

HAWAII COMMUNITY COLLEGE
College Council Meeting Minutes
Conference Room 6A & WH Admin. Conf. Rm.
October 12, 2012
12:00 – 1:15pm

Members Present: Jim Yoshida, Debbie Shigehara, Guy Kimura, Monica Burnett, Shana Kojiro, Tony Kent, Helen Nishimoto, and Dorinna Manuel-Cortez. In West Hawaii via polycom: Hazel Reece, Wendy Medeiros, and Tanya Dean.

Members Excused: Noreen Yamane, Joni Onishi, Jason Cifra, Beth Sanders, and Joyce Hamasaki

Members Absent: Laura Brezinsky, and Taupouri Tangaro

1. **Welcome** - New member Helen Nishimoto representing Academic Senate.
2. **Call to Order** – Chair Monica Burnett called the meeting to order at 12:05pm.
3. **Approve minutes from May 3, 2012** – Minutes were approved as is. Motion to approve minutes by Dorinna Manuel-Cortez and seconded by Debbie Shigehara.
4. **Approve minutes from September 14, 2012** – Minutes were approved as is. Motion to approved minutes by Shana Kojiro and seconded by Wendy Medeiros.
5. **Chancellor's update** – *Chancellor Noreen Yamane (read by Monica Burnett)*
 - a. PBR was selected as the consultants to do the LRDP for Komohana campus. This same firm completed the LRDP for UHH. Jim and I met with PBR, Mike U, Brian K, and Denise Y to briefly discuss their contract to do the LRDP.
 - b. I have asked Ho'olulu Council to review the Charter and make recommendations for revisions. Charter will be finalized/approved no later than the end of the Spring 2013 semester.
 - c. Reminder: Accreditation Team visit is next week. Please join us for a Kipaepae to welcome the team on Monday.
 - d. Please be aware that some of our very own student(s) are attempting to initiate a demonstration when our student government meets with ACCJC members opposing the approval of the new Student Government Charter. The intent is to discredit the college and the approval process of the Charter. Student(s) may also be seeking media coverage to publicize the demonstration while our accreditors are on our campus
6. **Academic Affairs update/Committee on Committees** – *Interim Vice Chancellor Joni Onishi (read by Tony Kent)*

1. Positions in recruitment in Instruction and Academic Support:
 - Media Specialist APT temp – PD changed – pending approval of PD
 - Ed Spec for Curriculum Central (temp APT) – pending approval of PD
 - Ed Spec for ITS0 – pending approval of PD
 - Office Asst. for LBRT/PS – list sent to committee
 - Office Asst. for I Ola Haloa – list sent to committee
 - Secretary for CTE Dean – pending approval of OHR
 - Secretary for LA & PS Dean – pending approval of OHR
 - Lecturer for Science Labs (WH) – casual hire **Giglia Goochey**
 - APT Temp for AMT/DISL – pending redescription of PD
 - Instructor Math – in recruitment
 - Instructor (LBRT) Philosophy – pending redescription of PD
 - Instructor HLS Mahiai – in committee
 - Title III Instructor/Coordinator, Kulukuluua – close to filling
 - Title III APT-A Academic Support, Ed Specialist, Kulukuluua – committee done
 - Title III APT Media Design & Production (Media Specialist) – committee approved to interview
 - Title III Instructor HLS West Hawai`i – closing date 10/15/2012
 - Title III Instructor/Coordinator Waihonua Media – committee not yet approved
 - Title III APT-B Academic Support, Ed Spec, Haakumalae – recommendation to be made
 - Title III APT-A Academic Support, Ed Spec, Halaulani – committee approved to interview
 - Title III Instructor NH Transfer & Career Guidance Counselor – Michelle Lambert
 - Title III Instructor NH Transfer & Career Guidance Counselor WH – committee approved to receive applications

2. Budget

Divisions/Departments were given their “B” Budget allocations.

3. Policies and Procedures Update

Developmental Education Policy (DEEP) – Academic Senate, EPC, 3/9/2012

Credit Hour -- Need to develop campus policy

New and Modified Course Outline on Record -- EPC

Placement Testing -- EPC

4. Curriculum

All AAS programs revised curriculum to include Math 100 and ENG 100; CAs were revised as well.

5. Curriculum Central

Implementation began. New and modified proposals were entered into Curriculum Central.

6. C3T Grant

Hawai`i Community College was awarded the following for our implementation

Agriculture – Slaughterhouse Project: \$500,332

Agriculture – Sustainable Agriculture Projects: \$615,253

Ready Set Grow: \$321,696

Just In Time: \$130,740

Wrap Around Services: \$158,999

Total: \$1,727,021

- Currently in recruitment for a C3T Program Manager (APT-B) C3T Farm Coordinator (APT-A)

- Christopher Jacobsen and AG students will have a segment on Living In Paradise
- Inside Track has been retained to provide student academic and career coaching.

7. C3T-2

HawaiiCC together with MauiCC and KauaiCC received funding for C3T-2. This grant includes positions for transfer advisor and transcript evaluator. This is a three year grant. The subject areas are Small Business and Leadership Center; and extension of the Sustainability Project; Student Affairs positions.

8. Annual and Comprehensive Program and Unit Reviews are due November 30, 2012.

9. External Funding

The following grants are available

FY13 GEAR UP Hawai'i Alignment Grant, deadline Friday, October 12.

UHCC Developmental Education Project Proposal Form – AY 2012-2013, deadline Monday, October 1 – Two proposals submitted by Misty Carmichael, English – iPad Assisted Accelerated English 19/20 MacBook Mobile Developmental Classroom

UHCC Achieving the Dream Innovation Strategies Fund, deadline Thurs, November 1st

10. Committees on Committees

Assignments made. Administration in charge to inform committee members.

7. Administrative Affairs update – Vice Chancellor Jim Yoshida

- a. The security fence and gates are complete. The plan is to close all the gates afterhours and weekends, except for the main entrance. This will start next semester. Notice will be sent out to everyone via list serve when this will be happening.
- b. November 1st a new contract security for both East and West Hawaii will start. The new security is calling STAR Protection. This is a system wide contract that is costing us more and is supposed to provide better quality and service. Again a notice will be sent out to everyone via list serve.
- c. Security Guard Abe left his position to go back to Oregon. Will convert the position to a Security Chief. This person will be in charge of campus security and safety; and will report to the VCAA. This is following the model at other campuses.
- d. Hired Debbie Brockmen in POM to oversee janitor, grounds, and maintenance. This is a temporary APT position and is an assistant to Bill.
- e. Last week was the first Technology meeting. The Consultants would like to have additional and wider input from the campus. Information is posted on Lualaba, but you will need to request access from LeAnn U. Two sessions coming up – 1st is hashing out the vision statement; the next session will focus on the how's and who's. Scheduled for Oct. 26th and Nov. 16th. The Consultants are supposed to present a draft with the findings on Dec. 7th.
- f. Several months ago HawCC was approached by System because they were approached by Pepsi to see if we wanted to get into a Beverage Rights Contract. This was brought up in the Administrators meeting and decided they would look into it. Going to see if this is something we would like to pursue. A Beverage Rights Contract is not limited to just drinks, it can include snacks or food truck. A working group (Jim, Bill, Mr. O and

- Larissa) was established to get the process started and get input from other people on campus then a decision will be made of whether we want to do a contract. We do not want to engage in activities that are in direct competition with our cafeteria, but can be a supplement when they are closed. Jim inquired if anyone on College Council would like to sit on the working group. Helen Nishimoto and Tony Kent volunteered to serve on the working group. West Hawaii opted out of participating in the initial working group to the surprise of the WH representatives. Discussion followed. West Hawaii will reconsider a Beverage Contract for the current campus. WH representatives will check with their constituencies and report back at the next Council meeting.
- g. The campus will not be closed during the holiday break, but some offices will be. Notice will go out campus wide via the list serve.

8. Student Services update – Vice Chancellor Jason Cifra (read by Shana Kojiro)

- a. Temporary assigned Grace Funai to the VCSA office to assist with projects.
- b. Working on faculty assignment with Joni, Jason Santos, and Grace.
- c. CT32 positions coming up: Transfer Counselor and Transcript Evaluator.
- d. Gear Up award granted \$160K: High School Transition Specialist Position.
- e. Counseling is scheduling up advising for special population.
- f. Christine and the DSA team are working on New Student Orientation and related activities.
- g. November 5th is early registration.

9. West Hawai'i update – Interim Director Beth Sanders

- a. Dr. Jay Siegel, the consultant hired to do an Academic Master Plan for Hawai'i Community College Palamanui, is finishing up his second day of meetings on the Kealahou campus. There has been significant interest from the community in meeting with him.
- b. Three members of the Accreditation Team will be in Kealahou on Wed, Oct 17. There will be an open forum as well as schedule meetings with individuals identified by the team.
- c. In personnel matters, Gigi Goochey has been hired to work 3 hours per week in the Science lab. Laura Walker, a casual hire who has been working in the library learning center for the past year, will be moving to the mainland so we are attempting to find someone to replace her. A request to convert the position in the library learning center from a Civil Service to an APT is currently being reviewed by Human Resources. Our target is to get the position filled on a permanent basis by start of the spring semester. Our Art lecturer will also be moving to the mainland at the end of the fall semester. We have not yet been able to identify someone locally with the MQs to teach ART 101. We are also looking for a lecturer who can teach Micr130 and Micr 130L in the spring. If anyone has suggestions for possible lecturers, please let Kate or Beth know.

- d. Kate Sims is working with the Department chairs to ensure lecturers are being evaluated. She is also working with Student Services to offer training in advising for faculty and overseeing the distribution of student lists for faculty advising in West Hawai`i. Her designation as the lead faculty in West Hawai`i is providing much needed support for faculty and lecturers in West Hawai`i.
- e. In the area of assessment, we are in the process of conducting a survey of students currently enrolled in programs offered through the University Center from Manoa, West Oahu, and Hilo. Our effort is focused on determining the satisfaction level of students with their academic program and support services.

10. OCET update – Interim Director Deborah Shigehara

- a. Hoping to get the Clerk position filled by November 1st.
- b. Having focus group meetings in West Hawaii every week. The four areas we are getting feedback from the community are: Health and Wellness, Agriculture, Energy and Science and Technology, and Business and Hospitality. Looking at doing the focus on a regular basis.
- c. Tony Kent just came back from a conference focused on Entrepreneurial because the College is part of the National Association for College Entrepreneurialship. He will be working with some of the credit faculty to see how we can infuse entrepreneurialship in the curriculum.
- d. Working with Kona Airport for TSA training. They want three classes in Administration of Justice.

11. Unfinished Business

- a. Strategic Plan: 2011-2012 Report, next Goal B – Monica
 - Last month Goal A was distributed to representatives for feedback. CTE – no feedback; OSS – no feedback; Administrative Affairs – nothing to add; OCET – nothing to change and working putting it up as a Google doc; Ho`olulu – received e-mail; WH – received no feedback to her e-mail and will go back to knock on their doors. Goal B was e-mailed to representatives solicit feedback.
- b. Accreditation/ACCJC visit next week – Monica
 - Mentioned in Noreen’s report. There is a Kipaepae Welina on Monday, see announcements.
- c. Update on recommendations – Monica
 - Discussed the food issue in Jim’s report. Wala’au sessions were recommended at the last meeting, but in light of having a working group the Wala’au sessions could be held later on. Will hold off on the session until we hear back from the working group.
 - The splash page regarding the Hale Aloha renovation has been given to Daniel. It is on his to do list, but accreditation is a priority and his focus at this time.

- d. Guy noted that Assessment Coordinator James Kiley was thinking of addressing College Council with periodic updates on assessment for the campus. Monica informed the Council that James shared with her that it is in his job description to sit on College Council. The status of his membership will be put on the agenda for next month.

12. Announcements:

- a. Congratulation to Helen Nishimoto as the new Academic Senate Chair for 2012-2013
- b. Kipaepae Welina on Monday, October 15 at 2:45pm for Accreditation Team.
- c. Noreen and Monica will be in West Hawaii for the next College Council meeting.

13. Next meeting: Friday, November 9, 2012, 12:00 to 1:15 PM, Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Rm (vidcon).

- Recorder: Kanani Yamada

14. Meeting Adjourned at 1:05pm

Recorded by Monica Burnett