

Hawai'i Community College - College Council Meeting
Bldg. 388, Room 101 (Manono Campus)
Pāalamanui – Site D-183
Friday, November 4, 2016
2:00-4:00 p.m.

DRAFT MINUTES

1. **Called to Order** by Mari Giel, Chair at 2:08pm.
2. **Present:** Reshela DuPuis, Mari Giel, Pearla Haalilio, Ken Kaleiwahea, Bernard “Chip” Michels, Trina Nahm-Mijo, Thatcher Moats, Deseree Salvador, Rachel Solemsaas, James Yoshida.
3. **Approval of Minutes:** October 14, 2016 (not done)
4. **Updates/Information Sharing from Administration/Committees:**
 - a. Updates on Campus Activities
 - Chancellor (no report)
 - Vice Chancellor for Academic Affairs. Mari posted Joni’s report on the blog site this morning. If anyone has questions they can email them to Mari and she will forward to Joni.
 - Vice Chancellor for Administrative Affairs (no report)
 - Vice Chancellor for Student Affairs (no report)
 - Director West Hawaii (no report)
 - OCET. Report posted on blog site.
 - Dean, CTE (no report)
 - Faculty/Staff Development Committee. Report posted on blog site.
 - Institutional Assessment. Report posted on blog site.
 - b. Ho’olulu Council update on initiatives
 - Mari posted Dorina’s report on the blog site.
 - Rachel met with the group who built the ahu and placed the upside down flag. She is working with them to pull the flag and transition the ahu to civic engagement. The group has a message behind the upside down flag and why they put it up. The message is unknown to veterans and community members, who are upset because it has a different meaning to them. The ahu will be moved to a dialogue or civic engagement on November 28 (Lā Kū’okoa - Hawai’i Independence Day). A venue will be provided for the group to have an opportunity to share the reason behind the flag with faculty, staff and students.
5. **Planning/Assessment:**
 - a. Campus Climate Survey
 - Deseree, Trina, Tangaro, Mari, and Shawn Flood have been part of the Campus Climate Survey Committee and used a template from an earlier survey to try and capture how the faculty and staff feel about their job

situations. The first draft is posted on the blog site. The committee is asking the College Council for feedback. The committee is trying to keep it under 25 questions. Everything is multiple choice with one open answer at the end where people can ask a question or provide feedback on an area that was not covered in the survey. Shawn wants the survey to be open for a week so we can complete it by the end of term, get results in the Spring and have something new for the Fall. This survey would establish the baseline. From that point, we would be able to talk about the issues and what we want to do from there. The committee wants feedback, but any changes will require a consensus. Submit comments to Shawn by next Friday.

b. Institutional Planning (Resources Allocation/Institutional Priorities)

- Rachel presented a PowerPoint on Institutional Planning at HawCC. The PowerPoint is posted to the blog space. One thing about our institution is how we serve the community through our student success. There are three areas to align – Planning, Resource Allocation and Assessment.
- On the Planning side, College Council's role will be the voice on institutional planning. Last Spring, the College Council approved the 2015-2021 Strategic Directions. Every year, we will come up with institutional priorities to implement. The Admin Team came up with institutional priorities for 2017. Hopefully by Spring we will complete 2018 so we are a semester ahead and not doing priorities in the middle of the fiscal year. For 2016 Institutional Priorities, we came up with five focus areas: Student Success, Meeting Student Demand (Enrollment), strengthening our infrastructure, diversifying our resources, and fostering our harmonious relationships. Each area has a work plan on how they are aligned to the 2015-2021 Strategic Directions. The work plan is posted to the website.
- Resource Allocation Outputs include Capital – Long Range Development Plan and Deferred Maintenance, Budget Plan, Technology Plan, Equipment replacement Plan, Personnel Plan, and Professional Development Plan.
- At Pāalamanui, we began to explore what we are hearing from the community on expansion. Overall our enrollment is down but it is up at Pāalamanui. What we are hearing over there is Science, Culture and Conservation. For instance, our HLS program on the East side has been focused on hula, language and history and giving our students opportunities for leadership track, careers in education, social work, pre-law and public policy. What we want to do is HLS on the science track on the West Hawaii side, something on fishing, farming and forestry that is more focused on conservation. Pua, Lincoln and Kalani are going to help us develop what that would look like and what kind of programs we could offer. There are some local CTE needs in West Hawaii on trades and apprenticeship. What we're seeing is a need for a broader based mechanical technician or technology career. We have a very strong program between our trades and our auto, but what we're noticing is our graduates are not necessarily opening their own business or working for a dealership. They are being hired by hotels to do the mechanical maintenance. If we could do a broad based mechanical technician and then

add on a certificate for marine, oceanic science, avionics, construction you can specialize but you have this core of generalized mechanical skill sets and training. So we're looking to do something on the West Hawaii side and maybe on the East side. ASNS is another program for strengthening an Associate's degree which is a transfer degree in Natural Science. Imagine this like an honors program. We have students who are college ready or college bound, but they go to the mainland. There's now an opportunity to tell them to stay here, save money, and take your first two years at this wonderful facility with brand new labs if we can offer this Natural Science with four different core areas. In addition to science and conservation, we also heard about business and entrepreneurship with sustainability as a theme. We also heard social science and early childhood education with a focus on science. This is an early conversation, but these are some of the things being envisioned at Pāalamanui.

- At Manono, we're at a crossroads. We have had two studies done that are coming to the forefront and we have to make a decision about where we go. One option is to stay on our current campus with 23 acres, which is land locked. There is an opportunity to expand into DoT, but if we are to grow to 5,000 headcount it won't have enough capacity even if we expand with two stories. We will still have parking issues. It may be we stay here and serve up to 3,000. Any future growth we expand and purchase around us or we expand to West Hawaii and have the satellite campuses in the North and South. A second option is to go to Komohana with 500 acres, which gives us room to grow and there's a plan that could help us grow up to 5,000. In that option, we can maintain what capacity we have now where East campus will continue to be the main campus. Then we have West Hawaii and satellite campuses in the North and South. In the legislative request we have a placeholder. The intent of the studies is to help inform us. The plan is to choose one option and come up with a financing strategy to submit in the legislative request. Let's say we choose Komohana. We have to come up with a financing plan to demonstrate how it can be done. Even if we stay at Manono, we still need a financial strategy.
- On the Budget side, we have three types of funds. Operations (General Fund and Tuition Fees), Revolving and Special Funds (such as OCET), and Capital and System Assessments. See the PowerPoint for Operating Funds Status as of October 23, 2016, Resource (re) Allocation, Sources for New Requests, Priority Criteria, Vacant Positions Reallocated, Other Positions, Prudent Level of Reserves, Investing in the Future, and Four Main Focus Areas. Chip raised the question about why we do not charge lab fees to help offset consumables or if something breaks. Jim explained that fees have to be approved by the Board of Regents. In order for us to charge fees, we would need to submit a request to the BOR like we had to do for Nursing. Rachel added that it can be done, but it's subject to approval and the case has to be made to the Board. It would also have to be justified and sold to John Morton before it goes to the Board.
- For Assessment, we have tools such as surveys. Rachel stated she needs the

College Council to vet the analysis so we can develop action items. All the work that is being done in Accreditation will come back to the College Council. We have resources from Achieving the Dream. There's now additional capacity or resources for AACC guided pathway, so Admin Team will talk about the roadmap to Student Success and other tools such as ICAP.

- c. Student Success Initiative/Guided Pathways – Feedback on Student Success
 - Rachel wants to share this at the next meeting where we are going to dive in on Student Success and how we continue to ingrain it in our College. The ICAP Framework is something that is available for free and might help us.

6. Policy/Procedures

a. Discuss feedback on Smoking Policy

- Mari asked if there was any feedback at the last meeting. Deseree mentioned that someone brought up that UPA was interested in this. Jim added there is a guideline for implementing a smoking policy. The various unions need to be consulted, and we don't necessarily need approval. Rachel stated if there is support from College Council to proceed with the steps to make us a smoke free campus, we want to proceed accordingly. Most UH campuses are going towards a smoke free campus. Unless the College Council feels a compelling reason not to proceed, the Admin Team recommends we proceed. Chip made a comment that he is not a smoker, but he believes a good majority of the students in the trades programs are smokers. He questioned if our enrollment is low, is this something we want to do now? Jim mentioned that what people may not realize is not every campus is on board for various reasons. Rachel mentioned that the UH Hilo campus is smoke free. Resh mentioned she still sees students smoking at UHH. Jim mentioned it's not effective yet. Trina asked if the definition of smoke free means totally on campus. Jim mentioned you can smoke off campus. Thatcher mentioned there may be a little area people would go in the front of the campus. Mari expressed concern over students crossing the road to smoke. Rachel stated we are raising good issues, but we won't know the pulse unless we consult with the unions. Thatcher asked if we would do a survey. Rachel said we would follow the process Jim mentioned about consulting with the different unions. Rachel mentioned we would need to get student feedback. Trina agreed. Jim mentioned there are two ways. One is to say a decision was made for a smoke free campus and follow the protocols of consulting with the unions. The other way is to engage in dialogue with the various groups and get a feel for how they feel. Rachel put the two options up to a vote. Deseree suggested to put it on the website and give a 30 day period to gather feedback, and people will feel like they had a say. Trina agreed. Reshela mentioned that if you give people the opportunity to express their opinion, they often will end up voting for the better option, but if you don't give them that opportunity it can be met with resistance. Rachel recapped that what the College Council is recommending is to get the pulse, consult, engage in dialogue, and then

make a decision whether we want to go smoke free or not. There was agreement.

The meeting was adjourned at 3:09pm.

Respectfully submitted - Ken Kaleiwahea