

**Hawaii Community College
College Council Meeting Minutes
February 12, 2010
12:00pm – 1:15pm
Conference Room 6A**

Members present: Rockne Freitas, Noreen Yamane, Barbara Arthurs, Mike Leialoha, Debbie Shigehara, Guy Kimura, Dorinna Manuel-Cortez, Gwen Kimura, Christine Quintana, Wendy Wai, Steve Cline (vidcon), Ellen Okuma, Dana Kuamoo, Doodie Downs

Members Excused: Jim Yoshida, Bill Affonso, Joni Onishi

Members Absent: Beth Sanders, Lib Arts DC

1. **Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 12:10pm
2. **Approval of January 15, 2010 minutes:** Changes noted by Noreen Yamane as follows: Item 4, paragraph 2: change “Instruction Developer” to “Instructional Technology Developer”, change “Assessment Coordinator” to “Instructional Effectiveness Facilitator”, “IT Webmaster” change to “IT Programmer”, strike the last sentence.
Item 4, paragraph 3: change “instructional area and will cover how to improve classes” to “assessment strategies and alignment of learning outcomes”.
Minutes were accepted as amended with no additional corrections.
3. **Chancellor’s Update:** *Chancellor Freitas*
Hale Aloha renovations
A request will be made for the release of \$10.2 million dollars of which \$4.2 million will be used for the mid level access road for the West Hawai`i Campus. The balance will be used for Hale Aloha renovations. \$10.2 million is eligible to lapse at the end of June 2010. Chancellor will be meeting to clarify the groundwork for reauthorization of funds if the Governor does not release the monies before the June 2010 deadline.

Legislative Update
The poor economy has a positive impact for us.
The \$10.2 million is from bonds, not state funds, therefore it must be used for the purpose intended which is for the West Hawai`i campus.
4. **Academic Affairs Update:** *Interim Vice Chancellor Noreen Yamane*
 - There will be a training session for the College Effectiveness Review Committee. Twenty Comprehensive Program and Unit Review members will meet to determine the time lines, this report will be forwarded to Chancellor Freitas for consideration to inclusion in the biennium budget. Next, separate committees will regroup to find out if there are any problems or concerns on how to

improve the process. Last year the survey monkey yielded a small response. This year, the group will go out personally in hopes of getting more responses.

- IT Programmer position: An offer will be made to one of the candidates next week.
- The Fire Science MOA with the Hawai'i County Fire Department is almost finalized in terms of how our graduates might be more readily acceptable in the Fire Department. Also working on an MOA with the US Army to see if students could possibly work as interns, and if successful, be hired as civilian workers.
- Fire Chief Oliveira requested to attend the graduation ceremony to present the first Fire Science graduates with a certificate from the Fire Department. Chancellor Freitas gave his approval.
- Barbara, Noreen, and Shawn reviewed the graduate survey, made revisions, and will present it to the Admin Team for input on how to improve the questions.

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

- Faculty union ratified, they will take a pay cut now and get back later what they lose throughout this process. The snapback will be calculated on base pay only.
- UPW still has not settled.
- Faculty Dependant Scholarship (Policy still being developed): \$250,000 will be set aside to faculty dependants to apply for scholarships. Awards will be on a first-come first-served basis. Scholarships will be handled through Karen Lee's office on the Manoa campus. HawCC needs representation.

6. **Student Services update:** *Vice Chancellor of Student Affairs Barbara Arthurs*

- Banner is down until March 1, 2010 with limited access to some individuals.

New Business:

- The draft form of the Student Code of Conduct promulgated by Dr. McClain has been submitted to the College Council. Three components are the draft of procedures, policy, and reference to what we already have. The deadline for feedback to Barbara is March 31, 2010. The plan is to have it approved by Fall 2010.
- HawCC and UHH started a campaign to raise at least \$1,000 for the Sheryl Lundberg-Sprague Memorial Scholarship. Deadline to raise the money is end of February. Her husband is active in the campaign and would like to maintain the scholarship yearly.

- Emergency Response: Since the counseling department is key to the emergency response plan, Barbara would like training for the counselors on how to prepare students, terminology, etc. We need to develop a network with emergency departments outside our campus. Chancellor Freitas noted we have Homeland Security currently at HawCC to develop training for our campus.

7. **West Hawai`i update:** *Interim Director Beth Sanders*
No report
8. **Committee on Committees report:** *Staff Development Coordinator, Joni Onishi*
No report
9. **Unfinished Business:**
None
10. **New Business:**
Student Conduct Code, VCSA Barbara Arthurs
Covered in item 6

Assessment Committee Update, Chair Dorinna Manuel-Cortez

Ellen Okuma: Discussed changes in the collection cycle and when data should be used.

RE: Institutional Effectiveness Facilitator

Tangaro came up with the “Kauhale” model or village concept which translates into everyone is responsible for the assessment in their respective areas. Tangaro will come up with some questions to include in the college interviewing process in regards to the Kauhale model.

Noreen Yamane: Members of WASC conference discussed ways to make the process better, still debriefing, will share info later.

11. **Future Agenda Items:**
Please submit forms to Dorinna
12. **Announcements:** *Doodie Downs*
 - The 2010 Annual Food Drive is from March 1 – April 17. The goal is to have 100% participation from all programs and offices to raise \$1,500 and/or collect 1,000 lbs. of food. Last year’s totals were \$407 and 537 lbs. of food. Prizes will be awarded. Doodie will cut her hair and donate to locks of love if either goal is met.
 - The marketing committee is looking for three non-traditional students to use as models in the next marketing campaign.
 - Campus pull up display project: Joni has Perkins money to pay for ½ the cost of the two sided display. One side must be used for non-traditional messages. Department cost is \$180.
 - Doodie will send more information via email.
 - *Barbara Arthurs:* Kukui newsletter with calendar and important safety issues will be posted on line very soon.

- *Ellen Okuma*: eCafe is now mandatory for all lecturers and optional for faculty.
- *Dorinna Manuel-Cortez*: Gary Rodwell announced automatic admission to a 4 year institute is ready to launch at any time. There are 600 – 700 students who qualify for this first round.

13. **Next meeting, Friday, March 12, 2010, 2:00pm – 3:15pm, CR6A.**
Recorder: Sandy Kama, Vice Chancellor for Academic Affairs

Meeting adjourned at 1:08pm
Respectfully submitted, Cathy Arita