

**Hawai'i Community College
College Council Meeting Minutes**

December 9, 2011

12:00 to 1:15 p.m.

Conference Room 6A and via polycom to West Hawai'i

Present: Noreen Yamane, Jim Yoshida, Beth Sanders (via polycom), Guy Kimura, Monica Burnett, Orlo Steele, Marilyn Bader, Steve Schulte, Hettie Scofield, Nozomi Kanoho, Estee Nathanson, Tanya Dean (via polycom), Joyce Hamasaki, David Canning (Student Government), Dorinna Manuel-Cortez, Taupouri Tangaro. Guests: Mahina Gronquist, Kate Sims (via polycom)

Excused: Joni Onishi, Mike Leialoha, Debbie Shigehara

Meeting was called to order at 12:00 noon by College Council Chair, Monica Burnett.

Introduction of David Canning who will be replacing Cameron Bickett, ASUH-HawCC Student Government.

Approve minutes of November 4, 2011 meeting. Few minor corrections were recommended to the minutes of the November 4, 2011 meeting. Motion was made by Dorinna Manuel-Cortez and seconded by Steve Schulte to approve the minutes with recommended corrections.

Chancellor's Update

January 1 change in appointments for administrative positions:

- Jim Yoshida will be appointed as the Interim Vice Chancellor for Administrative Affairs due to the retirement of Mike Leialoha.
- Bob Duley will cover the duties of the Vice Chancellor for Student Affairs until new Vice Chancellor for Student Affairs is approved by John Morton and the Board of Regents.
- Joyce Hamasaki will serve as the Interim Dean for Career and Technical Education.

The recommendation for the Vice Chancellor for Student Affairs has been submitted for John Morton's approval and for posting on the December 21 BOR agenda.

The Vice Chancellor for Administrative Affairs position has been advertised and will be an ongoing recruitment. The Search and Screening Committee of five people will be convening shortly to begin the screening process. The Vice Chancellor for Academic Affairs position will be advertised in early Spring 2012. The recruitments for the Dean of Liberal Arts and Public Services and the Dean for Career & Technical Education will commence when the new VCAA is appointed. The recruitments for the OCET Director and UH Center at West Hawai'i will follow.

System report on vacant positions: About six months ago, John Morton told all the campuses that if these positions were not filled, they would be "swept" at the end of the year. Dr. Morton is carrying out this process. HawCC has eight (8) positions that are over two years old. One will

be “swept” by the system (Milton Leslie’s position at UHCWH. Position description is currently being reviewed and re-described). We can request it back by following a process, but there’s no guarantee. Five (5) positions are “on watch” where we will have an additional six months to fill. The system will also be reviewing positions one to two years old. HawCC has eight (8) positions in this category. We have eleven (11) vacant faculty, APT and civil service positions that are considered “new” (vacant less than one year). The freeze placed on civil service positions were recently lifted and are listed on this report.

We will have a lot of activity in the next several months trying to fill all these vacant positions.

House Higher Education Committee will be visiting HawCC on December 12 in West Hawai‘i. Administrators Joni, Jim, Mike and Chancellor will be traveling with the Committee to the North Hawai‘i Education Research Center, Palamanui and the West Hawai‘i Center. On December 13, the committee will be visiting our Manono campus for a Kipaepae, lunch meeting and campus tour.

The preconstruction meeting was conducted for Hale Aloha renovation project.

The Nursing portable is almost done at the Kona Community Hospital. Bill Affonso and Mike Leialoha attended the final walk-through. After final inspection, electric can be connected to the main line and we can begin utilizing the facility.

Tangaro has been invited as the keynote speaker for the nationwide Achieving the Dream meeting in Dallas, Texas in February. All seven community college campuses will be sending representatives. Tangaro will be bringing some of our Kauhale “village” with him to the meeting.

At the end of June or July, Tangaro and Kekuhi are traveling to the Smithsonian Folklife Festival in Washington, DC. This is good recognition for HawCC and the UH system thanks to their efforts.

Academic Affairs Update/Committee on Committees (Monica received Joni’s notes):

1. General Education Committee Task Force

The Academic Senate Chair and the VCAA jointly appointed a GE Certification Transition Taskforce (GECTT) on November 21, 2011 whose purpose is to facilitate the initiation of a well-defined GE certification process. Subsequently, it has met 3 times since then. The Chair (Jill Savage) will report progress at each Academic Senate meeting. Members of GECTT are Robyn Gartner, Ellen Okuma, Orlo Steele, Jill Savage, Taupouri Tangaro, and Mai Wong.

2. Positions in recruitment:

MWIM instructor – committee done to VCAA,

ETRO instructor – committee done to VCAA

ENG 3 instructors (2 recruiting fall2011, 1 in spring2012)

1 position – committee done to VCAA

1 position – still in committee
1 position – recruitment to begin in Spring
NURS EH instructor – Tandra Fry
AEC instructor – still in committee
DMA Ed Spec to replace Mililani – still in committee
Hale Kea APT temp to replace Leanne – still in committee
Media Specialist APT temp – still in committee
IT Specialist to replace Tony Kitchen – still in committee
Assessment Coordinator – committee done to VCAA
Construction Academy instructor for Hilo High – committee done to VCAA
Office Assistant III – to replace Joni Rapozo – still in committee

3. Assessment

Annual and Comprehensive Program Reviews were due November 18. There are still a few programs that have not submitted reviews.

4. Integrated Planning – HawCC Policy 4.201, Integrated Planning for Institutional

Effectiveness, has been posted on our website at: <http://hawaii.hawaii.edu/ovcadmin/admin-manual>

5. Academic Master Plan – seeking input from program faculty and anyone else who would like to comment.

6. Summer Session

Summer 2012 there will be only three specific Part-of-Term sessions...

- 1) Six-week session: Mon, May 21, 2012 - Fri, June 29, 2012
- 2) Six-week session: Mon, July 2, 2012 - Fri, August 10, 2012
- 3) Ten-week session: Mon, May 21, 2012 - Fri, July 27, 2012

7. Policies and Procedures Update

CCCM 6100 convert to HAW policy New and Modified Courses to Academic Senate
HAW 2.211 Social Media – with Daniel for review
Non Instructional Assigned Time / Overload – with Mari for review
Lecturer Absences – with Mari for review
HAW 9.204 Student Evaluation – to Academic Senate
HAW 9.205 Peer Evaluation – to Academic Senate
Developmental Education (DEEP) – to Academic Senate

Committee on Committees (See proposal for HawCC Hawaiian Language Committee)

Dorinna Manuel-Cortez explained:

The request for the formation of the Hawaiian Language Committee was due to several reasons. At the request of the President, the UH System formed the UH Indigenous Service Institution Steering Committee “Papa o Ke Ao” for indigenizing our university system. Some of the recommendations that are forthcoming are to translate institutional forms to the Hawaiian language and also the naming of buildings with Hawaiian names, etc. The Pukoa Council,

comprised of Native Hawaiian faculty, staff and students, is the advisory board to the UH President. The HawCC Ho'olulu Council is aligned with system goals. Hettie has begun the process of translating the FAFSA. The admissions application will also be translated to the Hawaiian language with the assistance of Mahina Gronquist and Kihei Nahale-a. These activities resulted in a conversation to form a committee to formalize a Hawaiian Language Committee to provide resources for our HawCC community. Since this committee will benefit the entire college, it was determined that it be supervised by administration and housed within Kauhale (report to Kauhale director and the Chancellor) and endorsed by Ho'olulu. Recommended membership and function are listed on the attached Committee on Committee's proposal. Motion was made by David Canning and seconded by Estee Nathanson to endorse the committee. Unanimous. Motion passed.

Administrative Affairs Update (Jim Yoshida reported on behalf of Mike Leialoha)

Attended a VC for Administrative Affairs meeting on December 8. Also attended the Hale Aloha renovation project start-up meeting last week. Anticipate pre-construction meeting in March. Everything has been awarded and now waiting for permitting process. County will not respond until all permits are reviewed. A plan which will include traffic patterns will be developed before construction begins.

By the end of December, identify one percent (1%) of parking stalls (paved stalls) designated for electric cars (mandated by law). Need to supply one electric charging station, designate and mark the stall. Will need to determine how users will pay (swiping of credit cards, etc.) There is no standard signage for electric cars.

Student Services Update

Enrollment is less than last year Spring. All campuses systemwide show the same trend. The processing of applications is five days behind after receipt. Enrollment is estimated at three percent (3%) plus or minus from last year. Financial Aid has been cancelling applications at the request of students who will not be attending. Disenrollment will occur on December 9. Students will not be able to pay online during the Winter Break closure, but will be able to register. Disbursement for financial aid is scheduled for December 30. Grades will be posted as scheduled during the break.

West Hawai'i Update

For the first time, HawCC dance classes combined with UH Hilo for a performance at the Center and was well attended. Five hundred (500) native trees and 5,000 native seedlings were planted by Richard Stevens' class, Botany students and Phi Theta Kappa in the dry forest area by the Veterans Cemetery and at Kaloko.

There are two vacant positions that need to be filled. One position is with Human Resources being re-described. The other position will be posted by the beginning of the new year.

Two students from Joe Wilcox's astronomy class received scholarships to participate in "breaking edge" research.

OCET Update (Estee Nathanson reported on behalf of Debbie Shigehara):

- Planning non-credit classes for the first quarter in East/West Hawai'i and will be including some credit classes that students can enroll in through OCET. Some classes include Medical Transcription, Conversational Japanese & Hawaiian, Modern/Jazz Dance and Modes of Thought.
- Working with the AJ program to offer a 3-credit class for TSA Associates in Kona during the spring semester.
- Offering green and sustainability classes to help incumbent workers as well as dislocated/unemployed participants to be hired through a State Energy Sector Partnership grant. In January we will be receiving equipment so we can begin to offer Process Technology classes for jobs at various bio-fuel processing companies on the island. As part of the SESP grant, a Natural Farming series of classes were offered in Kohala. This program caught the eye of the US Department of Labor who wants us to share it with others so on December 21 a team of faculty from Windward Community College will be visiting various natural farms to see if they can replicate the training in Kaneohe.
- Planning classes for state/county employees through the State of Hawaii Department of Human Resources in computer and supervisory management.
- Working with Department of Commerce and Consumer Affairs to develop train the trainer curriculum and on-line training for 10,000 security guards statewide so they can become certified by 2013
- Working with consultant to plan our OCET Focus Groups to gather feedback on assessment in early January

Apprenticeship

- Accepting registrations for spring classes for apprentices.

Rural Development Project

- Hiring a Sustainability Center Coordinator in January to work with the Carpentry, Ag, Construction Academy, Electricity, and Architectural, Engineering, & CAD Technology programs
- Continuing to work on upgrading classrooms in East/West Hawaii and off-campus with high definition TV monitors as well as Elmos & projectors. Ten sites have been identified.
- Working on completing the Refrigeration and Air Conditioning pilot program but still need to identify instructor and recruit students.
- Planning to open an Agriculture Education Center with a .75 time coordinator in Honokaa to work with farmers in helping them to write a viable business plan and to develop a guide of what crops to grow and who the market is.

Intensive English Program

- Finishing classes with a record number of 44 students in 3 classes this session.
- Steve Clements, HawCC's Study Abroad Coordinator, reports that he submitted a name of a HawCC nursing student to participate in an international volunteer program. This is funded by the Community Colleges for International Development, the H. Wofford

Fellowship and Honda International Opportunities fund which covers all expenses.
Carly Vierra hopes to do volunteer work in Africa or India in a medical setting.

Unfinished Business:

Institutional Learning Outcomes (ILOs)

Monica Burnett stated that when this process began, we made a commitment that by April 2012, a decision would be made on how the ILOs would be implemented to meet the catalog deadlines. ILOs have been completed, but we need to clarify effective day (i.e., day approved, Spring 2012, Fall 2012)

Discussion:

ILOs will not be published until new catalog is published in July 2012 for AY2012-2013. The current Program Reviews do not align with new ILOs. A suggestion was made to introduce the ILOs in Spring 2012 to allow program awareness and to develop the instrument to measure the ILOs. Kate Sims suggested introducing the new ILOs at the All-College meeting on January 5 where they will also be conducting an ACCJC prep activity. Beth commented that introducing the new ILOs in the Spring will give programs a longer period of adjustment for the next annual program reviews in November 2012.

Dorinna moved and Estee seconded to implement the new ILOs in Spring 2012 (to allow programs one semester to transition from the old ILOs). Effective Fall 2012, all programs and units will implement new ILO's. Unanimous. Motion carried. Dorinna suggested that we create a schedule to assess the new ILO's and start discussion at the next College Council meeting.

Strategic Outcomes and Performance Measures, Goal A – Collection of Results:

Monica received results from Math, Liberal Arts, ITSO, Financial Aid, OCET. She encouraged others to submit so that the results can be published.

New Business – Strategic Outcomes and Performance Measures, Goal B.

Global Competitive Workforce Form for Goal B (see attached form). Speaks to the global competitive workforce addressing critical workforce strategies and preparing students for effective engagement in leadership in a global environment. Monica is requesting all to complete Form Goal B by next meeting in January.

Announcements:

Mike's Kipaepae is scheduled for December 15, 8:30 a.m.

Monica thanked Doris for taking the minutes and also thanked all members for attending.

Holiday Get-Together is scheduled for December 15, 11:30 a.m. at the Papa`a Hale, HLS.

Noreen announced that in the Spring semester, UHH and HawCC will launch a joint campaign to "Buy Local/Think Local." Both campuses (Sodexo and HawCC Culinary Arts Program) will

be serving only local products on at least one day of each month. Media Campaign will be a joint effort between UH Hilo and HawCC. This campaign will be in conjunction with the County's initiative. West Hawai'i campus is already doing something similar.

Next meeting is scheduled for Friday, January 13, 2012, 2:00 to 3:15 p.m., Conference Room 6A and West Hawai'i Admin Conference Room (vidcon). Recorder will be Joeanne Losalio-Watson.

Meeting adjourned at 1:15 p.m.

Recorded by Doris Chang, Secretary to the Chancellor