Planning Council Meeting Minutes  
Friday, February 4, 2011  
10:30 a.m. - 12:30 p.m.  
Halau 'Ike, Native Hawaiian Center, Bldg 20, Room 2

**Present:** Mike Barros, Silvan Chung, Ross Egloria, Brian Furuto, Kara Kam-Kalani, Ralph Kam, Ken Kato, Billie Lueder, Lianne Nagano, James Niino, Sam Rhoads, Marcia Roberts-Deutsch, Mike Rota, Jerry Saviano, Poima Sataua, Bert Shimabukuro, Rose Sumajit, Kerry Tanimoto, Preshess Willets-Vaquilar, Jonathan Wong  
**Absent/Excused:** Keala Chock, Erika Lacro, Scott Murakami, Eric Shaffer, Russell Uyeno

I. **Call to Order:** The meeting was called to order at 10:32 a.m. by Jonathan Wong

II. **Membership Update**

Background: Since our January meeting the PC has had some membership changes. We will welcome our new members and mahalo our departing members.

Welcome new members Preshess Willets-Vaquilar, SSEC liaison, Kara Kam-Kalani, Faculty at Large  
Thank you to Ron Pine, departing Faculty at Large

III. **Approval of Minutes**

Motion to approve by Marcia; seconded by Rose  
Minutes approved by council as submitted

IV. **Budgeting Process Update**

Background: Clarification and update to the budgeting process and timeline we will be using this semester based on our discussion from last month's meeting

The Chancellor handed out a one page Annual Budget Development Cycle and Timeline (refer to handout /PDF). It is an at-a-glance document that shows the budget process cycle timeline and deadline dates mapped out to the current academic year.

Chancellor Rota reported that we are a little behind the curve but will get back on track. He asks the Deans to work with their programs to get additional requests in.

Discussion started by Jerry that the FSEC meet last Friday and assumes that someone will give FSEC a list of program requests to rank. Mike clarifies that programs should use the Program Change Request (PCR) form for additional operational requirements and will have from now till October (as outlined on the handout) to submit a request for things above and beyond.
Jonathan inquires, given that we are off the Chancellor’s schedule, as to what is a reasonable time for the governing bodies to expect the full compiled list of requests to rank. Mike asked Ken to turn that around to the governing bodies by the third week of February.

Addressing some concerns raised by Sam and Jerry at last month's meeting for there to be a Forum to have the div chairs discuss the budget requests Mike sees the CLT as being the appropriate forum for those discussion. Jonathan requested of Ralph to have Erika set a specific date for the CLT to have this discussion so we can ensure representatives of each governing body is present to get the information they need to rank requests appropriately. Ralph will follow up with Erika on a date.

Chancellor asked if there is a missing area to the process to let him know as this is a structure that we would like to use as closely as possible moving forward

V. Planning Agenda Update

Background: In the last Accreditation cycle a Planning Agenda was developed based off of the Self-Study and ACCJC’s recommendations. Several of these items on the Planning Agenda were specifically assigned to the Planning Council for review and action. We will be reviewing the status of our Planning Agenda items and determining the next steps to move forward on our assigned items. This will be a standing agenda item.

Jonathan handed out a Short Format of the Planning Agenda; updated last in the Summer of 2009 (refer to Planning Agenda for Planning Council Short Format)

Jonathan led the discussion by going through the list item by item; items were then grouped by likeness by which the PC needs to address this year in preparation for the self-study

Not Begun - pages 1-2
The first five have had no action
No. 6 on page 1 is being worked on through the college’s re-org process
No. 7 – 10 Discussion on general institutional effectiveness; SLO student success/curriculum and overall SLO for the institution – separate the two; PC should not oversee the curriculum; items developed based on the language of the self study; concern of the lack of usage of the word curriculum vs student learner outcomes (SLO)

Math and English; Tutoring in all levels, taking on the Distance Learning and service learning and exploring Compass

Chancellor expressed that this is a level of detail that should not be in an accreditation report; Marcia commented that this is an item that should be flagged for the budget to monitor that they have the budget for them to do what they need to do; Sam expressed that some of the next items PC should know about but are not responsible for; these are the type of items that should be coming out in the Program Review

In Process – pages 3-5
We are working towards establishing a process, procedures and reporting mechanism to share with the community on where we are; No. 1-3 are close to completion
No. 4 is in process
No. 5 to be worked on; consider a write up of the responsibilities of the PC
No. 6&7 question came up on how the items on this document were selected – seems to be redundant; comment by Marcia that these were items that were pulled from the self-study as issues that should be flagged; recommendations from various standards so some may seem similar in nature
No. 8 clarified that the Chancellor responds to the things that the PC wants but if the Chancellor is against a recommendation it will be done in a written document
Regarding departmental issues No. 9-19 (pg. 4-5)

Marcia mentioned that these items get folded in to the budgeting process as support from requesting units; input for next planning council; Chancellor noted that it is not appropriate to budget in an accreditation report but to note that we do we have a budgeting process; some of these items are too specific for a self-study report

Question from Kara on how do you rescind what is in a self-study; Chancellor responded that we have processes in place on how these issues are dealt with which is the budget planning process.

Jonathan asked the council which ones we wanted to focus on and how do we get there

Top two on page one; governing bodies collegiality is working to monitor these outcomes
First seven items; many are overlapping
Sam mentioned that he created a governing chart a few years ago and asked the council if they felt it would be useful if it was updated; council agreed; Sam expressed that he will update the chart that was created in Visio

Chancellor shared that it is important to describe the function of all the groups; have the governing bodies provide input to modify and improve; two years ago survey around Achieving the Dream what would a functioning campus look like; suggested that we revisit and initiate that assessment; how do we look now from where we have come from; global assessment piece; a way to collect data; developed by CCSSE; Achieving the Dream - what would a well functioning operation look at; refocus the questions to be applicable to Honolulu CC; Chancellor will send out via email to PC

Conversation continued that we have a year to tackle these items; Jerry suggested that we tackle one priority at each meeting; Marcia requested that we address all the items that have been prioritized by the end of this calendar year; would like to include in the self-study; Ralph suggested to have smaller groups to work on an item and report back to the larger group

Jonathan suggested a compromise to have PC break up in to sub-committees to look at issues and present to larger body and discuss

Kara and Ralph will work on No. 1&2 on page 1 and will present at March meeting
Sam/Jerry will begin work on the Governing processes
Chancellor sent a policy of governing bodies and an assessment of how well they work; only received comments back from Staff Senate waiting to hear from the other governing bodies; that would be the vehicle to assessing that process

At next meeting PC will select another item on the list to address

VI. Financial and Legislative Update

Background: During the Spring 2011 semester we will keep this as a standing agenda item for any updates from the administration regarding our campus finances and Legislative happenings that effect us which we should be aware of.

Chancellor and Ken have attended hearings on the university budget with the various Senate committees; very few questions from the committee members; biggest issue was regarding UH athletics; John Morton’s concern is of the legislature’s understanding the $6.9m in ARRA funds that will be funded but that is never a guarantee until the end; $1.2 to $1.3m is earmarked for Honolulu CC; more CIP items means stimulating the economy; Rep. Rhoades has notes $36m ATTC request in the next biennium budget; PRU to make improvements on Kokea street with City and County of Honolulu; almost $2m to complete; old incinerator site to be paved and finished off; if we get the money needed to move parking take care of the ash and clean up of the site gain 1/3 more parking; Rep Rhoades office and Senator Galuteria are supportive of; Morton and Pres. Greenwood in support of also
Our financials are still in good shape; still talking about the lease of the Sprint building; have money in our financial plan to do that; Sprint has one more year on their lease

VII. Tri-mester Schedule
Introduced by Marcia
Background: The UH System Office has proposed moving from a semester schedule to a trimester schedule and has asked for feedback from all campuses.

Went to FSC; CTE was not in favor at all; voted unanimously against the tri-mester schedule; Marcia expressed concern that there was not board based consultation of the tri-semester with the rest of the campus; Jerry commented that for larger questions that are brought to a governing body that it is the responsibility of that individual to go back to their constituency to report back; Chancellor noted that no one had consulted with the Chancellors on this topic; Kara asked if students were asked; Po said that they have never heard of this but would go back and get some information
Clarified that the Tri-mester schedule was a topic that came from Linda Johnsrud, Vice President for Academic Planning and Policy; addressed to all faculty senate in preparation for the new overall university calendar to consider a tri-semester schedule; Honolulu CC did not endorse due to CTE’s concerns

Jonathan asked PC to make a motion to recommend to the Chancellor that the tri-mester idea not move forward
Motioned by Sam; Seconded by Po
Motion carried with 3 abstentions noted

VIII. HonoluluCC Annual Report

Introduced by Mike Rota and Billie Lueder
Background: The Chancellor's Office will be publishing an Annual Report for the community and will be providing an update for us about it.
(Refer to PowerPoint)

Chancellor summarized that the annual report is the communication vehicle to report to the community our strategic planning outcomes.
Billie noted that the FY10 Strategic Planning Outcomes piece will be to use the data from system’s IR office to be released in mid-March
Suggestion to include student and faculty stories; it was noted by Billie that student stories were going to be woven into the student success story and efforts to do the same with faculty testimony will be also done

IX. Sex Offender Policy

Introduced by Kimberley Gallant
Background: State law requires students convicted of sex crimes who enroll at the college to notify the college of their status as a sex offender. By law the college must take steps and measures to ensure the protection of its students. Currently the college does not have a policy or procedure in place to address this. We will begin preliminary talks on this issue and begin to determine how best to develop and set a policy in place for the campus.

Jonathan quickly explained his placement of this item on the agenda based on his review and consideration of both Internal and External forces per the Planning Council charter by evaluating this issue against both the SWOT and PESTEL analyses models. Lack of a Sex Offender policy constitutes both an internal weakness and external threat to the college due to potential legal consequences.

Brian gave background on the state’s policy and the college’s steps to creating a procedure to handle such cases; sex offenders standard is to report and what are the rules a set of by law they have a obligation to report; the state gives them guidelines about what they can and cannot do; required to registered with our campus; Kim G would be the first person to report to; enforcement of this is not a requirement of the state; college would like to set up procedures; by law a offender is to report to the college and/or employer;

Discussion from a faculty point of view that it would be uncomfortable asking the student to report their status; Probation office says that it is not a state requirement to report their status; based on age, 18 or 21 differential; handled a little differently
Further discussion that sexual assault under reporting is a problem; concern for women on this campus
Ken and Brian working on a set of procedures; failure to inform is there a penalty?; these procedures will be a stand-alone piece not a part of the student conduct code
Recommended by Brian to PC that the Campus crisis team will work on a draft and then disseminated to the other governing groups for review
Key date to have this completed is by Fall 2011
Ken noted that it is the college’s responsibility to all on campus students, faculty, and staff to ensure the environment is safe
Ross asked if other campuses have a procedure all ready in place; Brian mentioned that only one that they are aware of has such a procedure – Chaminade, but they will double check.
Marcia asked if the sexual harassment policy was ever approved; it was noted that it is still at legal counsel; Brian will follow up

Motion was put forth to have the campus crisis team work on the procedures; motion died due to concerns that this was not in PC’s prevue but rather this topic was to inform PC

Marcia amended the motion to ask that the Campus Crisis Management Team give a progress report on the status of their procedures development in the PC May meeting
Jerry seconded the motion
Motion approved by council and is carried forward
Brian noted that the Crisis Team will send out a rough draft to the PC via email prior to the May meeting.

X. Final Announcements
PC meeting minutes are available on the intranet and are sent to the campus.

XI. Next Meeting
Friday, March 11, 2011, 10:30 a.m. - 12:30 p.m., Bldg 2, Room 214

XII. Adjournment
Meeting adjourned by Jonathan Wong at 12:23pm.
Minutes submitted by Billie Lueder