

HAWAII COMMUNITY COLLEGE
College Council Meeting Minutes
August 24, 2012
12:00 – 1:15pm
Conference Room 6A & WH Admin.Conf. Rm.

Members present:

Noreen Yamane, Joni Onishi, Debbie Shigehara, Guy Kimura, Joyce Hamasaki, Monica Burnett (Chair), Lou Zitnik, Shana Kojiro, Tony Kent, Manai Kalua, Dorinna Manuel-Cortez, Taupouri Tangaro. In West Hawai'i via polycom: Beth Sanders, Hazel Reece, Wendy Medeiros (Vice Chair), Tanya Dean (Waimea).

Members excused:

Jason Cifra, Jim Yoshida

Guests:

Kate Sims, James Kiley (WH via polycom)

1. Call to Order

Chair Monica Burnett called the meeting to order at 12:07pm

2. Welcome and Introductions

Monica reiterated that the College Council is the Chancellor's forum to dialog college-wide communication in all directions and it involves college-wide issues.

3. Approve minutes from May 3, 2012

Not available at this time, they are with Sandy Kama who is out sick. They will be reviewed at the next meeting.

4. Chancellor's update – *Chancellor Noreen Yamane*

1) ACCJC: Team Chair Loretta of Coastline Community College will be on our campuses for a pre-visit from Sept. 11 – 14, 2012. She will arrive in Kona, and leave from Hilo. The purpose of the pre-visit is to check on the locations and logistics for the Accreditation Team visit in Oct.

2) The External Affairs position (formerly Doodie's position) has been recreated to an APT Band B, temporary position until it can become a budgeted position from the system. The original faculty position is still in place and will go to instruction.

3) The BOR endorsed and supported President Greenwood's decisions in the Donovan case. Via Howard Todo's office, President Greenwood is saying there will be tighter control at all levels on all campuses and she will implement more training for fiscal affairs to avoid repeating this situation.

4) Hawai`i Papa O Ke Ao: Ho`olulu Council, UH Hilo, Tangaro, and Gail will be going out to host wala`au sessions island-wide to introduce the report and conduct surveys to generate new ideas and the campus plan for Papa O Ke Ao.

5. Academic Affairs update/Committee on Committees – *Interim Vice Chancellor Joni Onishi*

1) Enrollment is down 6.5%. Things that may have contributed to the drop are: Aug. 1st firm deadline, mandatory new student orientation, fewer appeals from late registration students. This was expected due to fewer applications and the new policies in place. It also helps weed out students who may not be as committed. In the past, there were about 130-150 late registrations and 50-70 late appeals, this year only about 15 appeals.

2) Student Services implemented Passport to College Success. This requires students to do certain things during the semester, looking to make this mandatory next semester.

3) Math Refresher in East and West Hawai`i: There were two 12 hr/week cohorts with 16 and 26 students. The class was free and it allowed students to retake the math compass test free of charge. This was a learning experience and next time, perhaps during the semester, they will know how to organize to move forward. West Hawai`i had 18 students, all but one was eligible to retake the compass test, 9 that retested improved their scores, 6 improved placement.

4) Joni and Jason are working with DOE Superintendents, Principals, and Vice Principals to collaborate, establish partnerships, and share data on how their students are doing after they leave high school. This is very useful as the DOE can see how they are impacted and aids in restructuring their common core standards. Eighty-nine percent of Hawai`i students tested into remedial level.

5) Advising: It is the responsibility of faculty to advise students. Each student will be assigned a faculty advisor. The advisor's name will be posted on STAR.

6) New hires and Recruitments: Jason Santos – IT Specialist, Tyler Yoshiyama – IT, APT temp , hiring an APT temp for Curriculum Central, Kory Yamada – Permanent Secretary for Bus Ed, Desiree Salvador – English instructor, Ryan McCormack – Title III First Year Experience, Steven Chin – Outreach APT. In recruitment are: ITSO APT, and 8 positions in Title III.

7) Comment from Noreen Yamane: President Greenwood did a presentation on STAR and mentioned that out of 10 campuses, only Hawai`i CC and Leeward CC had completed inputting the new rules into STAR. This is a remarkable achievement, thank you to David Loeding, Helen Nishimoto, and Barbara Arthurs.

8) Committee on Committee

The handbook of committees has been posted. A survey for volunteers will be going out soon.

6. Administrative Affairs update – Vice Chancellor Jim Yoshida

See attachment

Noreen: HawCC received \$500K for the LRDP for Komohana. Brian Minaai's office would like to hire PBR to make the LRDP. Location has changed to Komohana/Mohouli. If all goes well, there should be a plan next year.

7. Student Services update – Vice Chancellor Jason Cifra

No update

8. West Hawai'i update – Interim Director Beth Sanders

1) Hosted a Kona-Kohala Chamber After Hours event on May 16. Over 100 community members were on campus.

2) August 14: First Passport activity on campus was very successful. It was an informal open house for new students and families with 50+ people in attendance. Thank you Jason, Joni, and Guy for attending.

3) August 20: Nursing equipment and furniture moved to new lab.

4) Added one classroom and one conference room with vidcon capabilities to inventory.

5) Construction Academy is now at Honokaa High School with 2 classes. Kohala High School added a Drafting Tech class.

6) Thanks to Noreen, Jay Seigel has been contacted to do an Academic Master Plan for West HI.

9. OCET update – Interim Director Deborah Shigehara

1) During the Summer there were two 2-week sessions for K-8 graders for enrichment programs and high school Career Explorations. Courses included were 30 Meter Telescope and Akamai internships, Health and Human Services, and Agriculture. High School students earned a ½ high school credit upon successful completion.

2) Keith Yamase left OCET and is now working for JOBSOM.

3) There will be many security guards on campus in East and West Hawaii campuses for mandated 8-hour trainings that became effective July 2012.

- 4) Nago City students, Mayor, and BOE were on campus for 2 weeks to learn English and Hawaiian culture. They want to establish a relationship with High Schools in Kona. Their plan is to come for the next ten years.
- 5) David DeLuz, Jr. would like HawCC to host the Gojikara. Gojikara is a Japanese Chamber of Commerce event where businesses come together to highlight who they are. It was suggested to invite the Hawaii Island Chamber and the community to an open house on campus.
- 6) Hakuoh University students from Japan will be on campus from Sept. 4, 2012 to learn English and Hawaiian culture. Lots of hands on experience in Hawaiian culture. Have been going to KapCC for many years but Joyce Tsunoda thinks HawCC has more to offer.

10. Korean trip update (Added to agenda): - *Taupouri Tangaro*

- 1) By showcasing HawCC through the Unukupukupu/Smithsonian event, HawCC has been invited and identified by the International Union on Conservation of Nature as the group to represent Hawaii to teach environmental dance form at the international conference of 8,000 plus people in Korea. There will be no direct cost to the College. Also funded by OHA and Kamehameha Schools.

11. Unfinished Business

a. Strategic Plan: 2011-2012 Report update – *Monica/Noreen*

Last year's closing the loop: Asking for updates from constituents on plan to support strategic plan goals. Added data from system based on performance and inventoried everything being done to achieve goals.

Noreen/Taupouri suggested adding a cover sheet to include the Mission and Institutional Learning Outcomes and summary of report. A nice closing the loop would be to present a "report card" to everyone at the next All College.

b/d. E `Imi Pono Day and ILO Assessment– *James Kiley*

Monica: Purpose of E `Imi Pono was designated a regularly scheduled institutionalized time to review and update assessment procedures, materials, activities, and more as determined appropriate by the College and required by WASC and ACCJC for accreditation.

James: Focus will be on aligning ILO's and best practices. Tools and software are available to look at course assessment and to gather information and aggregate data.

E`Imi Pono Day is Sept. 21, 2012, 1pm – 1:30pm.

c. AAS & ACCJC update – *Joyce/Noreen*

AAS programs primarily in the CTE programs are exercising various options to bring programs in compliance with ACCJC requirements. Some programs are electing to change AAS to AS, or keep AAS and add English 100 and Math 100 as requirements. Curriculum

changes must be submitted to Senate Curriculum Review Committee by Oct. 1. These changes are being implemented before the site visit.

Noreen: May require a policy change in the number of credits needed for a CA degree. John Morton is in support of changes needed to allow more credits to be used toward degrees. Number of programs that need to be revamped by campus: Leeward-3, Kauai-5-6, Honolulu-14-16, Hawaii-15

12. Future Agenda items

a. Please submit a Proposed Agenda Items Form to the Chair at least two weeks prior to the date of the College Council meeting at which you would like the item discussed.

13. Announcements:

- Mission/Vision/ILO posters have been distributed to faculty and staff. Every classroom and waiting area will have a framed poster. Thank you to Meidor Hu for creating the poster, Megan Saito for distributing, and Hawaiian Language for translating the mission, vision, and ILO's.
- John Morton's visit is on September 19, 2012, 2pm – 4pm. Please encourage everyone to attend.
- Flu shot day is Sept. 7, 11am – 2pm in Kaneikeao

14. Next meeting: Friday, September 14, 2012, 12:00pm to 1:15 pm, Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Rm (vidcon).
Recorder: Melany Ayudan

15. Adjourn

Meeting was adjourned at 1:43pm.

Respectfully submitted, Cathy Arita

Manono Campus Projects Update August 16, 2012

One major project not on the Manono Campus that is just about complete is the WH Nursing Learning Resource Center located on the grounds of the Kona Community Hospital. The NLRC is just about ready for occupancy...final touches are taking place this week with a final inspection scheduled for Monday, August 20, 2012.

There are a number of renovation projects occurring on the Manono Campus and a few that are scheduled to start shortly. Therefore, in addition to the usual faculty, lecturers, staff and students, a variety and varying number of construction and related workers will be on campus at any given time.

Disruptions and interruptions hopefully will be kept to a minimum, but sometimes things do happen. If there are any concerns or issues with any of the work being done or any activity taking place, please contact Bill Affonso (333-1325) or security (934-2760 office or 845-1420 emergency)...please do not communicate directly with the contractor or workers.

Major Projects Completed Over the Summer:

1. Renovation of Carpentry Building 386B
2. Renovation of Cafeteria Showers and Refrigerator/Freezer Repairs

Major Projects Currently in Progress and Estimated Date of Completion:

1. Hale Aloha Renovation – very rough estimate is March/April 2013
2. Security Fence – within a week
3. Dust Collector Replacement for Carpentry Building 390– mid-September 2012

Major Projects Scheduled to Start Shortly:

1. I Ola Óaloa Wai Renovation/Addition Buildings 380 and 389
2. Fire Alarm System Upgrade

Major Projects Pending:

1. ADA Door Installation in Various Buildings 382 (cafeteria), 387 (Hale Kea) and 388 (SWD entrance)
2. Reroof Building 379A
3. Upgrade Water Distribution Infrastructure
4. Replace Art Kiln/Remodel Area
5. Replace AC/Ducting in Buildings 378 and 397
6. Upgrade Electrical Infrastructure
7. Replace Windows/Ceiling in Building 381
8. Renovate Storage Bay into CTE Dean's Office in Building 392

There are a number of other projects pending. Some "smaller" ones that are to be funded by the campus and/or system and other major projects that are in various stages ranging from conceptual to approved for design in the coming year.