

## Hawai'i Community College: College Council

### College Council Meeting Minutes August 22, 2008, Friday Conference Room 6B (Vid Con)

**Members Present:** Guy Kimura (chair), Willow Aureala, Barbara Arthurs, Bob Duley (recorder), Doug Dykstra, Rockne Freitas, Mike Leialoha, Donna Madrid, Annie Maeda, Georgialyn Morisako, Sara Narimatsu, Joni Onishi, Beth Sanders, Steve Schulte, Noe Noe Wong-Wilson and Noreen Yamane

**Members Excused:** Bill Affonso, Ellen Okuma, and Jim Yoshida

1. **Call to Order:** Quorum established. Chair Guy Kimura called the meeting to order at 12:04pm.
2. **Approval of May 2<sup>nd</sup> minutes** – Minutes of May 2<sup>nd</sup> meeting were approved. (Sara Narimatsu/Barbara Arthurs)
3. **Chancellor's Update: Chancellor Freitas**

**Note:** The chancellor's office will supply coffee, water, and cookies for future meetings.

#### ***CIP Funds/Plans***

\*The original allocation for CIP funding from the Hawaii State Legislature was \$18.2 M, but Governor Lingle did not release these funds. \$2M has been released for planning and designed (Ed. Specks) for 3 buildings and the layout for a stand alone 2 year campus in West Hawaii to serve approximately 1,500 FTE students.

\*Private funding will pay for the construction of a 2<sup>nd</sup> building and maybe a third on the Westside. From the 11.2 million reauthorized by the past Legislature, 3 million may go for infrastructure on the Westside. The remaining 8.2 million will be used for renovation of Hale Aloha and the design of a 3000 fte campus at the Manono site.

\*Long range development of East Hawaii Campus targets a final site for 3,000 FTE students on the Manono Campus where current zoning laws allow three story structures.

\*Shorter range development includes converting Hale Aloha Bldg. for Nursing. This major has specialized accreditation requirements which may not be met through current facilities. There is a high demand for skill nurses in the community.

#### ***Rural Development Program***

\*The program plans to focus on improvement and expansion of delivery service for Distance Education.

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### ***\*BOR Meeting***

The Board of Regents will meet at the Manono Campus, building 388, rooms 101-102, on September 19, 2008, at 9:00 a.m. The Chancellor expressed that there would be lunch for them at the Bamboo Room and that it would be best if there were greetings from HawCC students.

### **4. Academic Affairs Update: Doug Dykstra, V.C. of Academic Affairs**

#### ***Fall 08 Numbers/Student Semester Hours***

\*HawCC enrollment numbers are up. Several classes have been added including Haw 101 and Hwst 124 to meet increased enrollment needs. Only two classes thus far have been canceled though there are 18 more on watch for low enrollment. Currently, there are 1,310 seats still open

\*HawCC currently is at 9.6 credits per student average (12% higher than last year), and we lead the Hawai'i Community College System with this average.

#### ***Meeting Increased Enrollment Needs***

\*It is estimated that the college would need to provide 450 to 475 classes to accommodate a target number of 3,000 students

\*There will be increased development of on-line classes.

\* The college is working on a commitment to a five-semester, long-term scheduling plan for a night time AA Degree program for the college.

\*Questions occurred about student preparation for on-line classes, on-line training, rural connectivity and access, and possibility of alternative scheduling (evenings, weekends, intensive summer schedule). Further discussions will be conducted.

### **5. Budget Update: Mike Leialoha, V.C. of Administrative Affairs**

\* HawCC's legislative budget reduction is \$75,416 and the Governor's restriction is \$83,179 for a total reduction of \$155,595 in our 2008-09 budget. Overall reductions would have been more, but the legislature and governor eliminated equipment purchases from the previous budget. Also, there was some carry over funds from last year.

\*Expect more budget cuts next year and in the future. Estimate about 4% less each year. Higher enrollment will offset the budget cut to a limited degree.

### **6. West Hawaii Update: Interim Director, Beth Sanders**

\*Enrollment has increased in West Hawaii also.

### **7. Committee on Committees: Joni Onishi, Staff Development Coordinator**

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\*Marsha Okajima and Joel Tanabe will be co-chairing the United Way Fund Drive this year, and they are currently recruiting volunteers.

### **8. New Business**

#### **A. ACCJC Accreditation Progress Report-Doug**

\*The 176 page draft of the progress report was previously distributed to College Council members and to all other faculty and staff for review and feedback.

\*The entire review process includes a review at the UHCC system level and needs to be presented to the Board of Regents on Sept. 19, 2008, for their review.

\*A motion to approve the HawCC Progress report was made and seconded, then College Council members passed this motion unanimously (Barbara Arthurs, Joni Onishi).

#### **B. Use of Manono parking lot for farmer market--Mike**

\*Mike open to discussion the possibility of using the Manono parking lot on Saturday for a "Farmer's Market". Booths would be in the center with parking around.

\*Discussions followed (opportunities for fund raising, security, bathroom use, rubbish, insurance, traffic, police).

\*After discussions, College Council members felt it would probably be a good idea, but they wanted to check with their constituents before voting. It was agreed that members would vote by e-mail by Friday, August 29<sup>th</sup> to approve or not approve the farmer market.

**\*Post-meeting note:** The Council approved the use of Manono parking lot for a Farmer's Market by e-mail vote on August 29<sup>th</sup>, with 13 in favor and no negative votes by the end of the day.

#### **C. Increased Space for a Hawaiian food garden—Mike**

\*Mike opened for discussion the idea of expanding the garden area (approximately doubling the size of the present site) between the Student Life Center and the Cafeteria for the Hawaiian Life Styles Programs. He said that he had talked to those near the area (Student Services, Drafting, Food Service) and the Building and Grounds team. They were ok with the idea.

\*Discussions followed and it was determined that this was not seen as a long-term change, but the garden could serve as a place for the program until more permanent gardens could be established.

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\*A motion to allow the current garden area and the expanded garden area for the Hawaiian Life Styles Program on a temporary basis and subject to annual review was made and seconded, then it passed unanimously (Noe Noe Wong-Wilson, Barbara Arthurs)

### **D. Nomination/selection of College Council Vice-Chair**

\*The Chair open the floor for nominations for the Vice-Chair. Joni Onishi was nominated by Bob Duley and no other nomination was made. The Chair called for a vote on the nomination and Joni was elected unanimously.

### **E. Signage—Rockne**

\*The chancellor introduced the concept of signage (placing a person's name on a building) and pointed out that HawCC does not have guidelines or procedures in place. Discussions followed.

\*The Chair stated that he would like to create a task force on signage, and they would be charged with developing signage-process recommendations and reporting those recommendations to the College Council.

\*Noe Noe volunteered to be the task force chair. Georgialyn (Student Government) Doodie, and Mike volunteered to be task force members. Beth said she would look for someone to represent West Hawai'i.

### **F. Recordors of Minutes**

\*It was pointed out that according to the charter, secretaries would be assigned the task of taking minutes for the College Council meetings. Doris, Sandy, Melany, Janice, and Kathy will take minutes on a rotational basis. Doris will set up schedules for all the College Council meetings.

## **9. Future Agenda Items:**

### **a. Guidelines for Disruptive Students—Barbara**

Barbara will send out the draft to all members and seeks a motion for approval at the next College Council meeting

## **10. Announcements**

\*Final Inspection of Building 386 Lab has occurred and classes will begin on Monday, August 25<sup>th</sup>.

\*Student Government will have a sign waving welcoming students on both campuses, Monday and Friday at 8:00 in the morning.

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\*Enrollment as of 12 noon on Aug. 22 was 2,749 students.

\*The next College Council Meeting will be on Friday, September 12<sup>th</sup> at 12 noon in Conference Room 6B (Rockne and Noe Noe will be members excused).

11. Adjournment at 1:45 pm.

Respectfully submitted, Bob Duley