

**Hawaii Community College
College Council Meeting Minutes
Conference Room 6A and WH Admin Conference Room (via poly com)
September 13, 2013**

Present: Noreen Yamane, Jim Yoshida, Guy Kimura, Debbie Shigehara, Jackie Alvarez, Manaiakalani Kalua, Tanya Dean, Noe Noe Wong-Wilson, Trina Nahm-Mijo, James Kiley, Wendy Medeiros

Excused: Joni Onishi, Jason Cifra, Joyce Hamasaki, Hazel Reece, Helen Nishimoto

Guest: James Kiley

1. **Call to Order**—Chair Manaiakalani Kalua called the meeting to order at 12:27pm.
2. **Welcome and Introductions**
3. **Approve minutes from August 30, 2013**—Made change on page 3 under Academic Master Plan spelling on caveat. Minutes were approved as amended. Motion to approve by Trina Nahm-Mijo and seconded by Noreen Yamane.
4. **Chancellor's update**—Chancellor Noreen Yamane
 - College ID badge -- Kehau to find out information with hard card, picture on badge, cost, general layout, background design, etc.
 - Hawaii Papa O Ke Ao-- did their presentation at the all college meeting. Fall semester will meet with different groups around the campus. Organized through Hoolulu Council. Strategic plan for UH system, UH Community College and HawCC ends 2015. Therefore, currently undergoing process to create a plan after 2015 for the next 10 years. Noreen in charge of Goal B, Native Hawaiian Educational attainment. Committee of 10 people. Making recommendations where anything should be deleted or added. Serving in the committee are Tangaro, Kamuela Chun, David Sing, and a number of people from other campuses.
 - Palamanui--Academic plan will be finalized by the end of this fall.
 - Alumni Association-Event planning; scholarship dinner, Host Ed adventure in November, features Hawaiian protocols (kipaepae). Also activities with Digital Media Arts and Imiloa etc. to get more alumni involved. Sponsored, hosted, and organized by UH Alumni Association (overall, Oahu).
 - LRDP Komohana--meeting 9/17, 2013. Same advisory group to attend. End of Spring should be done.
 - Scholarship-- Received from Dennis Delfine \$3000 for carpentry program. Carpentry program selected two recipients for this award. Received for Suisan \$35,000 endowment fund. Primarily for culinary students for East and West Hawaii, \$1000 scholarships.
 - TMT 30 meter telescope--trying to align programs to provide students skills employed by TMT. TMT will provide a million dollar worth of scholarship and the development program committee to determine how money will be distributed on this island.

- Follow-up report on Draft 5-- Kalani Flores is the Accreditation Liaison officer. Draft 5 is available on the internet. Getting completed. Not a long report. Thought had to submit by 9/9 but John Morton to see if pushed little farther back cause of the BOR schedule. Anticipate next week and might have to put in a supplement. Team is scheduled to be here mid-October. John Morton to encourage ACCJC not to send a team to every campus. Cost systems about 200 thousand to visit six campuses. Maybe sampling is enough. Working out details
- College of Micronesia- -was on warning. They have been reaffirmed. They created a strategic plan that included; academic master plan, resource master plan, and technology master plan. One plan that covers all.
- UH West HI Director update-one offer had salary issues. One declined. Screening committee reconvening. More applications came in. Committee will give recommendation for top 3. No interim at WH Center. Admin rotating out to West HI. Positive feedback from West HI.

5. Academic Affairs update – Vice Chancellor Joni Onishi

No updates

6. Administrative Affairs update – James Yoshida

Budget spending this coming year is very tight. Received approximately 20 million in general funds, tuition, & fees. Projected expenses 23 million.

7. Student Services update – by Wendy Medeiros

- Two kokua for East and West Hawaii. Cameron in West HI will start on Monday and assist with student disability.
- Activity orientation is done but finishing passport, asking for help with workshop and activities.
- New transfer center/ student lounge. Students are using a lot.
- Jason will update on next meeting.

8. OCET updates – Interim Director Deborah Shigehara

- Working with Dept. of Labor. Able to have a position at WDD for C3T1 grant. An Educational Specialist doing testing, recruiting students for C3T program. Casual Hire position. Recruitment in temporary position until grant ends in September.
- Two casual hires; 1 for West HI for Educational Specialist and ½ time for East HI for proctoring and coordinating motor cycle safety classes.
- Continuing Education statewide on line registration system. Will go live on November 25. Continuing education will have training September 30-October 4 at HonCC. More streamline.
- Finished second year hosting 15 students from Japan was successful.
- Directors of OCET will have a two-day strategic planning session.

9. Unfinished Business:

- a) Assessment Plan for ILOs-James Kiley

The Assessment Committee will develop a framework for ILO assessment during the fall 2013 semester. Drafts of the plan will be presented to the College Council as drafts are developed. The goal is to complete the plan during the Fall 2013 semester and implement it during Spring 2014. The plan will use data from student focus groups, instructional programs and support units assessments and faculty/staff surveys as input to the ILO assessment framework. The results of the ILO assessment will be compiled and reported to the Council during the first meeting of Fall 2014. Council's feedback will be used to modify the assessment process and make recommendations to the college regarding ILOs. Annual ILO assessment data will be accumulated to be used for longitudinal studies.

- b) E`Imi Pono Day, September 20-James Kiley
Reported that E`Imi Pono Day will take place from noon to 1:30pm in Kaneikeao on September 20. Activities include reviewing what the college has accomplished with assessment and what path should be taken to achieve a culture of assessment.

- c) Chair Manai called for nomination for the 2013-2014 College Council Vice Chair. Noe Noe Wong-Wilson volunteered. All in favor-Unanimous. Debbie Shigehara seconded.

10. New Business:

None

11. Future Agenda items:

None

12. Announcements:

- E`Imi Pono Day on Sept. 20, 2013

13. Next Meeting:

- Special Meeting Friday, Sept. 27, 3:00-4:00pm, Location 6A & WH Admin Conference room.
- Oct. 11, 12:00-1:15pm, Location 6A & WH Admin Conference Room.
Recorder for November meeting – April Nakagawa

14. Meeting adjourned at 1:18pm

Recorded by: Lori Medeiros