

Hawaii Community College
College Council Meeting Minutes – APPROVED 11-6-15
October 9, 2015
12:00 – 2:00 p.m.
(Hilo) 388-101 & (Palamanui) D-183 Admin. Conf. Rm

Members present: Noreen Yamane, Claudia Wilcox-Boucher , Reshela DuPuis, Marty Fletcher (polycom), Tiana Hirota (polycom), Kathy Kotecki (polycom), Debbie Shigehara, Chris Manaseri, Mitchell Okuma, Mari Giel, James Schumaker, Jason Cifra, Joni Onishi, and Sandy Kama (recorder)

Guests present: Toni Cravens (polycom) and Joel Peralto

Members Excused: Grace Funai, Tangaro Taupouri, Jim Yoshida and Joyce Hamasaki

Members Absent: Monica Burnett, Pearla Haalilio, Jeff Newsome

1. **Call to Order:** Co-Chair, Tiana Hirota called the meeting to order at 12:17 p.m.
2. **Roll Call (sign in sheet)**
3. **Corrections & Approval of Sept 11, 2015 Minutes:**
 - Daniel Fernandez attended as Guest
 - Kathy Kotecki & Toni Cravens were present and it should be entered
 - Chip Michels (spelling correction)
 - Wala’au sessions by Chancellor Yamane were cancelled
 - Motion made by Reshela DuPuis - minutes be approved upon corrections. Seconded by Debbie Shigehara. Voted to approve: Aye-all, Nay-none
4. **Updates from Administration:**

Chancellor – Noreen (see Attachment 1)

 - ACCJC attachment. Only received Page 1. Noreen will re-send page 2.
 - Wala’au sessions were held this week for input of Strategic Directions
 - Unukupukupu ambassadors group has a total of 10 individuals traveling at no cost to the college to Europe.
 - John Morton is forming a Council of Chairs for Native Hawaiian Student Success
 - Invited to Complete College of America: Joel Peralto & Joni Onishi

Vice Chancellor for Academic Affairs – Joni

 - New re-designed website to go online October 30.
 - Student Success Committee encouraging sign ups

Vice Chancellor for Administrative Affairs – Jim

- No report

Vice Chancellor for Students Affairs – Jason

- New Veterans Specialist started: Andrea Christenson
- New Temporary Financial Aid Manager starts Mon. Oct 12: Susan Olsen
- New Financial Aid developments
- Ka Hina Mamo work with Trina is still planned
- Scholarship Donor Appreciation Breakfast report, it was a great success
- Estate Planning
- New Student Handbook
- Student Activities Request and Faculty Request is open
- Student Government changes are being made

Director, Palamanui – Marty (see Attachment 2)

OCET – Debbie (see Attachment 3)

Dean, Liberal Arts – Chris (see Attachment 4)

Dean, CTE – Joyce (see Attachment 5)

5. **Committee Update:**

Assessment Committee – Reshela

- The Committee has been meeting. All sections were covered. Started training for members.
- Three major events have been completed IUO Assessment Summit, E Imi Pono Day, and ILO Assessment Summit.
- Annual and Comprehensive reports are due November 15, 2015
 - Templates are available online
- PATH CARS training will be made available soon

Committee on Committees – Joni

- Letters were sent out. Committee Chairs to convene groups to meet

Faculty/Staff Development Committee – Joni

- Faculty & Staff Development: scheduled Campus Safety workshop on Oct 16. Conf Room 6B too small – check for 388-101
- An event will come out from the committee every month

6. **Unfinished Business:**

- a. College Council Charter Revisions – Forming Task Force – still looking for members
- b. Strategic Directions 2015-2021 update
 - Last Wala’au session held this week
 - Any suggestions for revisions or improvements particularly to the tactics are welcome and it can be done as a group or individually, send to Chancellor.

- Noreen - asking people to become familiar with HawCC initiatives. This is what drives us for the next several years.
- c. Blue Zones
- Committee is holding its first meeting on Wednesday, October 14 from 2-3p in the ATE Conference Room. Open to anyone interested.
 - Free community event on Sat. Oct 17, 9am-1pm at the Hilo Civic Auditorium
- d. College Council Meeting at Palamanui – Nov 6
- Sign up by Oct 26.
 - Leave at 9am, return at 5pm
- e. Campus Concerns:
- Assessment - Modification procedures for Course/Unit Outcomes wanting College Council to be involved in the process and would like the council to have a more engaged impact.
 - Concerns regarding continuing employment and programs after grant resources have concluded.
 - DevEd reform
 - Process, procedures, and timelines with Title IX and VAWA
 - Campus Security - Is there a way to work Jeff's campus security video into FAMR class? Maybe work Security/Title IX into class syllabi? Cover campus safety during all-campus breakfasts and new hire orientation?
 - Steve and Neal do not have master keys to access classrooms and offices since the new re-keying.
 - Acceleration Initiative 2016
7. **New Business:**
- a. *ILO Change Procedures* (see Attachment 6)
- College Council will vote on this document that covers the timeline and procedures to change the ILOs and IUOs.
 - Mission, Vision, ILOs and IUOs will have walaau sessions, google docs, and voting
 - Goal is to complete by late April and input onto the website and in the catalog.
 - Understand that the Chancellor has the final approval.
8. **Announcements:**
- HawCC Halloween Party, Friday, Oct 30, 11-12:30pm in Kaneikeao
9. **Meeting adjourned at 2:15 p.m.**

Recorded by: Sandy Kama, Secretary, VC for Academic Affairs

