

**Hawaii Community College
College Council Meeting Minutes
November 7, 2008
2:00 – 3:15 p.m.
Conference Room 6A**

Members present: Rockne Freitas, Douglas Dykstra, Barbara Arthurs, Mike Leialoha, Noreen Yamane, Joni Onishi, Wilton Watanabe for Sara Narimatsu, Bill Affonso, Guy Kimura, Jim Yoshida (vidcon), Mary Goya (Rotation for Liberal Arts DC's), Steve Schulte, Doodie Downs, Bob Duley, Willow Aureala, Noe Noe Wong-Wilson, Beth Sanders (vidcon)

Members Excused: Donna Madrid, Ellen Okuma

Members Absent: Georgialyn Morisako

1. **Call to Order:** Chair, Guy Kimura called the meeting to order at 2:00 p.m.
2. **Approval of the October 10, 2008, minutes:** There were two corrections: Item #6. West Hawaii Update: Interim Director, Beth Sanders – Calendar – 10/17: Design Charette; 10/26: Rubbah Slippah tour of West Hawaii. A motion to approve the minutes as corrected was made by Douglas Dykstra and seconded by Willow Aureala. Motion passed.
3. **Chancellor's Update:** *Chancellor Freitas*
 - Legislative update: Jill Tokuda, Chair of Education Committee; Dwight Takamine, Labor; Josh Green, Vice-Chair of Health Committee; Russell Kokubun, Vice-Chair of Senate; Clayton Hee, Water, Land & Agriculture
 - West HI development update: recently notified that the Governor has released to West Hawaii 73 acres out of 500. The remaining acreage is not designated for University use. The 73 acres includes a historic site with buffer zone, which reduces acreage to some 36 acres. Developer to do EIS for Scheme 1.
 - \$294,000 contract given to do long range development plans for East side. There is a need to identify buildings on the Manono campus that can be used with the new campus design.
4. **Academic Affairs Update:** *Vice Chancellor Doug Dykstra*
 - Key Ingredients Opening on 10/30 collaborated with Lyman Museum staff and Culinary staff and students. Hawaiian Lifestyles program did opening chant. Nice contingent with apparel. Dolly Strazar, Director of Lyman Museum received feedback from patrons which was "positive". Two upcoming events on 11/14: 1) 11 a.m. – 12:30 p.m., "Poi Supper", speakers are Lei & Kihei. 2) 5:30 p.m. @ UCB-100, "How to Cook Your Life". Doodie to emcee. L. Zitnik & F. Soriano to do intro and group discussion. Mobile Kitchen to provide food.

5. **Budget Update:** *Vice Chancellor Mike Leialoha*

- VP Mortons' presentation on 11/5 was in depth.
- Doing additions to Emergency Operation Plan - Pandemic Flu. Will email draft. Question: consider hypothetical situation – faculty is teaching and is notified of shooter. What would you do? Comment: Have students stay on floor (?). Need to post procedures. In regards to terrorist attack – how do you know it's over? Important: 1) make sure everyone is safe. 2) notify security. HawCC has moral and ethical obligation to our students. Take necessary steps to keep procedures posted. Send reminders. Send out notices to familiarize yourself with emergency procedures, then do practice test campus wide. Task force was set up and posted Emergency-911 procedures, also locations of call boxes. Will re-do pamphlets and re-attach to buildings.

6. **West Hawaii Update:** *Beth Sanders*

- Looking forward to early registration.
- CCLDI on campus today.
- Mobile Compass Testing Project in preparation stage.
- Non-traditional recruiting for occupations.

7. **Committee on Committees report:** *Joni Onishi*

- The Chancellor's Office sent out notices of people on committees.
- Task Force on Safety Committee, make sure West Hawaii is represented.

8. **New Business**

- **Draft Survey Questions for Evaluation of College Council (attachment)**
Chair Kimura, presented a draft of the evaluation instrument and asked the Council their preference in establishing an instrument. When the instrument is complete and approved by the Council, the evaluation will be sent to all units campus wide. The Council could consider using Survey Monkey. The evaluation would be helpful since this is the first year the new charter is in effect. Comment: Would those who receive the evaluation be able to evaluate the Council based on the council's purpose? Do they have adequate knowledge of Council's purpose? The Council should get word out. College Council minutes go out campus wide. Comment: Add another number rating to the Draft: 0 – no information. Instrument adequately reflects what Council is doing which ties to its purpose. At this meeting, it was decided that the Chair will continue working on the evaluation instrument and the Council would review the draft and provide feedback in the following weeks. The Chair will provide an updated draft at the December 12th meeting.

9. **Old Business - None**

10. **Future Agenda Items**

- **Draft Survey Questions for Evaluation of College Council**

11. Announcements

- Staff Development on 11/14, “Kihei Making Activity” in HawCC Cafeteria, 2:00 – 4:30 p.m. All materials provided. Two sizes only: 2 yds & 2-1/2 yds. Using HawCC plants on campus for printing. See Doris Chang to reserve your space.
- Staff Development on 11/21, “Prevention of Domestic and Sexual Violence” in Bldg. 388, Rm 103, 12 noon – 2:00 p.m. Register with Kenoa Dela Cruz.
- Marketing class is selling tickets for Key Ingredients events.
- MWIM recently gave party to thank custodians and groundskeepers for wonderful work done. Share the aloha!!!

11. Next meeting Friday, December 12, 12:00-1:15, CR 6B (Vidcon)

Recorder: Janice Watanabe, Secretary, VC for Administrative Affairs

12. Meeting adjourned at 3:50 p.m.

Recorded by: Sandy Kama, Secretary, VC for Academic Affairs