

Hawaii Community College  
College Council Meeting Minutes  
August 26, 2011  
2:00 – 3:15 p.m.

Conference Room 6A and WH Admin. Conference Room (Vidcon)

**Members Present:** Monica Burnett (Chair), Noreen Yamane, Jim Yoshida, Beth Sanders (Vidcon), Guy Kimura, Orlo Steele, Lou Zitnik, Steve Schulte, Hettie Scofield, Nozomi Kanoho, Estee Nathanson, Tanya Dean (Vidcon), Cameron Bickett, Dorinna Manuel-Cortez, Taupouri Tangaro, Manai Kalua (for Joyce Hamasaki)

**Guests:** Annie Maeda, Kate Sims

**Members Excused:** Debbie Shigehara, Mike Leialoha, Joni Onishi

1. **Call to Order:** Chair, Monica Burnett called the meeting to order at 2:05 p.m.
2. **Welcome and Introductions**
3. **Approval of Minutes:** Minutes of May 6, 2011 meeting were read and approved as corrected.
  - a. Change recorder from none to Dorinna Manuel-Cortez
  - b. Item #4g: Steve Schulte asked Chancellor Yamane if she met with all units. Noreen advised that ACU falls under Academic Support and she will double check if she met with that Unit.
4. **Chancellor's Update:** Chancellor Noreen Yamane
  - a. Enrollment Growth Funding: System allocated a pot of \$ to give to the College based on the number of additional classes offered over 2006 (baseline year). The first year, we received a little over \$150,000. This past 2010-11 academic year, we received over \$540,000. Funds are available this year so we will apply again. Our enrollment has increased so we anticipate receiving about \$540,000 to \$550,000.
  - b. Performance Based Funding: System awards monies based on how well we perform against certain standards and last year we received \$318,610. The number of certificates earned, native Hawaiian undergraduate rate, STEM rate, Pell rate, and transfer rate were all factors in determining how much money we received. We earned 95 of 100 points available for this funding. The area that we did not hit was STEM.

This is the System's way of boosting our operating budget and both of these funding sources are available this academic year. If all units hold 10% of their allocation as instructed, then Mike's projection indicates that we'll be about even. In spite of additional hiring of casuals and student hires, we are faring quite well.

- c. Tuition increases: President Greenwood and Vice President for Academic Planning and Policy Linda Johnsrud presented to the Board their plan of introducing the idea of a tuition increase across all campuses. There was over \$81 Million in cuts to the University budget, but enrollment is going up. At the same time, she will allocate a higher percentage for scholarships and other services we provide to students. Public hearings will be held at the campuses before they present it to the Board.
- d. Komohana update: Noreen went to the site on August 24 with Tangaro and Kekuhi to determine if the location is the best site in terms of our Long Range Development Plan, and they agreed it is. The main entrance will be Nowelo and the back entrance will be Puainako. We can update the LRDP once the \$500,000 is released, and according to Rockne Freitas and John Morton, it will be released.
- e. Administrative Meeting: HawCC & UHH administrators will be meeting together for the first time on August 31. We will discuss instruction and academic affairs, student services, admin services, etc.
- f. Strategic Outcomes and Performance Measures: We went through the strategic plan last year and asked reps to get feedback from members as to how well we're meeting outcomes and whether any of those strategies were implemented. Dorinna finished the report and it is posted on our website. [Hawaii.edu/offices/cc/strategicplan](http://Hawaii.edu/offices/cc/strategicplan). The remaining data for 2010 will be posted sometime after October. We'll be working on it again this year.
- g. STEM (Science, Technology, Engineering & Math): This year, we will take a closer look at how we can increase enrollment, participation, and graduation in STEM areas. We have a number of STEM programs on our campus, including Nursing and IT.

**5. Academic Affairs Update/Committee on Committees, Interim Dean, Liberal Arts & Public Services, Guy Kimura, for Interim Vice Chancellor Joni Onishi**

- a. Lloyd Sanborn will replace Clyde Kojiro for Department Chair of ATE Transportation
- b. Trina Nahm-Mijo will replace Mary Goya, Social Science
- c. Department Chair to be appointed for ATE Construction
- d. New Instructional Technology Service Office is manned by Kate Simms in West Hawaii and Leanne Urasaki in Hilo

- e. Recruitment for Assessment Coordinator: There was an insufficient pool of qualified applicants. The next step will be discussed at the Assessment Committee meeting on September 1.
- f. Smart Thinking Workshop will be held on September 6. Announcement was sent out by Annie.
- g. E'Imi Pono Day will be held on September 16. It is a part of Assessment and we will be showcasing various Units' activities on Assessment.
- h. Achieving the Dream Wala'au session will be held on September 28.
- i. Committee on Committees: Volunteers are solicited through a survey. Deadline is September 2. Committee handbook with description of each Committee is posted online.

**6. Accreditation Update:** Kate Sims

- a. Committee is collecting Feedback from Chairs and will have a draft ready by September 7 for distribution to faculty. Wala'au sessions will be held to ensure widespread reading and input.
- b. An exercise was held at the All-College meeting to look at our Mission Statement. 153 endorsed the Mission Statement; 11 did not. This will go into the Draft. Comments will be posted in the Kauhale newsletter.
- c. ILOs are being rewritten partly because it is very hard to assess and some of the language has to be revised. It is the responsibility of the College Council to make sure the revision process is completed. Thank you to Tangaro for surveys conducted at Graduation which provided some data about whether or not students feel we are fulfilling our Mission and ILOs.

**7. Administrative Affairs Update:** Vice Chancellor for Administrative Affairs, Mike Leialoha (absent)

**8. Student Services Update:** Interim Vice Chancellor for Student Affairs, Jim Yoshida

- a. Institutional Research & Analysis Office launched a new website this week: [www.hawaii.edu/IRO](http://www.hawaii.edu/IRO). (Will have to log in twice to get in.) Although it is Unofficial, there is a lot of information available. Work is being done to make this site more user friendly.

**9. West Hawaii Update:** Interim Director Beth Sanders

- a. Palamanui update: The road being constructed at the Palamanui campus is almost totally graded. The telephone pole in the middle of the road was removed, and HELCO will be removing the additional poles that are in the Kaiminani intersection connection.
- b. West Hawaii campus is very full and off to a good start.

- c. Thank you for all the support from Hilo and all the teachers that are teaching classes online.

**10. Kauhale Update:** Taupouri Tangaro

- a. People are being heard, being recognized, there is a sense of movement. Busy agenda this academic year with special attention to West Hawaii family and the development of their campus. The “Kauhala Office” (Sandy Alapai, Tangaro, and Noreen) did not want the academic year to pass without attempting to get some data on the ILO. Survey was given to students at commencement rehearsal in Hilo and West Hawaii, giving them an opportunity to grade us. It was a simple assessment that will be strengthened, but it provided some data which Sandy and Doodie compiled. Sandy will post in the Kauhale newsletter. Students expressed a huge affection and commitment and have a connection to the college. We attended West Hawaii’s Commencement which was a charming event with a great sense of community. Spread the word that Wala’au sessions are opportunities for Noreen to hear different perspectives. We are here for Student Success.

**11. Staff Development Report:** Staff Development Coordinator, Annie Maeda

- a. New Hire Orientation was held on August 15.
- b. Smart Thing, September 6
- c. E’Imi Pono, September 16
- d. Turn It In, September 23
- e. Kurzweil Training, October 14
- f. Learning Disability Presentation, October 27
- g. Future workshops include Technology in the Classroom (Neal Uehara), Library Skills (Lari- Anne Au), Intro to Google Aps (Fred Norris), Business Correspondence (Doris Chang and Anne Chung). The new hires inquired about making Kiheis so that may be a future workshop.

**12. New Business:**

- a. Vice Chancellor for Student Affairs: Screening Committee is in the process of screening applicants.
- b. Vice Chancellor for Administrative Affairs: Mike Leialoha will be retiring on December 31. Noreen would like to fill this position before the VC Academic Affairs position and would like to have someone on board by January 1. Recommendations for a Search Committee include members from Primary area, OSS, OCET, POM, Business Office, West Hawaii (Beth to make recommendation), possibly HR and UHH administration. Noreen to take recommendations into consideration and formulate committee. Position Description will be sent to College Council members for review. The Council recommended the following composition for the Executive Search

Committee: 3 representatives from the Administrative Affairs Department, 1 rep. from WH, 1 rep. from Student Services, 1 rep. from OCET, 1 rep. from ACU, 2-3 rep. from Instruction, 1 rep. from Student Government, and 1 rep. from UH Hilo. The Council, which was approved by unanimous consent.

- c. Vice Chancellor for Academic Affairs: This position will be filled after the VC for Administrative Affairs position is set. Position Description was email to College Council members. Input and endorsement of description will be discussed at the next College Council meeting.
- d. Nomination and election of College Council Vice Chair: Dorinna nominated Hettie Scofield and there being no other nominations, Hettie was appointed College Council Vice Chair by acclamation.

**14. Announcements:**

- a. Monica expressed appreciation to Instructor Douglas Leite for donating his time and material in creating a matching koa base for the College Council gavel. The gavel, along with the base, will be passed on to the next Chair.

**15. Next Meeting:** Friday, September 9, 2011, 12:00 – 1:15 p.m., Conference Room 6A and West Hawaii Admin. Conference Room (vidcon)

**16. Meeting adjourned** at 3:10 p.m.

Respectfully submitted,

April Nakagawa  
Recorder