Planning Council Meeting
January 14, 2011
10:30 a.m.
Halau ‘Ike, Bldg 20, Room 2

Absent/Excused: Erica Lacro, Scott Murakami, Mike Rota, Russell Uyeno
Guest: Kara Kam-Kalani

I. Call to Order: The meeting was called to order at 10:37 a.m. by Jonathan Wong

II. Approval of Minutes
   a. Motion to approve by Marcia; seconded by Ron
   b. Minutes approved by council as submitted

III. Introductions
   Jonathan welcomed everyone to the Spring 2011 session of the Planning Council and introduced new members Lianne Nagano representing Academic Support and Billie Lueder representing Administration and who will serve as recorder

IV. Spring 2011 Overview Opening Remarks by Jonathan Wong (Refer to Opening Remarks PowerPoint)

   Jonathan gave an overview of what the Planning Council will be working on for Spring 2011 as well as his thoughts on things we need to keep in mind for Spring and beyond as it comes to Strategic Planning.

   He reviewed the HCC Operational Model shared by Chancellor Rota which is comprised of the Strategic Plan, the Implementation Plan, Resource Requirements and Assessment.

   With the completion of the Annual Program Review (the Assessment part of the model) we are now moving back to revising our Implementation Plan to address any changes or improvements that need to be made. For this Spring our tasks will be the following: 1) Update our Implementation Plan, 2) Develop at annual budget for FY 12 and 3) begin to looking ahead for planning purposes to our Supplemental Budget for FY13 and the next Biennium cycle.

   The Timeline of activities for the Planning Council this Spring will be as follows:

   ● Jan/Feb program review results
   ● March/April: FSEC,SSEC, KKW, ASUH will prioritize budget requests
   ● April all groups to come together to go through all the requests

   Ken shared that the Budget sub-committee to meet end of Feb; rank priorities in March meeting

   Some other ongoing activities happening this Spring Jonathan shared that the Planning Council will want to keep in mind as it relates to Strategic Planning include:
Accreditation Planning Agenda items (we must get back on track on)
Title III grant (next 5-year grant the Kupu Ka Wai Council is putting forward to U.S. ED, how best can the grant activities be supported by the overall campus plan)
LRDP (what’s next to move this forward)
Achieving the Dream (what’s next to integrate more of these activities into the campus plan)

Jonathan next shared the SWOT (Strengths, Weaknesses, Opportunities and Threat) Analysis model of environmental scanning that is used by organizations for Strategic Planning purposes. Internally organizations monitor and assess their strengths and weaknesses, externally they monitor opportunities and threats in the external environment caused by changes to the political, socio or economic atmosphere.

Some forces currently at play he felt we should keep tabs on that may pose as opportunities or threats include:

- Changing student demographics (changes in our practices to better meet their needs)
- Changing workforce needs (what types of new programs or changes to our current programs do we need to make to meet the needs of industry)
- Implications of climate change (what types of new programs or changes to our current programs do we need to make to meet this challenge)
- New state administration (what types of opportunities or threats does the agenda of the new administration present for Honolulu Community College)
- Swinging to the Right in Washington (what types of opportunities or threats does the agenda of the new Congress present for Honolulu Community College)

V. Planning Council Charter

Discussion continued on the latest draft of the Planning Council charter. Comments and discussion reflected the following:

Members appreciated receiving the PC agenda ahead of time; gives the campus an opportunity to respond;

Sam wondered what happened to the edits he made a year ago to the charter; he didn’t have a chance to go back to compare the two;

Jerry asked to look at the responsibilities section on page 3 regarding communicating general college issues and expressed concern that it was shifting the scope of the PC which should be focused on budget and strategic planning;

Marcia remarked that some redundancy can be a good thing as some issues have implications on strategic planning when viewed in different contexts;

Overall it was agreed that the PC’s role is focused on long term planning as it relates to the budget and has the responsibility of communicating the budgeting process, program reviews, etc. with the campus

Motion by Ron to approve the PC charter
Seconded by Marcia
Motion to accept the new charter was passed unanimously and will be forwarded to the
Chancellor for approval

VI. College Mission Statement

Discussion continued on the revision to the college Mission Statement draft as forward
by the Mission Statement sub-committee that included Jerry, Keala, and Marcia. Several
committee members provided suggested edits which generated conversation on the purpose
of the mission statement and how we articulate the mission statement. The committee agreed
to personalizing the statement and ensuring that the mission distinguishes us from others.

Jerry motioned to accept it with minor edits; Ron seconded the motion; Call for a vote-
motion died

Committee then asked to take time in the meeting to revise the statement in full to come to
agreement on language and wording. The committee spent several minutes debating and
revising the wording of the Mission Statement to a final form.

The final revised version reads:

“Honolulu Community College serves the community, the city, the state of Hawai‘i, and
the Pacific region as an affordable, flexible, learning-centered, open-door, comprehensive
community college. We meet the evolving post-secondary education needs of individuals,
businesses, and the state. We offer high quality courses and programs in the liberal arts and
career and technical fields, and have unique partnership with state-registered apprenticeship
programs in diverse career fields. We are committed to the support of our Native Hawaiian
community and it language, history, and culture. We offer continuing education and training
to meet the demand for a competitive workforce and diverse opportunities for personal
enrichment."

Motion by Jerry to accept revised statement
Seconded by Eric
Motion to accept the revised Mission Statement passed and will now be shared with the
college community for comment

VII. Campus Financial Update from Ken

Ken provided an update to the PC about the campus finances and budget.
Next fiscal year 1.2 million ARRA funds that lapsed this year; top priority to get those funds;

Restoration of salaries; not sure about collective bargaining; notes from the budget sub-
committee are posted on the intranet for college’s review

Annual Budget Review – talked about implementation strategies; program improvement
based on annual program review; tell us what you need; fill out program change request form;
additional operating requirements – renovations

The college will not be allocating year end funds as it did in the past years; Sam raised
concern that year end funds have been looked down upon as wasted money which is not true;
Ken clarified that the statement in the sub-committee minutes “The College will not be allocating year end funds as it did in the past years” was the words of the Chancellor - it has to be tied to strategic planning and implementation;

Sam asked that in the minutes it be made clear that the chancellor said that statement;

Jerry asked for clarification on a deadline to coordinators by which to send to someone about end of year funding; Sam raised concern that the year end funds were previously controlled by Provost which now we had a committee to review;

Ron added that the Chancellor’s policy allows for maximum campus participation in guiding the spending of year end funds. In the case that there are say 15 PCR requests and we can only fund 11 during the regular budget process, the Division Chairs that meet at the end of the year to decide on how to spend any leftover money, should then look at year end funds to see what of the remaining 15 that did not get funded can be funded. He noted that there should be guidelines based on all the campus input and prioritizing during the year;

Jerry brought up a scenario of sometimes you have equipment needs that come up that were not planned for;

Ken/Marcia noted that you are covered by Number 3 in the annual college operating budget; Purchasing deadline before June 1st; Ron noted that everyone should review the implementation strategies for clarification and understanding

Reeducate your constituents about the Operational Model; familiarize yourself with the strategic plan intranet page; take a look at budget worksheets;

Brian will go through it and re-categorize the documents to eliminate redundancy and make it easier to navigate through

VIII. Program Review 2010 Results -- Ross Egloria

Ross shared the results of the 2010 Program Review from the campus which indicated upcoming budget requests from the various campus programs. (Refer to Program Review PowerPoint for detailed program requests).

Ross noted that many of the program requests asked for new computers and other technology related equipment for classrooms and labs underscoring the needs for us to develop our technology replacement cycle.

Jonathan shared that the Technology Users Advisory Group did talk about this (the minutes will be posted on intranet next week) and the tech plan calls for a unified budget and replacement of technology for the campus. Both will be developed as priority items this semester.

IX. Next meeting

The next Planning Council meeting scheduled for Friday, Feb 11 will be moved to Feb 4 due to a conference that Jonathan, Erika and Jerry will be at during the week of the 11th. As agreed upon by the committee, it will be moved to Feb 4th, 10:30 a.m. - 12:30 p.m. in Bldg
20, Room 2.

X. System migration to Gmail

Discussion started off by Ron about David Lassner and the UH ITS plan to migrate our mail service to Google Mail due to the costs of maintaining the infrastructure for the hawaii.edu mail service. UH ITS will continue to keep the hawaii.edu mail servers operational but will no longer be investing further into it. The migration to Gmail will be the use of Google’s mail servers to run the hawaii.edu mail service. People will still retain their hawaii.edu address and username to receive e-mail so there is no loss in identity. There was also a Google presentation through PCATT recently. He shared that the LCC Faculty Senate passed a resolution to move to Gmail. He recommended we follow suit in passing a recommendation to proceed with the move to Gmail. Many universities have made the move to Gmail. The downside is we are putting all our eggs in one basket as issues have been raised about security and proprietary information. Google does much research and takes precautionary steps to ensure its security. The move to Gmail is seamless and it will work with Laulima. Ron recommended to start the move plans to migrate but that has to go to Faculty Senate for discussion.

Jonathan clarified that people won’t be forced to migrate if they don’t want to but it is a movement from UH. He shared that we have the infrastructure to support the move. ITC on campus has been making plans on how best they can support faculty in the move over. The NHC has also been providing training on Google Apps (which includes Gmail) for several years now. The Tech Users Advisory Group will take the lead in discussions and making plans to support the move. If FSEC passes a resolution it will go to chairs of other four governing bodies for discussion.

Eric asked how can we be assured that this will remain free. Jonathan shared that Google makes its money through ad revenue and also offers a premium suite of Google Applications to private sector businesses. They do not charge educational institutions because of this.

Rose added that tech support staff addresses different ways to providing tech support of the migration. She shared a document and welcomed any feedback (refer to A White Paper on Leveraging the Student Computer Lab and Technical Desktop Support Offices)

XI. Agenda items for next meeting

Marcia requested that discussion of the tri-semester proposal be added for discussion at the next meeting which Jonathan agreed to place on the agenda

XII. Meeting adjourned at 12:29 pm

Submitted by Billie Lueder