Planning Council Meeting Minutes  
Friday, April 8, 2011  
10:30 a.m. – 12:30 p.m.  
Halau ‘Ike, Bldg 20, Room 2

Present: Mike Barros, Keala Chock, Silvan Chung, Brian Furuto, Kyle Higa, Kara Kam-Kalani, Ralph Kam, Ken Kato, Erika Lacro, Billie Lueder, Lianne Nagano, James Niino, Sam Rhoads, Mike Rota, Jerry Saviano, Eric Shaffer, Bert Shimabukuro, Rose Sumajit, Vern Takebayashi (for Sam Rhoads who would arrive later) Kerry Tanimoto, Russell Uyeno, Jonathan Wong  
Absent/Excused: Ross Egloria, Marcia Roberts-Deutsch, Poima Sataua, Preshess Willets-Vaquilar  
Guests: Charles Miller, Brett Bulseco, Hanwell Kaakimaka

I. Call to Order: 10:31am by Jonathan Wong

II. Approval of Minutes; no discussion, minutes approved as submitted.

III. Updates

Google Migration Update - Kyle Higa, ITC Representative  
Migration to Google should be completed by the end of the summer; will be holding workshops; will convert HCC to Hawaii.edu accounts; Hawaii.edu to Google with benefits of Google docs, Gmail; a more collaborative platform

Google migration sessions in student lounge and student computer lab to help them move to and also how to retrieve emails on smartphones

It is strongly recommended that all current HCC users migrate to a UH account; Rose mentioned that a campus wide announcement will go out

Mission Statement Update – Chancellor Rota  
Will be released to the campus for further discussion; by next week; current statement cumbersome; recommends 8 to 10 words in which he will propose one - “To excite, to engage, and to educate.”

Chancellor noted that we fall under a larger mission statement of the UHCC; LCC and KCC are also working on their mission statements; the mission statements from the three CCs will be bundled as one agenda item to the Board of Regents late fall; all the governing groups need to review and comment on the mission statement; the new mission statement will be ready for accreditation fall 2012

PC Charter – campus discussion, Jonathan stated we will review the PC Charter again to evaluate it against the revised guidelines of the campus policy on participation in campus governance that the Chancellor is developing

IV. Legislative/Financial Update

Legislative Update – Chancellor Rota  
Nothing is finalized; what we know so far on this; 10% restriction on the 4th quarter for state agencies about $1.6 million for the entire university; allocation of monies from
President Greenwood has not been made yet; will wait for President’s cuts and then John Morton’s allocation of cuts; he will look at a campuses reserves; possible $80 to $100k for Honolulu CC

Moving forward – University had a budget requests – MELE and DISEL positions none of them adopted in the House bill; Senate will release their version on Monday; if these requests are not in the Senate version then it is gone for this year

University -- $10m allocated on strategic plan outcomes; didn’t make the House version but may make it in the Senate version

Community College’s $6.9m in stimulus funds; $1.3m House budget did not include the ARRA funds not clear if it is in the Senate version

Salary restoration for two year period; negotiations with the unions; 5% continued salary reduction for the next two years needs to clear with mayors of the counties

Faculty union has budgeted to restore; contract allocation; legislature could refuse to have college fund that; no loss in positions, but renegotiate contracts

Lot of unknowns; wait until Monday to see what is presented by the Senate

Building 7 renovation; 22 classrooms in fall 2012 and 19 offices; working two floors at a time; elevators and new mechanical room will start Summer of 2011

CIP House version $80m unspecified; nothing in the second year when the Science facility is scheduled for; don’t know what the Senate bill will look like

V. Presentation of the HCC Integrated Operational/Planning Model -- now powered by TaskStream

Background: In Fall 2010 the college purchased the TaskStream AMS software to assist us in developing an integrated approach to assessment, planning, budgeting and accreditation. This is the product that was demoed to the Planning Council in November 2009. A subcommittee has been working to develop and customize the system to HCC’s needs. We will be presenting the tool and show how it relates to HCC’s Operational Model.

Presented by Chancellor Rota

Annual budget development flow chart (refer to slide 11 in the HCC Operational Model PowerPoint)

Start with the strategic plan; program change requests; then a package goes to the governing bodies who then prioritize high, medium, low; reconsideration of priorities between the governing bodies; recommendations come back to planning council

Attempting to come up with a formalized policy signed off by the Chancellor; Vern raised the issue about the previous Assessment and Planning Guide that the Planning Council used in previous years; suggestion to review policy Integrated Planning, Resource Allocation, and Assessment HCCP#4.101; that policy needs to say that the annual
budget development flow chart supersedes the previous Assessment and Planning Guide

Vern made a motion to reconcile the differences between the old planning assessment guide to the campus policy that is being proposed

Jerry seconded the motion; motion voted on:

Yes – 10
Appose – 0
Abstentions – 0

Motion passed to reconcile old guide with the campus policy
Jonathan will send out the link and everyone review; Chancellor Rota commented about the timeline we’re operating on and that in practice we’ve moved past the Assessment and Planning Guide document and should get the policy put in place ASAP

Jerry made a motion that within policy 4.101 there be a sentence that the integrated operational college policy supersedes the previous Assessment and Planning Guide
The motion was seconded by Eric; motion voted on:

Yes – 8
Appose – 0
Abstentions - 2

Motion passes with quorum

VI. Integrated Planning Policy discussion

Background: Currently the college does not have an articulated policy on integrated planning. The Chancellor has drafted a policy for review by the currently recognized governing bodies. We will discuss the draft policy and provide feedback.

Jerry asked for clarification about the hierarchy of governing bodies in the planning process; Planning Council takes the input from the other governing groups back to the Planning Council to give recommendations to the Chancellor

Step one - Governing bodies to prioritize by planning committee
Step two – make recommendations and whatever was added to be reviewed by the other governing bodies also allow people to see any new additions

Program review, operational, program request; the key to making this work is to keep to the timeframe

VII. Budget Cycle Update

Background: We will provide a quick update and discussion of where we are in the budget review process for spring 2011.
By the week of April 15 the governing bodies will receive the program review requests; ASAP (note: no budget request forms were received); budget request forms will be waived this year only

Governing bodies will rank order from high to low priority; and there will be a second pass through between the governing bodies to review

The final ranking and ordering of requests will be done at the Planning Council’s May meeting on May 13 at which point a final recommendation will be made to the Chancellor

VIII. Participation in Campus Decision-Making Process Policy discussion

Background: Currently the college does not have an articulated policy on governance or campus decision-making processes. The Chancellor has drafted a policy for review by the currently recognized governing bodies. We will discuss the draft policy and provide feedback.

Participation in College Decision-Making Processes HCCP 1-101
Second revision of the policy; review our Planning Council charter; clearly state what people’s roles are

Motion put forward to formally accept the policy to give to the Chancellor for approval; Seconded by Eric; Motion went out for vote:

Yes – 8
No objections

IX. Planning Agenda Update: Update on Planning Council Effectiveness Assessment Item
Planning Agenda Update: Update on Governance Chart Item
Planning Agenda Update: selection of next item to work on and formation of subcommittee to spearhead

Background: Following the last Accreditation Self-Study a Planning Agenda was developed of items the college needed to address for the following Accreditation cycle. Several items were assigned to the Planning Council for follow-up. As agreed to in our February 2011 meeting the PC will be tackling its list of items between now and the end of the calendar year (December 2011). At the February 2011 meeting a Subcommittee was formed to tackle the item of assessing the Planning Council’s effectiveness and updating the campus Governance Chart. We will also select the next item to work on.

Kara and Ralph put together a survey for Planning Council members that could be sent out to the campus at large to survey to the faculty and staff

Conversation about their survey instrument centered around the following - How do you assess the effectiveness of the council? make sure that there is transparency; is the process visible and communicated well with the campus; the Planning Council sees forward the success of the strategic outcomes; Does the Planning Council publish minutes - communicate its actions
Further discussion - How does the transparency speak to the effectiveness of the process; needs to be some kind of measurement on the process

Historical – Planning Council was created to be transparent about the budget; short term measurable methods; the outcomes are designed to be measurable

Charles volunteered to assist Kara and Ralph in the creation of survey; one for the Planning Council members and one for the campus

Kara and Ralph along with Charles will continue to work on their Planning Agenda item.

To move forward with the other Planning Agenda items Jonathan solicited volunteers to pick an item from the list of outstanding Planning Agenda items.

Russell, Mike B. and Silvan volunteered to work on item from page 35 “The College should develop ways to systematically assess, document, and integrate the utilization of advisory committees into the planning process."

Jerry, Erika, Jonathan and Sam to update item on page 36 “The College must establish an overall assessment program for the governance system, must communicate the results of these evaluations, and must use them as a basis for improvement.”

X. Implementation Plan Review and Update

Background: A main charge of the Planning Council is the review and update of our Strategic Plan and Implementation Plan. We will begin to review the Implementation Plan items to determine if we are currently meeting our Strategic Plan outcomes and make recommendations to revise Implementation items or to add items we have overlooked based on new information we have gathered.

Erika showed the current version of the Implementation Plan; Planning Council to regularly review; How to get items on to the implementation plan; Categorize them by the strategic plan – example: Native Hawaiian educational obtainment

By April 15th will be able to show the latest version; will go out to the campus through the Deans

Question - How were these items gathered? How did the campus provide input?; Look at the implementation plan; admin went through the list of what we are currently doing; When does the campus give input?; Shown in the policy – transparency in the policy, one of the appendices in the policy explains that there be a town hall meeting to present this to gather feedback

Update the document first draft is on the intranet; send a message to the campus on where to find the information; report back to the campus on what was done; what was funded what still needs to be done

Discussion of how things get on the plan – one suggestion through program review;
Come across opportunities like a grant how to get those items into the plan; implementation plan is what we need to accomplish to achieve the strategic outcome

Deans have been asked to go out to their constituents from their units about how they will help to achieve the implementation goals

By April 15th circulate the copy and can update in May; help various governing bodies understand their responsibility to understand the process

Erika to plan a town hall meeting

XII. Long Range Development Plan

Background: Over the past year we as a campus community developed a Long Range Development Plan for our campus. The plan is pending final Board of Regents approval. With the plan in place we now need to take the next steps of determining of how we will bring about the vision the plan details to fruition. What is our next step?

(Deferred to the next meeting)

XIII. R&R Campus Beautification Committee Request

Background: In the 2006 – 2007 academic year the Recruitment & Retention Committee was formed to address the college’s long-standing issues in each of these important areas. As part of the agenda the committee set each year various ad-hoc subcommittees were formed to implement key tasks identified by the committee as important priorities. With some of the work of these subcommittees growing in importance the question needs to be asked as to how and where these ad-hoc groups can be placed on the official campus committee structure. The Campus Beautification Committee is one such ad-hoc group whose work and scope has grown beyond the ad-hoc nature.

(Deferred to the next meeting)

XIV. Tutoring Support Services for Students

Background: It is given that a strong core of academic support services is a key factor in student success. One of the key components of this is a strong tutoring program. Here at HCC the CSC serves as the lead provider of tutoring services for students. Given the needs of our students in special populations the college has also implemented services through Title III, TRIO and other external funding sources to meet the challenge of adequately provisioning tutoring and peer mentoring services for students. Several years back the Faculty and Staff Tutoring services were also begun to help meet our student support challenge.

External to HCC, it is also a given that academic support is a problem that all institution’s in higher education face and is not unique solely to Honolulu Community College. Just recently the UHCC system purchased services from online tutoring provider SmartThinking for all CC campuses within the system to receive online tutoring. This service is expected to start in the fall 2011 semester.
At the UH Mānoa campus, the Online Learning Academy was launched a few years back to provide online tutoring in math to high school students as part of a P-20 initiative. Due to the success of the model the Online Learning Academy expanded services to students at Kapiolani Community College in 2010 and has recently made an offer to expand services to students here at Honolulu Community College.

With the opportunities presented by SmartThinking, the Online Learning Academy and the current restructuring of the CSC mission and services as well as the proliferation of other support services on campus a clearer plan is needed regarding our approach to providing tutoring support for students at Honolulu Community College. We will begin discussions on this topic in this agenda item.

Jonathan gave an overview of the various tutoring initiatives on campus and other initiatives occurring around the system that have an impact on HCC

Currently on campus there are different entities that service students: CSC – NHC – PRIDE – Faculty/Staff – Online (DE needs)

Manoa online learning academy K-12 model expanded to KCC and now Manoa would like to extend to HCC; KCC STEM partnership; UHCC smart thinking for all CC students; provisioning academic support especially tutoring is a universal problem

With regard to tutoring services from the CSC, Lianne, Hanwell, Charles and Brett shared this update.

CSC – focus has changed to campus focused tutoring; end of dec to march tutored 700 students; testing for distance education growing an average 8 to 10 thousand testing for the system; continued to test all the Math 98 students; Students at HCC can retake the COMPASS placement test at anytime as long as they are not currently enrolled in an English or math course in the UH system. Retake examinees must also do the following before retaking the COMPASS:
- must have seen a counselor and received the HCC Placement Test Referral Form.
- must have completed payment on their $25 retake fee at the HCC Business Office.
HCC’s retake policy is the most liberal on Oahu because KCC’s and LCC’s retake policy bars students from retaking the COMPASS if they start taking English or math courses while HCC students are able to retake the COMPASS test as long as they are NOT currently enrolled in a math or English course.

With regard to the KCC STEM project, Erika shared this update: National Science grant that KCC is the lead that Native Hawaiian students are the main focus; summer projects; recruit students into the program 8 students a year, cultivate more of a STEM focus; will need one person dedicated to be the recruiter for this grant

With regard to the UHCC Smart thinking contract, Erika shared this update: for all 7 campuses; not sure where it will go on campus; will come out in fall; will it be housed in one center; better way to organize and communicate and not duplicate efforts
With regard to tutoring impact on students, Brett shared the following -- Longitudinal studies on the tipping point; providing more opportunities to receive tutoring and from different areas, 10 contacts, grades raised by .5

Some concerns how to best customize smart thinking – wrap around of student support services; get together on what is the most effective way to work this out

XV. Adjournment 12:39pm

Agenda Items for next meeting:
Passing of Budget Recommendation
Crises Management Team update on Sex Offender Policy
Update of Implementation Plan

Next meeting; Friday, May 13

Minutes submitted by Billie Lueder