

HAWAI'I COMMUNITY COLLEGE
College Council Meeting Minutes
Conference Room 6A & WH Administrative Conference Room
November 9, 2012
12:00 – 1:15 P.M.

Members Present: Guy Kimura, Joyce Hamasaki, Taupouri Tangaro, Dorinna Manuel-Cortez, Tony Kent, Helen Nishimoto, and Trina Nahm-Mijo. In West Hawai'i via polycom: Noreen Yamane, Monica Burnett, Wendy Medeiros, Hazel Reece, and Tanya Dean.

Members Excused: Joni Onishi, Debbie Shigehara, Jason Cifra, Beth Sanders, Jim Yoshida, and Shana Kojiro.

Guest: James Kiley

1. **Call to Order** – Chair Monica Burnett called the meeting to order at 12:09 P.M.
2. **Approve minutes from October 12, 2012** – Minutes were approved as is. Motion to approve by Joyce Hamasaki and seconded by Dorinna Manuel-Cortez.
3. **Chancellor's update** – *Chancellor Noreen Yamane*
 - 1) Long Range Development Plan for Komohana – HawCC and the System has already met with PBR Consultants. Things are moving forward and the cost of the LRDP project is about \$500,000. PBR will use data gathered for UH Hilo such as the environmental impact statement so that should shorten the time since further studies won't be required. The site for the new campus is at the corner of Komohana Street and Mohouli Street extending up to Kukuau Street; the area is close to approximately 100 acres. The campus will be moved in phases and the move will be included in the LRDP. The LRDP document is expected to be completed during spring semester.
 - 2) Palamanui Campus contractor bids were made available on November 7. They had a pre-bid meeting. All we have to do now is wait for the time frame to close before a contractor is selected. The anticipated date of construction is sometime in spring 2013. They said it'll take a year to year and a half after the start of construction before the first phase, Buildings 1A & 1B, will be done.
 - 3) President MRC Greenwood will be in Hilo to meet with HawCC and UHH on November 19. HawCC will have a morning session with her, followed by lunch with everyone. UH Hilo will host the afternoon with her and at 6:30 there's a co-hosted dinner.
 - 4) President MRC Greenwood will be at the West Hawai'i Campus for a Listening Tour on January 9, 2013.
 - 5) Progress of UH Foundation Matching Funds for the Gladys Sonomura Scholarship—right now we have prospects of one donor providing two scholarships and two to three additional donors. One of the two funds offered is for students only at the West Hawai'i Campus. Thanks to the help of our local UH Foundation at UH Hilo, Margaret Chiba and her staff, this is moving forward and we've made considerable progress. When all is finalized, they will give a report to

Noreen. If anyone knows people/businesses who want to donate a scholarship award, let them know about the Gladys Sonomura Scholarship matching fund.

- 6) Wala'au sessions for Hawai'i Papa O Ke Ao will be forthcoming. Noreen will be working with Tangaro and Gail Makuakane-Lundin in planning wala'au sessions. They will take a team of people with them to visit all the units on campus.
 - 7) Ho'olulu Council is looking at revising the Charter in making it more current. From our campus, Dorinna Manuel-Cortez sits on the council as the Ho'olulu Rep.
 - 8) Noreen and Joyce Hamasaki have been appointed to a Governor's Advisory Council to determine the feasibility of constructing an Aviation Training Center in Hilo. As more information is available on that idea, it will be reported. A possible site identified is the CDL licensing area (Runway 3) close to the Hilo airport.
 - 9) In the future, Noreen wants to discuss Integrated Planning (specifically the budget) and how the council fits into the plan.
4. **Academic Affairs update/Committee on Committees** – *Joyce Hamasaki for Joni Onishi*
- 1) Positions in recruitment in Instruction and Academic Support
Personnel
 - Media Specialist APT temp – PD changed – to be advertised
 - Ed Spec for Curriculum Central (temp APT) – to be advertised
 - Ed Spec for ITSO – to be advertised
 - Office Asst for LBRT/PS – in committee
 - Office Asst for I Ola Haloa – selectee pending OHR approval
 - Secretary for CTE Dean – closed 11/5/2012
 - Secretary for LA & PS Dean – closed 11/5/2012
 - APT Temp for AMT/DISL – pending redescription of PD
 - Instructor Math – in committee
 - Instructor (LBRT) Philosophy – to be readvertised
 - Instructor HLS Mahiai – to be advertised
 - Title III Instructor/Coordinator, Kulukuluua – Gertrude Kamaka Gunderson
 - Title III APT – A Academic Support, Ed Specialist, Kulukuluua – pending selection
 - Title III APT Media Design & Production (Media Specialist) – in committee
 - Title III Instructor HLS West Hawai'i – readvertised; committee convened
 - Title III Instructor/Coordinator Waihonua Media – committee convened
 - Title III APT-B Academic Support, Ed Spec, Haakumalae – pending selection
 - Title III APT-A Academic Support, Ed Spec, Halaulani – in committee
 - Title III Instructor NH Transfer & Career Guidance Counselor WH – in committee 2
 - 2) Budget
 - Divisions/Departments were given their "B" Budget allocations and asked to withhold 10%. The budgets went out to the departments in mid-October and reflect the 10% change.
 - 3) Policies and Procedures Update
 1. New and Modified Course Outline on Record – At 10/26/12 Academic Senate meeting a motion was passed to refer the proposed policy to the Ed Policy Committee (EPC) so committee could consider it along with the proposed policy for new and modified courses that EPC is currently reviewing.

2. Developmental Education Policy – EPC is reviewing and will pass on to Executive committee with comments and recommendations.
3. Developmental Placement Testing – There is already a policy HAW 5.50 which has not been fully implemented because of logistical challenges at Hale Kea Testing Center. Modifications of this policy are being reviewed by EPC.
4. Guidelines for Personal Purchases and Reimbursements (Joyce) – The set of guidelines are being drafted for our campus to follow. It affects primarily the Culinary Arts Dept. and Joyce has received some feedback from them. This went out to the academic dept. chairs for review and comment. It also went out to Jim Yoshida and his folks. If anyone in this group has a need to take a look at the guidelines, let Joyce know and she will send to you.
- 4) Faculty have taken on Academic Advising and they were given lists of students assigned to them.
 1. Pre Registration is going on now.
 2. Faculty should have contacted students. They are contacting students in a variety of ways; many are sending emails.
 3. Last Advisor Training session is Nov. 26th from 3:00-4:30. Faculty members can email Grace at gfunai@hawaii.edu or call 934-2720 to sign up!
- 5) GE Requirements for AA/AS/AAS – Joyce and Guy will be working with faculty to develop GE Requirements for the AA, AS, and AAS degrees. We already have GE requirements for most of the areas; however, Joni wants Joyce and Guy to relook at them. In some cases such as the AAS, they need to do some major retooling because of the AACJC requirements. On the AA side, there's the question on the total number of credits required. It's a large number and it's tending to have an impact on students' financial aid resources and the transfer ability issue. The deadline is December 31, 2012.
- 6) GE Certification
Implementation of the certified GE courses will be in Fall 2013. Faculty Senate and the team are working on it.
- 7) C3T Grant
All Programs are scheduled to begin in April 2013. There are two positions—the screening committee for the Farm Coordinator has convened and the committee for C3T Manager will convene soon. HawCC will have a workforce “counselor” in this grant at WDD to recruit students. Curriculum is being developed for Sustainable Ag and Meatcutting. Math and English will be contextualized and integrated into the new curriculum. HawCC will work with WDD to enroll students. WDD will have tuition funding through WIA.
- 8) C3T-2 (RH-1)
Statewide Project Manager position has been added to the grant personnel. This position will manage coordination between all three neighbor island campuses. C3T-2 applies to only neighbor islands and the C3T applies to all campuses. Budget and SOW changes were due on Nov. 1 and have been turned into US DOL. MOA has been signed by all PIs (chancellors). Project account numbers have been created and will be funded when the approved budget comes back from US DOL.
- 9) Annual and Comprehensive Program and Unit Reviews
Shawn and James Kiley conducted three training sessions for CTE, Liberal Arts, and units. Both annual and comprehensives are due November 30, 2012.

5. **Administrative Affairs update** – *Monica Burnett for Jim Yoshida*

SECURITY GATES:

Starting Monday, December 17, 2012, all security gates at the entrances to the college (except for the main entrance from Manono Street, mauka of the flagpole) will be closed and locked from between 10:00 and 11:00 PM through around 5:00 AM, Monday through Saturday

On Sundays and Holidays, the gates (except for the Manono entrance) will remain closed and locked all day (except as may be requested via a facilities use request).

The gate at the main entrance from Manono Street will always remain open.

An announcement will be sent to the college community at the beginning of December and again in January 2013.

BREAK BETWEEN SEMESTERS:

The College will not be closed during the break between the fall 2012 and spring 2013 semesters. However, certain offices/services will be closed/not available.

An announcement about the offices to be closed during the break will be sent to the college community shortly.

COLLEGE AND CAMPUS PROJECTS:

The lists are not in any priority order.

In Progress at Various Stages:

1. Palamanui pre-bid meeting scheduled for November 14, 2012.
2. WH NLRC still in the process of being completed and occupied. A blessing/open house is tentatively scheduled for Thursday, November 15, 2012 at 3:30 PM.
3. Hale Aloha renovation is more or less back on track. Very rough estimated time of completion is currently June 2013.
4. Upgrade Manono fire alarm system.
5. Reroof 379A.
6. AC replacement for Buildings 378 (administration) and 397 (business office).
7. Building 381 (along East Kawaii) Window Replacement.
8. HLS renovation/addition.
9. Art kiln replacement.
10. CTE Dean's Office and Maintenance Building.
11. Replace Building 380 (drafting, etc) ceiling, upgrade electrical
12. Replace Manono water distribution infrastructure.
13. Install ADA automatic door openers.
14. Manono lock and rekey.
15. Repair/replace roof, rain gutters, and corroded drain pipes.

Pending Release of System Funds for Design, Construction or Campus Expenditure:

1. Renovate Business Office
2. Motorcycle training area.
3. Upgrade Manono electrical infrastructure.
4. Repair PB15 and PB16 (on UHH campus)
5. Asbestos abatement for Building 391 (electricity/electronics).
6. Replace carpentry dust collector Building 386B (carpentry).
7. Install parking lot lights by NLRC.
8. Remodel Building 386A (UHH agriculture/science).
9. Classroom renovations for Buildings 321, 322, 323, and 324 (shops on UHH campus).
10. Renovate Building 391 (electricity/electronics).
11. Convert Building 381 drafting darkroom into classroom.
12. Reroof/paint/replace AC for Buildings 394 and 395 (UHH Art).
13. Upgrade restrooms in Building 390 (carpentry).

14. Repair/replace metal screens/install fans.
15. Repair/replace roll up and hanging doors.
16. Paint buildings.
17. Repair/replace/install automatic door closers.
18. Remove hydraulics/oil pit from Building 392 (maintenance shop)
19. Replace window AC units.
20. Repair/replace/remove overhead cranes/lifting devices.
21. Reassess disability routes and install/repair warning material.
22. Remove hydraulic lift equipment and fluids in Building 389 (POM)
23. Increase (paved) parking spaces by 50.
24. Electric vehicle charging stations (system to spearhead)

MISCELLANEOUS:

Star Protection Agency has taken over from Alii as the contract security guard provider for East and West Hawaii.

The campus is NOT closed the day after Thanksgiving (11/23)...it is a regular work day (unless folks take vacation).

6. **Student Services update** – *Dorinna Manuel-Cortez for Jason Cifra*

- 1) Thank you to everyone for a wonderful accreditation visit. Not just in Student Affairs but to the departments with student workers. The accreditors shared that they were highly impressed by student employees; students were very professional and capable.
- 2) Gear up is continuing their partnership with HawCC with \$120,000.00 for college and career readiness for East Hawai'i and West Hawai'i. Kea'au High School's 112 students will be here next week Wednesday and thank you to the programs assisting.
- 3) CSO Software is being implemented slowly and more information about CSO will be sent once it is fully rolled out. Helen explained that CSO stands for Career Services Online and she is the implementer on this campus. CSO was bought by the UH System and every campus has it. CSO is called Online Job Center. Employers can post jobs on the site and students can go on there to view the jobs, upload their resumes, and cover letters. Helen is also posting emails that she gets from employers. At HawCC, Online Job Center is functioning. To go to the website from HawCC homepage: select Current Students, scroll down to Advising and Support Services, select Online Job Services, then students can log in at Hawai'i Community College Online Job Center.
- 4) The Division of Student Affairs is active in Hawai'i Graduation Initiative, AtD, and Complete College America to identify comprehensive programming and activities with the campus team to support college completion.
- 5) Grace Funai has been reassigned to the VCSA Office to help with multiple activities and transition.
- 6) Karen Kane, Ha'awi Kokua counselor, is retiring at the end of December.
- 7) CT3 and CT3-2 grants are bringing new opportunities in staffing, career, and transfer activities.
- 8) After fall semester, Jason will be generating some data to share with College Council, especially since we've completed some activities.
- 9) Jason will be initiating an ad hoc committee to survey students on the proposed UHH fee increase, usage of services at UHH, interest in other services, and if HawCC should have a

separate Chartered Student Organization. Fees proposed over the next five years will significantly increase the fees we send to UHH from \$19.00 to \$75.00. Last year, we sent about \$150,000.00 to UHH. All options are on the table.

10) The spring application deadline is December 3, 2012. At last download, we were at an overall increase of 11.4%. (East Hawai'i is up 14.7% and West Hawai'i is down 10.7%.) We are currently processing mostly next day. Please remind all faculty to input registration overrides via their MyUH accounts because registration is now open for spring semester. Capacity overrides are not allowed prior to the start of the semester due to the waitlist.

7. **West Hawai'i update** – *Wendy Medeiros for Beth Sanders*

Nov 14: Palamanui pre-bid meeting scheduled in Hilo (Plans are in Admin. Conference Room)

Nov 14: Dr. Steve Spencer VCAA position 1:00-3:30 p.m.; 3:30-4:30 p.m.

Nov 15: College Fair

Nov 15: GEMS Girls Exploring Math and Science

Nov 15: WH NLRC Blessing, 3:30 p.m.

Nov 19: President MRC Greenwood visit/open forum from 10:45 to 11:45 a.m. vidcon to WH

Nov 20, 27, Dec 4, Jan 3: New student orientation is scheduled from 8:30 - 2:00, old Nursing Lab

Jan 9, 2013: President Greenwood campus/community forum 4:00-5:30 p.m. (here in WH)

8. **OCET update** – *Tony Kent for Debbie Shigehara*

- OCET's working on putting energy/agriculture classes together for the C3T (1) grant and will be working with community partners to fill the class (OHA, Goodwill, Catholic Charities, Salvation Army, DHS, Alu Like, and One Stop WIA).
- The first quarter schedule of classes of non-credit programs to be completed soon.
- Continuing to meet with focus groups in West Hawai'i on a monthly basis. Next group will be on Agriculture and it is scheduled for Nov. 19 at CTHAR in Kainaliu from 4-6 p.m. If you know anyone in West Hawai'i who may be interested, please have them attend.
- Graceson Ghen, HawCC Sustainability Coordinator, and other campus Sustainability coordinators met last week with John Morton and Peter Quigley. On Nov. 27-28, a meeting with campus representatives will be convened on Oahu to plan workshop to determine a system wide policy on sustainability. Noreen will determine the campus participants.

9. **Unfinished Business**

1) Strategic Plan: 2011-2012 Report

Monica and Dorinna are working together to put a summary for Goal A.

College Council is moving on to Goals C, D, and E. Monica asked that members take this back to their constituents and get any feedback. So far, Monica has received a few responses via email and encourages all to keep them coming.

2) WH feedback on vending machines

Wendy reported that the situation regarding vending machines was discussed at a staff meeting and they're not putting it on the table. The landlord of one of the buildings has decided to put in a Coke machine and West Hawai'i is not participating in a contract for now.

10. **New Business**

1) Discussions:

- Assessment Coordinator as a Council member.
Council members and the assessment coordinator discussed the role/capacity of the assessment coordinator in the council. Although the assessment coordinator's job description was not available, the council members discussed the option of having the assessment coordinator sit on the council as a member or the option of having the Assessment Committee provide reports/updates to the council. This will be addressed at the next meeting.
- Where does College Council fit in the integrated plan?
Chancellor Yamane and college council members discussed the role/capacity of the college council in the integrated planning process. Helen suggested that the governing bodies be added to the Integrated Planning Process chart in order to provide a visual of how College Council and other governing bodies fit in the process.
- How meaningful is the reporting structure of the Council agenda?
Due to the limited time the council meets (1 hour 15 minutes once a month), members discussed the need for updates provided by Administrators (Chancellor, VCAC, VCAA, VCSA, WH Director, and OCET Director) at every meeting.

11. Announcements:

- 1) President MRC Greenwood will be visiting our campus and having an open forum from 10:45 to 11:45 in the Manono Cafeteria on November 19.
- 2) VCAA finalist Dr. Stephen Spencer will be on the Hilo Campus on November 13 and on the West Hawai'i Campus on November 14.
- 3) Tech master plan is on November 16. Everyone is encouraged to attend and provide input.

12. Next meeting: Friday, December 7, 2012, 2:00 – 3:15 P.M., Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Room (vidcon).

13. Meeting Adjourned at 1:35 P.M.

*Respectively submitted,
Luane Ishii*