Kimura, Dorinna Manuel-Cortez (Chair), Bobby Yamane, Taupouri Tangaro, Bill Affonso, Steve Cline (Vidcon) Kanoe Case, Doodie Downs, Gwen Kimura, Wilton Watanabe

Members Excused: Noreen Yamane, Joni Onishi, Jim Yoshida, Ellen Okuma

Members Absent: Christine Quintana, Beth Sanders, LBRT DC

1. **Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 2:03pm
2. **Welcome and Introduction:** Dorinna Manuel-Cortez-Chair; Gwen Kimura-Academic Support; Doodie Downs-Ho`olulu Council; Taupouri Tangaro-Kauhale; Mike Leialoha-Ex-officio Administrative Affairs; Guy Kimura-Ex-officio Liberal Arts and Public Services; Kanoe Case-Student Gov.; Debbie Shigehara-Ex-officio OCET; Bobby Yamane-Career and Technical Education; Wilt Watanabe-OCET; Barbara Arthurs-Ex-officio Student Affairs; Steve Cline-West Hawai`i; Bill Affonso-Administrative Affairs; Cathy Arita-Recorder.
3. **Approve Minutes:**
 - A. April 9, 2010
 - Page 1, item 5-1, 'news' to 'new', 'Budget' to 'budget'
 - Page 2, last paragraph, change "Kahali" to Kauhale
 - Page 3, 4th paragraph, 'E Imi Pono' to 'E `Imi Pono',
'Unanimous' to 'unanimous'
 - Page 3, 6th paragraph, 'Unanimous' to 'unanimous'
 - B. May 7, 2010
 - Page 2, item 6, last bullet, should be under Beth's report. Insert 'class' after drafting and change 'please' to 'pleased'
 - Page 2, item 8, bullet 2, 'increase' to 'increased'Minutes are approved with corrections.
4. **Chancellor's Update:** *Interim Vice Chancellor Noreen Yamane (excused, Chair will provide the update)*
 - John Morton's report: \$10 million was released on July 1, 2010 for the renovations to Hale Aloha and construction of the mid level road in West Hawai`i.
 - UHH and HawCC have reached a verbal agreement for HawCC to take over responsibility of the Auto Body, Auto Mech, Welding, Diesel Mech, and PB 15/16 buildings and the adjoining areas. MOA to follow.

- Program and Unit Reviews: Annual and comprehensive reports are scheduled for IT, AEC, Carpentry, ECE, Auto Body, Business Office, OCET-Apprenticeship, and A&R. Training will be provided to go over any changes. Recommendations were solicited from the writers of the last reviews on how to improve and review the reports. Barbara added the new people on CERC should have training on the Comprehensive Unit Reviews.
 - Self Study Standard Chairs have been identified to complete the reports for the ACCJC Accreditation. Gwen Kimura will co-chair with Joel Tanabe and Mike Saito is the Standard I chair.
 - Hui Ka Ua: Harvey Tajiri donated 12 banners for HawCC campus and T-shirts for faculty. There will also be bumper stickers. Hui Ka Ua will also be hosting the new faculty and staff reception on Sept. 30.
5. **Academic Affairs Update:** *Vice Chancellor for Academic Affairs-Joni Onishi (excused, Guy Kimura will provide update)*
- Thank you to staff for extra help during the summer with increased enrollment
 - Announcements from Annie Maeda
Aug. 16, Staff Development, New hire orientation for 28 new hires
Sept. 3, Contract renewal meeting in 388-103, 2p – 4p
Sept. 10, Staff development meeting to plan activities for the upcoming year
 - Paula Medeiros brought to attention: Why is the division office still referred to as General Ed when the department is Liberal Arts and Public Services. Noreen checked and the office name will be changed to Liberal Arts and Public Services.
6. **Administrative Affairs update:** *Vice Chancellor Mike Leialoha*
- Biennium budget request, result of program review and CERC report. This is part of the University Legislative Act
 - **Category: Improved quality for existing CTE programs**
Advanced Technical Education & Science staff support
Asked for 3 positions, moving forward on 2
 - **Category: STEM Initiative**
Supporting students headed for STEM program
Asked for 4 positions, approved 2 for 1st year and 4 for 2nd year
 - **Category: Distance Education or CTE Programs**
Computing & Media Services Dept.
Asked for 9 positions, moving forward on 1 for the 1st year and 2 in the 2nd year
 - Last year received approximately \$400,000 to support enrollment growth, this year, expecting about the same amount. Small amount was received last year from the Community Colleges System for services to students, that amount is expected again this year.

- **Facility Improvements:** Bill Affonso (see attachment)
 - Auto Body and Carpentry paint booths finally in operation after almost 10 years in the working
 - Nursing Learning Resource Center, bldgs 396A and 396B were completed in July, 2010 (Kona still under construction, estimated to be complete around Dec. 31, 2010)
 - Separate electrical metering for the four shops and PB 15/16 on the upper campus was completed in May 2010
 - Paving of 2 lots on the Manono Campus completed in August 2010 (200 additional spaces on grass area and 100 overflow parking)
 - Repair of shop cranes to bring up to manufacturer's specifications, \$70,000 project
 - Hawai'i Lifestyles lanai in progress, expected to be complete by Nov. 30, 2010
 - Campus security systems, adding cameras, blue lights, alarms, and emergency call boxes, expected to be complete by Dec. 30, 2010
 - Oil separators are being redone up at shops
 - Hale Aloha renovation contract has been awarded. Expect to start construction on January 2, 2011. UH agreed to vacate by then
 - Major projects expected to begin May 15, 2011
 - Reroofing of bldg. 324, welding shop
 - Remove and replace dust collector at bldg. 390
 - Remove and replace 2 walk-in refrigerators and freezers in cafeteria, tie in air conditioning to café and replace louvers with windows, renovate men's and women's showers
 - Update fire alarm systems
7. **Student Services update:** *Vice Chancellor Barbara Arthurs*
 - Enrollment is at 3,840 for F2010. Fall 2009 was 3,296. Thank you from Joni Onishi to instructors who came forward to teach additional classes
 - Math and English tutoring will be available at the Hale Kea Testing Center starting approximately Sept. 3rd, 2010
 - APT temp position for Running Start and Gear Up in the high schools
 8. **West Hawaii update:** *Interim Director Beth Sanders*
(Update provided by Steve Cline)
 - West Hawai'i classes are all full, added 4 lecturers, parking is a problem
 9. **Committee on Committees report:** *Staff Development Coordinator, Joni Onishi, excused*
 10. **Unfinished Business:**
None
 11. **New Business:**

A. Nomination and Election of Vice Chair

Barbara Arthurs nominated Doodie Downs, Doodie accepted. Council voted in favor and Doodie is Vice Chair for the 2010-2011 year.

B. Accreditation Update, Kate Sims, *not available*

12. **Future Agenda Items:**

Please submit Proposed Agenda Items Form at least two weeks prior to the date of the College Council meeting at which you would like the item discussed.

- a. Kauhale presentation, Taupouri Tangaro and Doodie Downs (Sept)
- b. Strategic Outcomes, Noreen Yamane (Oct)

13. **Announcements:**

None

14. **Next meeting, Friday, September 10, 2010, 12:00pm – 1:15pm, CR6A.**

Recorder: Doris Chang, Secretary, Chancellor's Office

Meeting adjourned at 3:06pm

Respectfully submitted, Cathy Arita