

Hawai'i Community College
College Council Meeting Minutes
Conference Room 6A & WH Admin Conference Room (via vidcon)
Friday, April 12, 2013
12:00 to 1:15 p.m.

Present: Monica Burnett, Trina Nahm-Mijo, Shana Kojiro, Tony Kent, Helen Nishimoto, Kehau Leehong-Mauga

Via polycom from WH: Hazel Reece, Kate Sims, Wendy Medeiros, Tanya Dean

Excused: Noreen Yamane, Joni Onishi, Jason Cifra, Jim Yoshida, Debbie Shigehara, Beth Sanders, Guy Kimura, Joyce Hamasaki, Marcy Martinez, Dorinna Manuel-Cortez

Guests: James Kiley, Grace Funai (for Jason Cifra)

1. Call to Order: Chair, Monica Burnett called the meeting to order at 12:16 p.m., after declaring a quorum.
2. Approval of Minutes: Minutes of March 8, 2013 meeting was reviewed. Move Helen Nishimoto's attendance at the March 8 meeting from "absent" to "excused." Motion was made by Helen Nishimoto to approve the minutes with the change. Shana Kojiro seconded.
3. No administrators were present. No report/update from Chancellor Noreen Yamane.
4. Academic Affairs Update – No report/update from VC Joni Onishi
5. Administrative Affairs Update (see attached report from Jim Yoshida, VC for Administrative Affairs)

Komohana LRDP. UH System and HawCC Advisory Group are working with PBR Consultants to update the Komohana LRDP. Meeting is scheduled on April 17.

Trina inquired on the Lock and Key Project. Monica will check with Jim if this is a card system.

6. Student Services Update – Grace Funai presented an update on behalf of Vice Chancellor Jason Cifra

Registration is going on now. A first-time Registration Fair is scheduled during the week of April 22 to disseminate information to students. Students are asked to meet with faculty advisors in selection of appropriate courses on the lawn area between Counseling and Admissions. Representatives from departments will be able to share information about their respective services. Staff from Counseling, Financial Aid and Admissions will also be available in Kaneikeao. Free pizza would be available for every student who registers. Counseling goal is to get students to register before the end of the semester.

Grace is assisting in the hiring of positions in the C3T2 Grant. Hoping to fill positions by May. They are currently interviewing three of four positions.

Transcript Evaluator Position, Internship Coordinator, IT Programmer-type Position. Career Counselor position (was changed from half-time to full-time, waiting for approval from Nozomi so that the position can be advertised and recruited for by July).

Waiakea High School - English 100 – Offer Running Start on their campus to make it more accessible. May also be open to the general public. Scheduling with Hilo High School, Kanu O Ka Aina, and Volcano Arts & Sciences. Targeting for Fall 2013

Orientation has begun. This year it is a requirement that all students whether they are returning, transferring, or first-time must participate. Coordinated by Ryan McCormack. Will include advising component.

Department of Health has announced a shortage of TB vaccine. As of current, the TB test is necessary to register the student. VCSA will revisit the issue if it becomes a problem.

Student Recognition Ceremony, April 25, 6:00 p.m., UH Hilo Dining Room.

Finishing up with the awarding of scholarships which has been a challenge due to the review process in the Financial Aid Scholarship Manager.

Commencement Speakers are Sandra Claveria (Hilo) and Jacqui Hoover (WH).

7. West Hawai'i Update – No report from Beth Sanders (excused)

8. OCET Update – Tony Kent for Debbie Shigehara

(See attached report.)

9. Unfinished Business

- a. ILO Assessment and Graduation Survey – Assessment Coordinator James Kiley will update the Council on assessment. Graduation survey—deciding not to participate in the mailout to students. Return rate was low. Did not have time to finish the discussion of other avenues to survey students on ILOs.

James Kiley reported the following:

Assessment Committee met 11 times this year. Some of the major items were:

Develop duties for Assessment Committee was submitted to the VCAA.

Developed Assessment Handbook, should be in final draft and published by May for distribution.

Assessment Process Reporting Cycle to provide training to make sure they are providing authentic assessment activities. Standardize reporting cycle so they can have a collaborative discussion and communication across instructional programs.

Long Range Assessment Plan that will include different themes each year. This upcoming year work on strengthening and course learning outcomes and aligning with PLOs and course learning outcomes assessment and aligning that with professional development activities. These items will be in the LRAP for the next five years with Comprehensive Reviews (especially if CERC takes on a different role). Goal is to have something published for our benefit and also for ACCJC. Developing Training Program for Assessment Coaches (cadre of people who will make sure that assessments are done on a timely basis and providing help). Collaborated with College Council on “E Imi Pono Day” March 1 Assessment Day. James is still working on compiling the feedback and will try to present at the next College Council meeting. Conducted a workshop using portfolios assessing student work and also assessing programs and units. Very minimal attendance, but received good feedback. Process of Redesigning the Assessment Website to emphasize learning outcomes and assessment. Online Access to Database. Conducted approximately 80 consultations regarding assessment this past year.

Chair Burnett mentioned that another part of assessment and ILOs is assessing students. There is an opportunity to once again survey students at graduation, which was previously done at rehearsal two years ago. Trina suggested focus groups with Graduates. Monica asked “what do we want to do?” Wendy Medeiros stated that surveys were conducted at commencement rehearsals for West Hawai‘i. Did not receive good results and that it’s too chaotic at graduation. Too many things going on.

Grace/Dave Loeding/Shawn Flood working on a comprehensive survey to minimize surveys for students (repetitious) and combine into one. Making it mandatory to complete the survey in order to apply for graduation.

Chair Burnett called for a vote “yes or no” regarding the survey at graduation. Kate Sims stated that she does not see any assessment purpose in the survey. Further discussion. Monica suggested that the Council may look at other avenues for assessment purposes and investigate on the possibility of placing a few questions on the graduation survey.

Council will not conduct the ILO survey at Graduation rehearsal. All voted in favor.

b. Finalization of College Council Charter

Agreed at the last meeting that the Student Government name is fine. We are changing the terms of the membership for representatives from one-year to two-years with staggered groups.

Whether to continue the three credit reassigned time for the chair with exception of HGEA BU 03 and UPW because of their bargaining unit contracts. Whether only faculty and APTs can be chair with reassigned time or overload; or for the chair not to receive any compensation. Trina Nahm-Mijo moved. Helen seconded. All in favor for the Council Chair to receive three credits reassign time with the exception of those in bargaining unit 03 and UPW.

Recording by secretaries. Continue that secretaries continue with notetaking. Tony Kent moved. Shana seconded. Unanimous (No change in Charter)

Include New Member to College Council – Assessment Coordinator. Trina moved to change charter to include the Assessment Coordinator to the College Council. Helen seconded.

Discussion – Tony questioned if membership is listed in the Charter. It's listed only in the Handbook for Committee on Committees. All were in favor of updating on Committees on Committees list.

Chair Burnett called for nominations for the 2013-2014 College Council Chair

Helen Nishimoto nominated Tony Kent for College Council Chair.

Tony Kent accepted nomination. Helen Nishimoto moved. Trina seconded. Unanimously elected.

Next meeting is scheduled for May 3, 2013, 2:00 p.m.

Meeting adjourned at 1:29 p.m.

Recorded by: Doris Chang

Manono Campus Projects Update

April 3, 2013

There are a number of renovation projects occurring on the Manono Campus and a few that are scheduled to start shortly. Therefore, in addition to the usual faculty, lecturers, staff and students, a variety and varying number of construction and related workers will be on campus at any given time.

Disruptions and interruptions hopefully will be kept to a minimum, but sometimes things do happen. If there are any concerns or issues with any of the work being done or any activity taking place, please contact Bill Affonso (333-1325) or security (934-2760 office or 845-1420 emergency)...please do not communicate directly with the contractor or workers.

Major Projects Currently in Progress and Estimated Date of Completion:

Hale Aloha Renovation – very rough estimate is June 2014.
I Ola Óaloa Wai Renovation/Addition Buildings 380 and 389 – summer 2013.
Fire Alarm System Upgrade – summer 2013.
Komohana LRDP – June/July 2013

Major Projects Scheduled for Bids / to Start Shortly:

Upgrade Water Distribution Infrastructure – mid-spring 2013
Replace AC/Ducting in Buildings 378 and 397 – summer/fall 2013
Replace Art Kiln/Remodel Area – May 2013
Repair ceiling/electrical in Buildings 380 and 381 – summer 2013
ADA Door Installation in Various Buildings 382 (cafeteria), 387 (Hale Kea) and 388 (SWD entrance)
Lock and Key Project
Renovate Storage Bay into CTE Dean's Office in Building 392
Acquire office trailers to house personnel from 378/397 when AC work is in progress

Major Projects Pending:

Reroof Building 379A
Replace Windows in Building 381
Repair/Replace AC Systems
Building and Termite Damage Repairs
Repaint Building 378
Motorcycle Training Range
Repair/Replace Roof Gutter, Downspouts and Drainpipes
Health/Safety – Asbestos abatement, 391 Electricity/Electronics – 2014/2015
Health/Safety – Install parking lot lights by 396B (Nursing Resource Center) – 2014/2015
Health/Safety – Replace dust collector in Carpentry building 386B – 2014/2015
Health/Safety – Upgrade electrical infrastructure – 2014/2015
Komohana Infrastructure design – 2014/2015

OCET Update – 4/12/2013

(With additional notes from College Council Meeting)

- Earth Day Fair 4/19, 7a – 3p. Over 900 elementary school students expected to visit Manono campus
- C3T1
 - Two counselors will be hired and located at Workforce Development Division (WDD) locations. WDD Counselors will also be present to strengthen bond.
 - Partnership with DLIR
 - Will do intake and case management
- C3T2
 - May lease space at the BIWC location. May consider leasing space at Food Fair Building.
 - Office space
 - Classroom(s)
- Small Business Fair, June (Not in May as previously announced)
 - SBDC, Federal Reserve Bank of San Francisco
- Weld Ed, July (HawCC MWIM)
 - Working with Honolulu CC
 - 1 Week class
 - HawCC Instructors, Construction Academy Students
 - Some Oahu participants & instructors from HonCC
- Summer Youth Programs. Hilo and Kona
 - Career Explorations
 - TMT, Akamai Internships
 - .5 HS Credit for participating
 - Summer Youth Academy
 - Exploring partnership w/ UHH Education students
 - Volunteer with Youth Academy and get classroom experience

Suggestions were made from members of the Council:

Expand program to offer classes three weeks prior to the start of the school year
Since there are no programs offered during that time for school-age children. Also offer classes during intercessions.

Helen mentioned adding another welding cohort. Tony will check with Debbie.