

**Hawaii Community College**  
**College Council Meeting Minutes**

**September 11, 2009**

**12:00pm – 1:15pm**

**Conference Room 6A**

**Members present:** Rockne Freitas, Noreen Yamane, Barbara Arthurs, Mike Leialoha, Debbie Shigehara, Beth Sanders (vidcon), Guy Kimura, Joni Onishi, Dorinna Manuel-Cortez, Jim Yoshida (vidcon), Laura Brezinsky, Gwen Kimura, Bill Affonso, Wendy Wai, Steve Cline (vidcon), Ellen Okuma (vidcon), Dana Kuamoo, Doodie Downs (vidcon)

**Members absent:** Christine Quintana

Dorinna asked for a moment of silence to honor the victims and family of nine-eleven.

1. **Call to order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 12:05pm.
2. **Approval of the minutes for August 28, 2009:** Chancellor's edit in item #3, eliminate the word "East". The word "were" was added by Guy Kimura in item #6. No other edits noted. A motion to approve the minutes as corrected was made by Barbara Arthurs and seconded by Debbie Shigehara. Motion passed. Change to #9 Doodie will give the names of the committee members to the *Council Chair and the Chair will write their charge.*
3. **Chancellor's Update:** *Chancellor Freitas*
  - a. Incoming President Marcie Greenwood had a nice visit in West Hawaii. She visited the Palamanui site and lunched with the admin team, faculty, staff, and members of the community then toured the West Hawaii Campus. She will be visiting Hilo in October, date to be announced.
  - b. The development of the West Hawaii Campus is going through the County Council. They will be meeting on Wednesday to approve amendments to the Palamanui zoning requirements. There is also an issue of 'union' and 'non-union' concerns.
  - c. We're off to a good start, SSH's are doing well, enrollment is doing well, Achieving the Dream is looking good for the first step, and the mid term report was approved by the faculty senate.
4. **Academic Affairs Update:** *Interim Vice Chancellor Noreen Yamane*
  - a. On Sept. 6, two ads were released for recruitments
    - i. System Programmer (Marv Kitchen's old position). Currently Marv is working 20 hrs per week to assist his son Tony Kitchen until the position is filled.
    - ii. Web Developer, currently in recruitment and screening of applicants.
    - iii. Instructional Developer, re-description of Earl Tamiya's old position. This is a faculty position to help faculty with instruction and designing of distance

learning classes. Ellen Okuma will look at what other campuses are doing and will work on the position description.

- b. Strategic Outcome. Would like to have it finalized and posted to the web as the 'Campus Strategic Plan' by the end of October. There are four parts to the strategic outcome:
  - i. Narrative – Describes history and planning
  - ii. HawCC's strategy in meeting goal
  - iii. Data – Projection for various goals out to 2015
  - iv. How strategy fits into different funding sources

Dana Kuamoo stated her team is going over the plan and will be discussing it at their next meeting.

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

- a. No final budget figures yet.
- b. Noreen Yamane added:
  - i. HGEA director and the Governor are meeting today.
  - ii. Per the Chief Academic Officer, the UH can abide by or enforce the "evergreen clause".
  - iii. The current contract is continuing with no payroll lag or salary reduction for now.
  - iv. UH Manoa and most campuses are seriously looking at retrenchment.
  - v. If no agreement is reached, campuses will not receive monies next March.
  - vi. Arbitration will be ruled on by December.

6. **Student Services Update:** *Dean of Student Services Barbara Arthurs*

- a. At last count, enrollment at HawCC was 3,283. Initially it was over 3,300, before dropped enrollments.
- b. In preparation for Spring 2010, student services will be collaborating with instruction to open classes as needed to accommodate student needs.
- c. "First Year Experience" is being developed to help students who are not college ready. Looking at earning 4 classes for Eng 21, Math 22, IS 101, and HSER 110 and possibly some tutoring. ARRA is supporting this new project with \$400,000 this year and \$400,000 next year. This pilot program is earmarked for Spring 2010.

7. **West Hawaii Update:** *Interim Director, Beth Sanders*

- a. Recorded a 30-40% increase in enrollment and noticed younger students on campus. Nice change.
- b. Beth said she was grateful for the opportunity to host President Greenwood's visit to West Hawaii.

8. **Committee on Committees report:** *Joni Onishi, Staff Development Coordinator*

- a. Forty five people replied to serve on various committees, happy to see new additions from POM.

## 9. **New Business**

- a. Election of Vice Chair
  - i. Debbie Shigehara nominated Wendelyn (Wendy) Wai. Joni Onishi and Barbara Arthurs seconded. Wendy accepted, Guy moved to close, Barbara seconded.
- b. Hawaii CC Staff Handbook: Mike Leialoha
  - i. The staff handbook is based on the faculty handbook which was created by the Faculty Senate policy committee over a three year period. This is a live document open to revisions as needed.
  - ii. Policy changes: After Chancellor approves, should be sent to Mike Leialoha and he will post the changes on-line.
  - iii. New policies: After Chancellor's approval, Doris will listserve the policy and Mike will post it on-line and file the document. If not approved, document will be sent back to originating body.
  - iv. Chancellor called for a motion to approve the handbook with corrections forthcoming from ASUH. Barbara moved, Guy seconded, motion moved.

## 10. **Old Business**

- a. Manono Campus Signage
  - i. Doodie is currently working on having two solar lit campus signs erected by the end of the year. One on the Manono campus and one on the upper campus. It will include an info board and map. HawCC will be the last campus to receive these signs, hopefully all the bugs will be worked out by then. This expense will be paid by the system.

## 11. **Future Agenda Items**

None

## 12. **Announcements**

- a. Bill Affonso reminded everyone about safety issues on campus and will send out another email about basic regulations we should follow for a safe environment.
- b. The Chair thanked Guy and Council members for their support and Wendy for accepting the Vice Chair position.
- c. The Chair thanked Cathy for serving as recorder.

## 13. Next meeting, Friday, October 9, 12:00pm to 1:15pm, Location CR6A

Recorder: Sandy Kama

Meeting was adjourned at 12:53pm

Respectfully submitted, Cathy Arita