

Hawaii Community College  
College Council Meeting Minutes  
September 9, 2011  
12:00 - 1:15 p.m.  
Conference Room 6A and WH Admin. Conference Room (Vidcon)

**Members Present:** Monica Burnett (Chair), Noreen Yamane, Jim Yoshida, Mike Leialoha, Debbie Shigehara, Orlo Steele, Trina Nahm-Mijo, Steve Schulte, Hettie Scofield, Nozomi Kanohe, Estee Nathanson, Joyce Hamasaki, Cameron Bickett, Taupouri Tangaro, Beth Sanders (Vidcon), Tanya Dean (Vidcon)

**Members Excused:** Joni Onishi, Guy Kimura

**Absent:** Dorinna Manuel-Cortez

**Guest:** Kate Sims

1. **Call to Order:** Chair, Monica Burnett called meeting to order at 12:03 p.m.
2. **Approval of Minutes:** Minutes of August 26, 2011 meeting were read and approved as corrected.
  - a. Item #5a: Lloyd Sanborn will replace Clyde Kojiro **for Department Chair of ATE Transportation**
  - b. Item #5i: Committee on Committees: Volunteers are solicited through a survey. Deadline is September 2. Committee handbook with description of each Committee **is** posted online.
3. **OCET Update:** Interim Director Debbie Shigehara
  - a. APEC Information Session, September 13, Guest Speaker Barry Taniguchi [Pending schedule in WH]
  - b. APEC Conference November 6-12 on O'ahu
  - c. OCET Rural Developmental Projects
    - Distance Ed Project that ends in May 2012
    - Obtaining a Sustainability Coordinator by the end of this year; work with five programs Carpentry, Ag, Architectural Engineering, Construction Academy and Electricity to help green their curriculum; this grant is until May 2012
    - Establishing an Ag Education Center in NHERC; funding from the County of Hawaii to do new farmer training
    - RAC Grant (Refrigeration and Air Conditioning); pilot program; renovating Bldg. 391 and some facility improvements; currently the program has four students, but we are recruiting
  - d. IEP record number of students are high; 32 new students. Students are from Japan,

Chili, Germany, Korea and China

- e. OCET has State Energy Sector Partnership Grant; offering training for the community, low income/unemployed; Solar Thermal Training coming up; will be sending Patrick Pajo; Chris Midel and Renee Dela Cruz were trained in Photo PV Design & Installation; they will be offering a class this semester
- f. Health Information Technology Grant with Kapiolani CC , 6 month program, online; tuition for 14 courses is \$25; ends next year
- g. College is part of a National Association for Community College Entrepreneurship; 10 slots, plus Chancellor Yamane; memberships for 10 people from the college or the community; there is a Conference in Portland this October
- h. Hui Kau'a Committee that helps UHH & HawCC; the Board of Directors will be giving us 10 additional banners to put around the campus; will be working on some brag sheets
- i. Upcoming Aloha Faculty Reception; welcomes new faculty; will also be recognizing faculty that were promoted; event on October 19 at Wailoa; food and entertainment will be provided

#### **4. Chancellor's Update:** Chancellor Noreen Yamane

- a. Last week HawCC Administrators had a joint meeting with UH Hilo Administrators regarding issues and concerns in different areas with Student Services, Administrative Affairs, Academic Affairs, etc.; meetings will continue like this where we can address some of the joint concerns and issues for both of our campuses; intend to work closely together to make things better for us and for the students; next meeting is in October; this will be on-going with UH Hilo
- b. We received minimal response for filling VC for Administrative Affairs position and Chancellor wants to fill by January 1, 2012; will be advertising shortly; received response for setting up Screening and Interview Committee
- c. VC for Student Affairs position is currently still on-going; goal is to advertise two positions at a time; more discussions took place
- d. Please attend Wala'au Sessions that are currently being organized to address Accreditation; best way to get college-wide input into what is being written for our Self-Evaluation Report to ACCJC; want to host all of them to meet the December 7 deadline for final input; final draft needs to be done by this academic year
- e. Senate Ways and Means Committee will be coming onto our campus, September 14 in West HI; September 15 in Hilo; this group is interested in CIP (Capital Improvement Projects); arrangements were made with Clifton Tsuji for the Budget and Finance Committee to come for a campus visitation

#### **5. Academic Affairs Update/Committee on Committees:** Chair Monica Burnett for Interim Vice Chancellor for Academic Affairs Joni Onishi

- a. Joel Tanabe has been appointed Department Chair for ATE Construction
- b. Spring 2012 Distance Education classes are now being scheduled
- c. Contract Renewal/Tenure & Promotion Guidelines and forms are posted at

<http://www.hawaii.hawaii.edu/faculty-staff>

- d. Assessment Annual and Comprehensive Program Reviews are due November 18; Working Assessment Group (WAG) has been created, recently met, to review Unit Assessment Plans; next meeting September 16
- e. Integrated Planning in the process of developing an Academic Master Plan (AMP) which will provide a framework for HawCC to make decisions and resource allocations in the instructional areas of the College in order to support teaching and learning and to meet the needs of the community and the workforce.
- f. Committee on Committees:
  - September 16 - E 'Imi Pono Day, 12-1:30, HawCC Cafeteria
  - September 28 - AtD Wala'au Session, 3-5, Kaneikeao
  - October 19 - New Faculty and Faculty receiving Tenure/Promotion Reception 5:00, Wailoa State Park
  - October 27/28 - Accelerating Developmental Education, Windward CC
  - October 28 - CTE State Conference, Sheraton Waikiki

**6. Administrative Affairs Update:** Vice Chancellor for Administrative Affairs

Mike Leialoha

- a. Follow up from what Chancellor Yamane spoke about with meeting with UH Hilo; it is very critical in our area mainly because of shared services/facilities; work on written Memorandum of Understanding (MOU); especially in the area of Hale Aloha and also the area shops on upper campus
- b. Reinstating the Space Management Allocation Committee; major issue on facilities; we have the least amount of square footage in the college system; we have a lot of students; need to come up with additional space; may need to lease space
- c. Installing new phone system, Hilo only; WH eventually; training scheduled for September 23; use same line as computer to phone; new phones to be distributed by the end of this month; new prefix 934-xxxx; discussion took place

**7. Student Services Update:** Interim Vice Chancellor for Student Services Jim Yoshida

- a. Public hearing on tuition increase September 29, in the cafeteria from 2-4 p.m., with a Polycom connection to West HI; next year the University system is switching over to Kualii Coeus (KC) Fiscal Management System; one major change will be in the student refund policy; when the Kualii Fiscal Management System is implemented, campuses will not be able to cut checks right away; however, a student will be allowed to do an electronic transfer of funds providing they have a checking account for refunds
- b. System-wide enrollment is a little over 3,900 students enrolled; just about a 2% increase from last fall; Registrar reported about students registering for classes from other community colleges off campus; UH Hilo has the most students enrolled in our classes, about 217 students; Maui CC at 51 students
- c. As of yesterday, Financial Aid issued over five million, one hundred twenty-seven thousand in assistance just for the fall term; about 3.8 million in Pell grants; for this entire year about 9.1 million up from 7.1 million for 2010/2011 year; five hundred thirteen thousand in Federal direct loans, over a million for the entire year;

scholarships over four hundred forty-four thousand

**8. West HI Updates:** Interim Director Beth Sanders

- a. September 13 - John Morton in town to address the community at the Kona Town Meeting at the old Kona Airport Pavilion, 6:00 p.m. He will specifically answer the question of when will the college be built in West HI
- b. September 14 - Senate & Ways Committee
- c. September 14 - Isemoto Contracting will be moving a 180 ton crane to Kona Hospital where it is going to place the five modular trailers which will ultimately have the nursing lab; expected to have this completed by December of this year
- d. September 16 - UH Hilo College of Business Personnel, as well as the VC for Academic Affairs will be on West HI campus; planning on offering a Bachelor's of Business Program; plan to offer the first classes in Spring 2012
- e. September 24 - UH Hilo in West HI to recruit students
- f. September 29 - Tuition increase hearing; video conferencing from Hilo to West HI
- g. Mobile compass testing for high school students; West HI Testing Center has been approved to administer compass as an ability to benefit students
- h. Noreen mentioned Joel Tanabe working with Peter Quigley's Office on model home project for outer islands; will solicit Joel Tanabe and Gayle Cho; this caught attention of Congresswoman Mazie Hirono

**9. Kauhale Update:** Dr. Taupouri Tangaro

- a. VP Rockne Frietas contacted Chancellor Yamane to have three names submitted from HawCC to serve as creating a motto for indigenous serving institution; a team will be visiting campuses to discuss these areas of how it is that we transform into an institution that serves indigenous communities; Kauhale initiatives motto is sensitive to reach diverse communities; in December will be coming up with an initial draft
- b. Kauhale still infant; figuring out how it works; there is growing support; collecting ideas in Wala'au sessions; there are individuals that have received benefits from being in this kind of motto; individual inquiring send to Tangaro; encourage people to create a paragraph or two and submit to Tangaro

**10. Unfinished Business:** Chair Monica Burnett

- a. VC Administrative Affairs- Position Description to review – Council members were asked if there were any recommendations, feedback and/or comments on the position; no feedback

**11. New Business:** Chair Monica Burnett

- a. Institutional Learning Outcomes (ILOs)  
Shared survey done at graduation rehearsal addressing the ILOs; and summary of data collected
- b. Joyce Hamasaki: Motion to add item to agenda for the next meeting after everyone

has a chance to review it; Hettie Scofield second the motion; discussion took place

c. Trina Nahm-Mijo: Motion to have Tangaro available on September 16 to address ILOs at the E 'Imi Pono Day; Orlo Steele second the motion; unanimously approved

d. General Education Learning Outcomes, Liberal Art Learning Outcomes passed out for discussion only; history of what happened: in February 2011 ILOs brought to council; as a suggestion that a sub-committee be formed to review it that the outcomes are measurable and decided to be put off to allow time for discussion; in March 2011 meeting cancelled due to tsunami; in April 2011, when asked for feedback on ILOs, here was none; then it was moved to the next meeting to discuss a sub-committee; then in May, the quorum wasn't met, sub-committee was tabled until this current academic year; these ILOs came about from assessment through a workshop that Terri Manning was conducting and informed Assessment Committee the current ILOs that we have in the catalog are unmeasurable

**12. Guest:** Kate Sims

- a. Want to include ILOs in self-study; discussions took place
- b. Joyce Hamasaki: Motion to set a deadline by April 2012 College Council Meeting to have reviewed the old and new ILOs coming to the establishment of a set of ILOs, either new or old; Estee Nathanson second motion; unanimously approved

**13. Announcements**

- a. September 16 - E 'Imi Pono Day, 12-1:30 p.m.
- b. September 16 - Wala'au Session on Standard IV (Leadership & Governance), 2-3 p.m., Hale Kea Testing Center

**14. Next Meeting:** Friday, October 14, 2011, 12:00-1:15 p.m., Conference Room 6A and West HI Admin. Conference Room (Vidcon)

**15. Meeting adjourned** at 1:42 p.m.

Respectfully submitted,

Paula Medeiros  
Recorder