

**Hawaii Community College
College Council Meeting Minutes
January 15, 2010
2:00 – 3:15 p.m.
Conference Room 6A**

Members present: Barbara Arthurs, Mike Leialoha, Joni Onishi, Guy Kimura, Noreen Yamane, Jim Yoshida (vidcon), Doodie Downs, (vidcon), Gwen Kimura, Marilyn Bader, Dana Kuamo`o, Christine Quintana, Dorinna Manuel-Cortez, Steve Cline (vidcon), Bill Affonso

Excused: Rockne Freitas, Ellen Okuma, Debbie Shigehara, Beth Sanders, Wendy Wai

1. **Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 2:00 p.m.

2. **Approval of Minutes:**
The December 11, 2009, minutes were approved as amended.

3. **Chancellor's Update:** Chancellor Rockne Freitas (Excused)

4. **Academic Affairs Update:** Interim Vice Chancellor Noreen Yamane

- Noreen announced that 418 students are on the Dean's List and letters are being sent. Information will be provided to Ke Kalahea for publication.

- Positions under recruitment: Instructional Technology Developer, Fire Science, Institutional Effectiveness Facilitator, two (half-time positions for West Hawaii for English and Math). Three IT Programmer candidates are being recommended to VCAA for decision.

Thirteen people from various programs and responsible functions are to attend the WASC Conference in Honolulu. Funding sources to support travel are from Perkins (3) and summer session (10). The WASC agenda covers assessment strategies and alignment of learning outcomes.

5. **Budget Update:** Vice Chancellor Mike Leialoha
The faculty UHPA contract was implemented by the University with the January 15, 2010 payroll adjusted. The faculty payroll lag will become effective on July 1, 2010, for the payroll period ending June 30. These two actions will balance our budget. The payroll decrease will be 6.67% depending on minimum level 2, 3, 4, 5 set minimum standards which affected some faculty. The decrease in their salaries will not fall below the minimum level. This will result in one-half million reduction for our campus. Gradual payroll lag will also be implemented effective July 1, August 2, etc., until it reaches five days. UHPA has filed a court action.

UPW contract is still in negotiations--no settlement yet. The payroll decrease for our campus is fairly small in the amount of \$30,000 per year. The system expects to settle with UPW soon.

Noreen asked if we should start to prepare for shutting down our campuses during the Spring Break (March 22 to 26). Faculty will also be “furloughed.” Plan is to do the same thing as during the Winter Break to shut down air conditioning and electricity. Mike has not yet received the electricity bill for last month but he expects a significant savings. UPW will be working, if no settlement is reached by that time. Mike asked if there were any problems with the shutdown in any particular area. If essential work is required, may need to ask APTs to take other leave days.

6. **Student Services Update:** Vice Chancellor Barbara Arthurs

Opening enrollment is at 3238, up 14.3% compared to last Spring.

Native Hawaiian population is up to 40.1%, leaving the Non-Hawaiian population at 59.9%. There are two places to get information on student demographics—COGNOS and the IRO site.

62.7% of accepted students came in Spring 2009.

52% of accepted students are enrolled this Spring 2010. The two-week campus closure may have impacted the number. Looking at whether its feasible to do a telephone survey on students who did not register to find out the contributing variables resulting in the reduction.

Holding firm to the December 1 deadline as well as the late application deadline of December 11 for accepting applications was a very wise decision in making processing of applications more manageable. Concern on late applications would have been dealing with COMPASS testing, advising, etc. By extending their deadlines, other campuses were struggling. Our late applicants were told “they would be early applicants for the following semester.” Barbara also thanked the instructional area in meeting demands of increased enrollment by offering more classes. Not having sufficient lecturers in the personnel pool was a problem. Barbara made a request, to keep in mind for the future, for instruction not to cancel any classes (without prerequisites) so that they can place more students.

In July, the UH system, prior to McClain’s retirement, approved the Student Conduct Code E7.208 (system-wide). It is posted online. The objective is to systematize the Student Conduct Code due to students attending various campuses. This policy did not go through the governing bodies on campuses. Procedures are currently in draft form. Barbara will take this to the VCSA system-wide meeting on January 20 to get input from the various campuses. Barbara will present this to the Academic Senate. Student Government via the student caucus had a chance to comment according to Karen Lee at system. Dana Kuamoo will be meeting with the student caucus and will find out more information. May be implemented in Fall 2010. Mike Leialoha asked if the procedure will be part of the code. Will it be one document or two separate documents? Barbara

will follow-up. Place on next College Council agenda to follow-up on the status of the system-wide Student Conduct Code.

7. **West Hawaii Update:** Interim Director Beth Sanders (Excused)

8. **Staff Development Update:** Staff Development Coordinator, Joni Onishi

Next week Friday, WO is sponsoring an activity for making products using natural items. A notice will be sent to faculty/staff.

9. **Unfinished Business:** None

10. **New Business:**

- **ACCJC Self-Study 2012 Preparation** – Interim Vice Chancellor Noreen Yamane Self Study Co-Chairs and Standard Chairs were introduced at the All-College Meeting. Noreen encourages all to get involved in the accreditation process by joining a committee. On January 22, Kate Sims will provide training from 8:00 am to 12:00 to the Standard Chairs & Self-Study Chairs.

11. **Future Agenda Items:**

- Follow up on system-wide Student Conduct Code.

12. **Announcements:**

February 12 through March 1, Banner will be down due to upgrades. Students will be informed via email. A dummy Banner training site that will have all the information prior to the February 12 shutdown will be available if training is necessary. According to Barbara, Financial Aid informed her that they may be affected by the upgrade. If necessary, each area will be responsible for training for their units. Sherrie Ann will take care of instructional area. Graduation applications, transcripts and request for services will not be available during this period.

NASA Astronaut, Dr. Anna Fisher will be a guest speaker at HawCC on January 22. This was arranged by Claude Onizuka and Chancellor Freitas. We are encouraging all to attend.

Christine Quintana announced that the E Ola Fair has 30 exhibitors and will include various information booths, music and games.

Doodie announced that the UH Foundation will be conducting a campaign in February. If any program has any success stories, please send them to her. She will also be working on an updated "Report to the Community." The last one was done in 2004.

Meeting adjourned at 3:00 p.m.

**Next meeting will be on February 12, 2010, 12:00 to 1:15 p.m., in Conference Room 6A
Recorder will be Cathy Arita.**

RECORDER:

DORIS J. CHANG

SECRETARY TO THE CHANCELLOR