

**Hawaii Community College
College Council Meeting Minutes
Conference Room 6A and WH Admin Conference Room (via poly com)
August 30, 2013**

Present: Jim Yoshida, Guy Kimura, Joyce Hamasaki, Lou Zitnik, Jackie Alvarez, Helen Nishimoto, Manaiakalani Kalua, Tanya Dean, Noe Noe Wong-Wilson, Kalani Flores,

Excused: Noreen Yamane, Joni Onishi, Jason Cifra, Debbie Shigehara, Taupouri Tangaro

Visitor: David Tsugawa (WH)

1. Call to Order--Chair Manaiakalani Kalua called the meeting to order at 3:15 p.m.

2. Approve minutes from December 7, 2012—Minutes were approved as is. Motion to approve by Michelle Noe Noe Wong-Wilson and seconded by Guy Kimura.

3. Chancellor's update—*Chancellor Noreen Yamane*

Suspend updates since updates were given at All College Meeting on Thursday, August 22, 2013.

4. Academic Affairs update/Committee on Committees—Vice Chancellor Joni Onishi

No updates

5. Administrative Affairs Update—*Vice Chancellor Jim Yoshida*

No updates.

6. Student Services Update –*Vice Chancellor Jason Cifra*

No updates.

7. West Hawai'i Update (Submitted by Beth Sanders):

No updates.

8. OCET Update (Reported by Jackie Alvarez):

- A Motorcycle Safety range is being completed in the back parking lot of the campus (by the Nursing lab) with funds from the Department of Transportation Highway Safety grant. Training will be planned for Saturdays and Sundays once rider coaches are trained and hired. We expect to offer as early as Spring 2014.
- Through feedback received from community focus groups in Kona, a 10-week non-credit "Communicating Ocean Science" class is set at Kealakehe High School in the evenings beginning September 11. This is a partnership with Jack's

- Diving Locker, Workforce Development Kona, OCET and Oahu instructors for marine educators and tour operators.
- OCET has a special project funded by the Department of Hawaiian Homelands where coordinator James Rushing is working with the Keaukaha/Panaewa lessees in developing viable business plans for their farms. They have been taught basic agriculture skills as well as business plan development. This project ends in November.
 - The final Rural Development Project that OCET is working on is the Agriculture Education Center funded by the late Senator Inouye. Through this project, we have trained trainers in Pahoa, Honoka`a, Hawi, Kona, and Hilo to teach a “Business Plan Development” class to 100 students island-wide beginning on Saturday. We are also working on developing a natural farming video and have published a “Getting Products to Market” booklet. This grant ends in February 2014.

9. Unfinished Business:

None.

New Business:

- 1) ACCJC Follow-up Report for review and comments – Kalani Flores
 - Extended deadline to provide comments, compiled, enhanced, and revise draft report. There are still some actions pending. Deadline 9/3
 - 9/3 – 9/6 Report needs to be finalized.
 - Board of Regents is meeting today and will determine when they need our report for their meeting on the 9/19. Tentative submittal to the BOR is 9/9.
 - We are still waiting on some recommendations which need to be addressed by the college and the system.
 - The Academic Senate today has passed the Strategic Plan draft #5 as their Academic Master Plan (AMP), which is subject to proofreading, and correction by faculty member Jeanne Ryan.
 - Pending approval by College Council are Academic Master Plan (AMP), Resource Master Plan (RMP), and the Technology Master Plan (TMP); which is on the College Councils agenda for today.
- 2) Technology Master Plan (TMP) – Jim Yoshida
 - Not being presented today, because it was presented in December of last year. It has been put on the agenda today to be officially endorsed.
 - Noe Noe and Kalani suggested that the plan get a title page as a cover for the TMP. Manai asked someone to work on the title page as the cover of the TMP. Noe Noe has volunteered to work on this with Manai, and they will forward to Jim Yoshida (VC Administrative Affairs) for review.
 - Noe Noe Wong-Wilson motions to adopt the TMP 2013-2015 as the CC’s Information Technology Master Plan for 2013 with the title page.
 - Seconded by Joyce Hamasaki.

- All in favor – Unanimous
- 3) Academic Master Plan – Helen Nishimoto
- The Academic Senate just met and approved the Academic Master Plan (AMP) with the caveat that the AMP be sent to Jeanne Ryan for editing, factual and structural concerns. Faculty asked to send concerns and edits to Jeanne Ryan. Still send to both Ed Policy and Faculty Policy committees to review and they'll send their comments and feedback to Jeanne. Deadline for comments to Jeanne is September 10th. Jeanne will submit to Academic Senate the final version of the AMP on September 19th, for the Academic Senate meeting on September 20th. This is not to be reapproved; it has been approved with edits.
 - Joyce recommends and moves to review the final edited version and then make a determination to endorse or not.
 - Seconded by Guy Kimura
 - All in favor - Unanimous
 - College Council will have a special meeting to review final edited version, and endorse or not on Friday, September 27, 2013 at 3 p.m.
- 4) Resource Master Plan (RMP) – Jim Yoshida
- Jim did the budget narrative which explains what constitutes the budget and what it's expended for. Example: General Funds are for personnel costs, and Tuition and Fees are what we collect in tuition from the students and it's used for everything else; which ties into what Joyce did. Joyce did the annual review flow chart.
 - The major components have been produced by the administrative team, and now it needs to be brought together in a Master Plan. College Council will review on 9/13.
- 5) Assessment Plan for ILO's – James Kiley
- 6) E`Imi Pono Day, September 20th – James Kiley
- #5 & #6 Attachments sent for College Council review that it has been completed. These are going to be used at this year's E`Imi Pono Day to show the closing of the loop with the data. Also to show that the work done from last year's E`Imi Pono Day lines up.
 - Noe Noe noticed that there was a section missing on the "Five Year Comprehensive Assessment Plan 2013-2018" table. "Annual Review" under the "Assessment Activities" column needs to be inserted.
 - Will put under unfinished business. Joyce will create her own table with the "Annual Review" that could be added to this table. College Council will review, provide comments to James Kiley, and will bring back to table 9/13 @ 12-1:15p.m. Request James Kiley to be present to answer questions.

- 7) College ID Badges – Manai
- Determine if there needs to be a policy or just make ID badges. Noe Noe doesn't recommend a policy for ID badges.
 - Noe Noe moves that College Council makes a recommendation to Chancellor to create a uniform name badge that all faculty and staff are recommended to wear for identification and security purposes. This will make the faculty and staff recognizable to students.
 - Joyce Hamasaki seconded
 - Lou Zitnik opposes

Future Agenda items

- 1) Assessment Plan for ILO's with James Kiley
- 2) Nomination and election of Vice Chair

Announcements:

- 1) Special meeting on Friday, September 27, 2013 at 3 p.m. to review AMP and endorse.
- 2) Next meeting is scheduled for Friday, September 13, 2013, 12:00 to 1:15pm, Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Room (vidcon).
 - a. Recorder: Lori Medeiros

Meeting adjourned at 4:36 p.m.

Respectfully submitted,
Kanani Yamada