

Hawai'i Community College - College Council Meeting
Bldg. 388, Room 101(Manono Campus)
Palamanui – Site D-183
Friday, August 26, 2016
12:00-2:00 p.m.

Called to order by Mari Giel at 12:10 p.m.

Present: Rachel Solemsaas, Jason Cifra, Jessica Yamamoto, Joyce Hamasaki, Kathy Kotecki, Trina Nahm-Mijo, Larissa Leslie, Ken Kaleiwahea, Marsha Okajima, Pearla Haalilio, Samuel Giodanengo, Kaleb Matthews, Thatcher Moats, Dorinna Manuel-Cortez, Taupouri Tangaro, Reshela DuPuis, Lisa Kaluna, Randiann Tokeshi, Grace Funai, Shawn Flood, Billie Jones, Deseree Salvador.

Approve minutes from April 2016 meeting. Motion by Resh, 2nd by Deseree.

Reports from Administration:

Chancellor update - attended system retreat yesterday with John Morton. Legislative session, there is a bill for Hawaii Promise program - free community college. States approach for promise program is not that it's really free, but it'll fill the gap for the unmet need for students. Primarily for those who are underrepresented, but there are other criteria involved. President Lassner has provided other priorities aligned with the strategic directions that will be shared with Admin team on Monday. Role of College Council - the intent is to leverage and use all the expertise and representation in this group. The strategic planning will become part of the responsibility of college council.

Joni - on the google drive, all the handouts that support the agenda. First week went smoothly. Spring scheduling - SOC timeline is out, please look at it. Our goal is for STAR registration to be built for all programs for spring 2017 registration. We have to have everything in place. SOC timelines/deadlines are going to be enforced. ACCJC, midterm report had to identify issues--column that says responsible party, please look at this. Student success committee from the system - Joni asked different groups to look at this to provide feedback. Accreditation, we're working with a consultant at UH system wide. Sept 20th he will be on campus--we want as many people as possible to attend. Faculty/Staff development report is on the Google site. From Faculty/Staff Development committee...they're updating their charter and need a vote of approval for the compensation for the position to mirror the college council wording. The most critical is that they're going to be responsible to maintain the employee handbook. They're going to coordinate and conduct orientation for new employees. Joni recommends that these changes be accepted for their charter. Resh seconds. Unanimously approved. DE reported a drop in the number of courses offered, but concluded that it's because of the Rural Hawaii courses that used to be offered.

Jim-unable to make it, but same report as all college meeting

Jason - Equity and campus safety, we will be receiving in our inbox notice of compliances. This is part of our compliance for civil rights. Our students will get a title 9 notice that we're committed to campus safety, etc. System is rolling out the student training portion for title IX in 2-3 weeks. Jason will share with us the same information when it becomes available so that we can encourage students to complete the modules. Going to have a campus climate survey for our students in Sept? For title IX compliance. Enrollment, we're about 127 students short from Fall 2015 numbers. We have very little classes open. We had a drop in early college enrollment this fall because we had classes that we couldn't get instructors for. We have a mental health therapist, not just for students but also for faculty/staff consultation. Rural Hawaii is closing out in Sept. Developing an applied relations management software that will help us to identify our local businesses and be able to sort them by affiliation, people, etc. Student Government - Claudia and Sam are student government advisors and David Tsugawa has volunteered to be an advisor from Palamanui.

Marty - sent report. Will be posted. CHEM/Physics lab anticipated to be completed by October. Intent is that it'll be available for spring classes.

Jessica - no report

Joyce - Perkins awards for our campus...received 4 awards 1) FIRE training equipment. \$24000+ 2) DISL truck simulator will go into apprenticeship classroom. 3). OCET wants to offer CDL license training with the simulator. 4). Haawi Kokua received monies to support students with disabilities in CTE program, and funding for portable ADA compliant sink for CULN program. 5) Natural resource business development - aquaponics technicians at PAL. They won't be HawCC courses yet. Maui is the originator of this consortium, KAP also had a course developed. Couple of courses for the spring, details have not been worked out yet. \$176,147 total, this is a little less than what we've received in years past, but the overall Perkins monies was less than in years past.

Charter Review

Focus less on the administrative reports, representatives will represent their programs - report to your constituents relevant information from meetings, College Council will become the policy/planning recommending board to Chancellor, involved in strategic planning and resource

allocations. Bring all plans together into one plan. Three things to have more dialogue about. 1) you're representing the different constituents of the college. What is the most meaningful way to share information to ensure dialogue is happening. There has to be a more effective way to do information sharing. Are you really taking this information back and following up with your constituents? 2) Planning - and how we put the plan into action. Admin team pulls this all together, but how we deploy resources involves input from the campus community. How do we capitalize our time? 3) Policies/procedures - if anything needs to be institutionalized, these should be brought to college council, with a protocol on how it will be addressed within.

Maybe in next meeting, break into smaller groups and address each of the 3 issues.

Resh - Annual assessment report - bottom of report is an action plan to bring numbers of for completion rates. Assessment Management system update - the PO was approved, but 2 days ago, OPRPM is still questioning the contract so we're not sure if it'll go through.

Mission/Vision/ILO vote update - 129 kauhale members have voted, out of about 240 faculty/staff. All employees of the college get to vote. On the 21st, Mari, Grace and Resh will determine that the vote has not been tampered with, and the results will be given to the Chancellor.

College Hour Schedule - Motion to approve-Trina, 2nd by ??

Shawn Flood - Planning includes assessment. We have great reports, but what do we do with them? They're only meaningful if they are converted into something. Rachel asked Shawn to look at the different surveys we have to look at each one to determine purpose of the tool and how we will use it. We want to engage group in why we have it and how are we using it. How is it related to our mission.

Faculty/Staff/Administrator survey is only used periodically. we have a tool that's not really working at its best. The focus is to have a campus climate survey that will help the admin team to define goals on how to resolve these issues. We may need to have a separate survey to address concerns related to accreditation. 4 CCs that have some kind of a campus climate survey that we can look at. Need a small working group to develop a campus climate survey.

Overarching goal - look at all the assessment tools, but starting with this tool. Make sure they're meaningful and viable.

Email Shawn if you want to participate by next week Friday, 9/2 in this task force. Shawn will lead the task force. Rachel will provide a clear expectation and charge for the group.

Vice Chair - ballot to vote. Only one nominees.

Meeting adjourned 1:11 p.m.

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