FSEC Meeting Minutes
Date: 12/3/2010

Members present: Jerry Saviano (HCC Chair), Ron Pine (System Chair), Mike Rota (Chancellor), SSEC Liason Jonathan Wong, Howard Kam (Student Representative), Shioko Yonezawa, Evelyn Greene, Steven Chu, Vern Takebayashi, Karen Hastings, Wayne Sunahara, Jean Maslowski, Judy Sokei (recorder).

Guests: Erin Brown, Brian Furuto, Sam Rhoads, Steve Mandraccia, Jennifer Higa-King, Erika Lacro, Mike Ferguson, Christine Hacskaylo, Kara Kam-Kalani, Kimberley Gallant, Pat Patterson, Eric Paul Shaffer.

Meeting convened at 9:00 am in Apprenticeship, Rm 18.

Summary:

1. Minutes of Oct. 22 meeting as well as specific wording of campus reorganization resolution passed unanimously on Oct. 22. There was no objection to the minutes of Oct. 22. Passed unanimously.


Mike Rota, Chancellor, made introductory comments regarding the proposed policy, HCCP #9.210, before opening the discussion to faculty, staff, and the student representative with questions, and providing them with answers. Although the proposed policy remains consistent with the University of Hawai’i Executive Policy, Chapter 9, Personnel, Section E9.210, “Workplace Non-Violence,” in terms of purpose, Mike pointed out that the proposed policy makes revisions to the procedures. Instead of making immediate reports to a “supervisor,” the policy proposes that an incident be reported to HCC’s Crisis Management Team (CMT), which will consist of the Vice Chancellor of Academic Affairs, Vice Chancellor for Administrative Services, Dean of Student Services, Mental Health Counselor, and the Head of Campus Security. The chancellor stated that the role of the CMT is to provide respect and protection for everyone at HCC, including staff, students, administrators, and others while on campus. He emphasized that we all have a responsibility to report an incident accurately even if we are not the one who initiates the report. If an individual does not report, then he or she is not being responsible for all. The proposed policy also makes a distinction between “direct, overt threats,” and “disturbing behavior” (immediate or imminent danger is not certain). Mike thanked Ron Pine for drafting the distinction.

The following is a summary that resulted from an open discussion between the chancellor, the CMT members, and the faculty, staff, and student representative regarding HCCP #9.210:

- Access to a CMT is available 24/7. For emergencies, a CMT can be called at home, and security is always on duty, whether at night or on weekends.
Anyone of the five CMT members can make a decision for action, and a phone call is enough to activate the CMT. However, for a student who has demonstrated “disturbing behavior” to be removed from campus, an incident report must be filed within 24 hours (see intranet incident report form) in order to start judicial or legal process. Otherwise, the student has a right to return to campus. Notifying security or having HPD present at the scene, or verbalizing a report to an alleged authority, is not enough to remove a student or to prevent the student from returning to campus. An accurate incident report with specific details of the alarm can only come from the filer. Once filed, the CMT immediately contacts the filer and asks what he or she wants done.

- This process has worked well with faculty in the past. One instructor reported that she sent an email and notified administration after a frightening experience with a student, and got immediate responses from administration and security. Security came to her classroom, took the student out, and asked whether she wanted the student allowed back into the classroom. Another faculty member mentioned that the immediate presence of the CMT during an incident was important for her and appreciated. The mindset of the past seemed to have been that nothing would be done by administration, hence faculty were less likely to report incidents.

- Faculty questioned to what extent they are allowed to access and disclose incident reports or information regarding a difficult student to other faculty members. Faculty finds it important to inform other colleagues even if they must do so while the student transitions between classes. Brian Furuto stated that if the student commits a direct or overt threat, then everyone should be informed; however, grey areas cannot be investigated hastily. Erika Lacro stated that it takes time to call and gather information from everyone involved in the incident. Division I has decided that if an incident occurs, the division chair would notify all instructors. Jerry Saviano stated that this is not an illegal practice. If it is a fact that an incident has occurred, is it sufficient to notify one’s own division or the entire campus? Brian stated that the CMT, not the entire faculty, will be in charge of notifying the appropriate people. The CMT cannot disclose mental health issues of students with faculty. However, students can disclose their issues to faculty in a plan they create with the mental health counselor.

- FSEC members Jerry Saviano and Karen Hastings will draft an emergency contact poster that is clear and large enough for easy access in each room. Ron asked about the status of locks on faculty office doors that can be quickly locked from the inside during an emergency. This issue was discussed on this campus after the V-Tech incident, but nothing has been done. Many schools in the state now have these locks. When will this be done at HCC? Mike Rota responded that the UHCC system received a special appropriation last year through an initiative lead by the Student Caucus to enhance campus security. As part of this initiative, the CC system engaged a security consultant to advise us on security issues, including door locks. This has
allowed us to install lighting on the old incinerator site, place blue security phones at selected locations on campus, and install a video monitoring system on campus. According to Ken Kato, there are a number of advantages and disadvantages to the various door lock options and we are in the evaluation process as to the appropriate option to select.

- Ron and Jerry will continue to work with the chancellor on revising the policy, including workplace violence training workshops as proposed by Vern Takebayashi. Vern proposes that a subcommittee, which includes interested faculty and a CMT representative, take on the task of creating workshops for HCC. Mike Rota will notify the FSEC of any changes to the proposed policy before it is tabled for vote. Jerry thanked both Ron for his work on the policy and Mike for being open to revisions. Ron noted that key suggestions came from faculty, particularly Jennifer Higa-King. Mike ended the discussion by saying that this issue with workplace violence is important but is not new, and that a policy will need to be in place for the upcoming accreditation.

3. **FSEC charter to include a voting member from the Kupu Ka Wai Council.**
Postponed for next FSEC meeting.

4. **System Chair Report.**

On The University of Hawai‘i System Mission Statement and Strategic Directions for International Engagement, 2010-2010 DRAFT. Ron Pine asked FSEC members to have their constituents, especially those who are involved with international students and issues, review the draft for comments. The Board of Regents recognized a huge gap in our mission regarding international engagement. A system-wide team has provided this draft and is requesting feedback from all campuses.

On Information Technology and Webmail. Ron Pine reported that David Lassner, VP for IT & Chief Information Officer, UH, is under great pressure from the legislature to deal with the university’s IT security issues. Over 800 servers are used in the system. Faculty members buy their own servers, and there is no way to control what takes place on them. It is very probable that the UH will soon no longer invest resources in webmail. The trend throughout the nation is to move to Gmail, which seems better than webmail and is free. It seemed to Ron that everyone should prepare for this move rather than pretend to be talking about the pros and cons. Greenwood, Johnsrud, and Lassner should make a decision and initiate a move. Also HITS is becoming ancient technology and will be replaced with a streaming video option.

On the New Proposed Articulation Language. FSEC members find Manoa’s language on articulation suspect considering Manoa’s past history of disregarding, in certain
instances (i.e., mathematical graduations requirements), the Multi-Campus Foundations Board agreement. What does the new language do to earlier agreements? Will each campus have a say on what comprises a course? Who decides on the arbiter? If a course covers nine of ten items agreed upon for articulation, will it be rejected? Mike Rota stated that the proposed language assumes that if the CRN and the course name are the same, then the course will be articulated, but he questions what is being articulated. There are a number of courses with the same CRN and name that teach different things. Mike suggests that student-learning outcomes (SLOs) be articulated. Ron Pine suggested that Mike create a draft of his suggestions. The FSEC will look at the draft and perhaps forward to the system.

Meeting adjourned at 11:00 am.

Next Meeting: Friday, January 28th, Apprenticeship, Rm 18.