

**Hawai'i Community College - College Council Meeting**  
**Bldg. 388, Room 101 (Manono Campus)**  
**Palamanui – Site D183**  
**Friday, April 8, 2016**  
**2:00 – 4:00 p.m.**

**DRAFT MINUTES**

**1. Call to Order by Grace Funai, Chair at 2:04 p.m.**

**2. Present:** Monica Burnett, Reshela DuPuis, Marty Fletcher, Grace Funai, Mari Giel, Pearla Haalilio, Joyce Hamasaki, Marsha Okajima, Kathy Kotecki, Trina Nahm-Mijo, Jeff Newsome, James Yoshida, Claudia Wilcox-Boucher.

**3. Approval of Minutes: Feb. 12, 2016;** Motion made by Reshela to approved minutes as distributed. Claudia seconded the motion. Approved unanimously.

**4. Updates from Administration**

- Chancellor – Joni (see Chancellors report)
- Vice Chancellor for Academic Affairs – Joyce (see VCSA report) – also reported that:
  - End of Year Breakfast will be on May 5<sup>th</sup>
  - May 16 is the deadline for grade submission
  - Memo from President Lassner, eCafe will go away Fall 2017, new course eval system will be implemented.
  - 4 new policies:
    - HawCC grad requirements
    - Faculty 5 year review
    - UHCC Policy – Council of CC Native Hawaiian Chairs
    - UHCC Policy – Revolving account finance & operational oversight
- Vice Chancellor for Administrative Affairs – Jim
  - Extension to Bldg. 387 for the Security Office has been delayed
  - HawaiiCC will assume responsibility for our own mail effective 7/1/16. A room for processing mail has been secured, but will not be announced yet. Our new mailing address will be 1175 Manono St. POM will be responsible for the management of the mail.
  - John Morton discussed our budget shortfall at his presentation. However, since that time, the 3<sup>rd</sup> quarter expenditures and more information on allocations and assessments has come through. We now anticipate a budget shortfall of \$500,000 - \$1 million, down from an earlier estimate of \$2 million.
- Vice Chancellor for Student Affairs – Jason (no report)
- Director, West Hawaii – Marty (see report)
- OCET – Debbie (no report)
- Dean, Liberal Arts – Caroline (no report)
- Dean, CTE – Beth (no report)

**5. Committee Updates**

- Committee on Committees (no update)
- Faculty/Staff Development Committee (see report)

- Assessment Committee – (see report) – Additionally, the Assessment Management System that was recommended for purchase will be funded by the college. Reshela is working on the paperwork to initiate the purchase. In the meantime, Resh has been working with Daniel to post records on the assessment website by the end of summer. We have a high percentage of program reviews completed, the units still have several outstanding. The next Assessment Committee meetings will be on Tuesday, 4/12 from 3-4:30 in PB3-103/D183 and Tues. 5/3 from 3-4:30.

## 6. Unfinished Business

- a. College Council Charter Revisions – VOTING  
A motion was made by Reshela to accept all the proposed changes to the College Council Charter. Kathy seconded the motion and it passed unanimously.
- b. Nominations and voting for College Council Chair 2016-17  
The Council voted and unanimously approved Mari Giel, for the College Council Chair position for 2016-17. Mari accepted the position.
- c. ILO Change Procedures – out for public comment – due back April 10<sup>th</sup>  
-talk story sessions scheduled
- d. HR follow-up – Grace will discuss further with HR for a Fall presentation on hiring best practices.
- e. Blue zones and Strategic Enrollment Task Force (Jason)
  - Purpose workshop scheduled for 4/29 @ 4:00 p.m.
- f. Chancellor's Search Update
  - Reference checks are being conducted on all finalists and a report will be submitted to John Morton.
- g. Campus Concerns?? (Constituencies) - none

## 7. New Business

- a. College Hour Schedule – Reshela moved that the college hour schedule for 2016-17 be approved as circulated. Marsha seconded. The motion was approved unanimously.

## 8. Announcements

- Grace thanked everyone who made generous donations for the HawaiiCC 75<sup>th</sup> anniversary picnic. Everyone was very happy to receive prizes for the games that we played.
- Grace also apologized for not being able to make it out to Palamanui to host the meeting today.
- The ***Last College Council Meeting: Friday, May 6 @ 2:00 in 388/101 and D-183 (PAL)***

The meeting was adjourned at 3:46 p.m.

Respectfully Submitted – Grace Funai