

DRAFT Minutes
Hawai'i Community College - College Council
Friday, February 09, 2018 @ 12n
Kaneikeao / Palamanui D-183

1. **Call to Order** by Chair D. Salvador: 12:04 pm
2. **Roll Call** (via sign-in sheet)
 - a. D. Salvador, Chair
 - b. C. Mospens, Vice Chair
 - c. T. Kephart
 - d. M. Bader, DC
 - e. R. Cowen
 - f. D. DeSilva
 - g. L. Leslie
 - h. T. Moats
 - i. N. Supe-Roque
 - j. R. Solemsaas, Ex-Officio
 - k. K. Kaleiwahea, Ex-Officio
 - l. R. DuPuis
 - m. J. Onishi, Ex-Officio
3. **Approval of Minutes** 12/08/2017 (Supe-Roque / Cowen) - **Approved** (unanimous)
4. Updates
 - a. **HAW Campus Policy 2.100 Pets on Campus** (Kaleiwahea)
 - i. Revised policy (new name: Animals on Campus) defines what is considered a service animal and provides clarification of misconceptions.
 - ii. Policy applies to Manono, Palamanui, and leased spaces. Ken will be providing the new policy to UH Hilo in an effort to align UH Hilo with Hawai'i CC Manono and Palamanui. Other campuses, such as Leeward CC, also have policies. There are non-UH campuses that have a voluntary registration process.
 - iii. Ha'awi Kokua was consulted regarding policy. Members supported the idea of a registry, possibly a tag to identify the animal, emergency contact number on file. Ken will consult with Ha'awi Kokua / Mari Giel regarding the process.
 - iv. Executive members are responsible to review assigned policies each July. Admin team to provide update. Suggestion for the College Council function regarding policy monitoring and approval.
 - v. Policy 2.100 introduced today and College Council provided initial feedback. Next steps: Ken will create a Google Doc open for comments, College Council members will share with their constituents and get feedback by March 02,

2018, Ken will incorporate feedback as appropriate and reintroduce for approval at the next College Council meeting on March 09, 2018.

b. Budget Requests for FY 19 (Kaleiwahea)

- i. Request form will be provided to each program and unit for requests that are beyond reallocations or collaborations. Requests will go to admin team for approval. This is a way to collect requests, prioritize them based on available funding, and align it with the budget planning process for FY 19, which the admin team hopes to complete by April.
- ii. The list can also be used to determine where other sources of funding can be tapped into, e.g. grant funding.
- iii. Integrated Resource Planning - to eliminate the duplication of effort, the timelines for budget and for program/unit review will be aligned. Going forward, the budget will be determined using baseline funding. Performance funding will be considered additional funding for one-time allocations.
- iv. Annual review uses 3 categories: health and safety, emergency service, legal compliance. Engage College Council or CERC to determine other priority categories.

5. Good of the Order

- a. DuPuis: Assessment annual report to the college is on the College Council blog. Infomatics style of report - open to feedback. Assessment website has been updated.
- b. Salvador: 2018 College Climate Survey is out again. Encourage your constituents to complete it online. It closes at the end of the month.
- c. Onishi: March 02, 2018 is Kauhale Day at Hale 'Olelo. It is a non-instructional day and a working day. There will also be an event that Saturday; please plan accordingly.
- d. Onishi: Wed, March 28, 2018 is HSSI. Post-HSSI (Thurs) at HonCC. Find out if your area is planning to meet. Reservations need to be made ASAP - the week after HSSI is Merrie Monarch.

Next Meeting: Friday, March 09, 2018 @ 2p, Manono 388-101/Palamanui D-183

Respectfully submitted - L. Leslie