Staff Senate Executive Committee

Date: May 24, 2016

Time: 9:30 a.m. – 10:30 a.m.

Location: 72B – 103

Present: Amy Akana, Kyle Higa, Suzette Marushige, Charles Miller, Pearl Nakagawa, Steven Shigemoto, Germaine Tsukamoto, Mike Willet

Unable to attend: Stephanie Antolin, Peter Haliniak, Suzi Johnston, Cory Kumataka

Guests: none

1. Called to order at 9:32 am

2. Guests Opportunity to Share – no guests

3. SSEC Member Reports

   • Planning Council – Pearl
     ○ Notes from May 20, 2016 PC Meeting are included below. Marcia mentioned Accreditation is looking for more volunteers. The list of volunteers is also included below. The staff need to have incentive to get involved because it is additional workload. Question was asked as to what kind of time commitment is involved. Commitment is until the report is submitted.
   
   • Faculty Senate – Charles
     ○ See FSEC website for minutes of their meetings.

   • Campus Leadership Team – Amy
     ○ Beginning next academic year the CLT is moving from once a month meetings to twice a month meetings.

   • Staff Development Committee – Suzette
     ○ A replacement for Kristen is needed on SDC.

4. Old Business

   Elections

Vice Chair Amy is responsible for the elections. Charles will email list of sector members to her. Also need to communicate with your sector to see who may be interested in being part of SSEC. A slate of candidates needs to be given to Steven so he can set up the online voting process. Kyle identified whose terms expire 6/30/16 and 6/30/17. They are as follows:

   6/30/16
We're looking at holding elections in late June, and then having our crossover lunch in July, to thank our outgoing members and welcome in the new.

Please talk with folks about being on the ballot, especially those in your sector. It's a high turnover year and personal invitations and connections are going to really help us get a full membership. Amy is working with Renette and the admin secretaries to come up with ideas, but she can't fill every spot without your help! As a review, here are the positions we need to fill:

- Sector 1 - Academic Support - one 2-year term
- Sector 2 - Tech, Training, and Research - one 2-year term
- Sector 3 - Student Services - one 2-year term
- Sector 4 - Secretaries and Program Clerks - one 2-year and one 1-year term
- Sector 5 - Operations/Maintenance Support - one 2-year position
- Sector 6 - APT Instructional Support (Tech I, Tech II, UC) - one 2-year term
- Sector 7 - Business Office/HR/Security - one 2-year and one 1-year term

5. New Business

Discussion on ideas on how to get staff involved in SSEC. Take a survey of good and bad meeting times so more can attend the meetings. Meetings will be dependent on whether or not items to discuss. Need to design a process to address officers and staff who may not complete a full year of service since compensation is currently calculated for the academic year.

Next Meeting June 21, 2016

6. Adjournment 10:40 am
5/20/16 Planning Council Meeting Notes

Budget News-Derek Inafuku

Update on the supplemental budget: Derek has determined $30,000.00 is available to commit to the top 3 rated items:

1. Tire balancer for AMT
2. Fire equipment for FIRE
3. Instructional materials for ECE

Fall enrollment figures will determine whether the next-ranked items will be funded. Last year the top 3 items were funded by the supplemental budget; they are in the requisition stage of the purchasing process.

The community colleges have been granted $1.2 million for equipment replacement. Please work with your dean to submit requests. The $1.2 million will be shared among the campuses.

Count of Degrees & Certificates-Katy Ho:

Funding for our campus can be increased by meeting our degree/certificate awards. Our goal for AY 2015-2016 was 739. In the fall, we conferred 430 degrees/certificates (including 22 reverse transfers and 127 auto-conferred), and the estimated count for spring is 480 (including 25 reverse transfers and 120 auto-conferred). The spring count includes some people who applied for degrees/certificates, but who might not be eligible just yet (usually due to grades, incomplete requirements, etc.).

A big portion of HCC’s degrees/certificates awarded is because of the Pearl Harbor Apprenticeship program. The current class at PHNSY was larger than usual, so two years from now, our awards will increase greatly, only to fall back to normal figures after that class graduates.

Review of system and HON CC Pathways-Katy Ho:

One of our system initiatives is to help students determine their paths upon entry. Starfish aids in keeping students on track, but Admin needs feedback to help move students through programs. So far we don’t have an organized effort to evaluate students’ progress through programs: Do we need to offer more prerequisite courses? Are we not offering specific classes at the right semester? Do we need more college success strategy classes like IS 103? What’s holding up progress? Please offer your feedback.

IPASS grant will be used along with My Success and Starfish to a more proactive approach to catch students before a flag is raised. Faculty might be alerted to issues that affect student success and will be able to suggest resources before it’s too late for the student to take corrective action.

Strategic Plan Feedback and Update-Katy Ho for Erika Lacro:
The campus strategic plan received little feedback during town hall meetings, but not enough for major revisions, so will move forward.

Fall enrollment is down compared to 2015, and Fall to Fall retention is down by 6.8%. Many of our students are transferring to KCC or applying to HCC but enrolling at KCC. We discussed the possible impact of Rail on future enrollment; so far, anecdotal stories are being heard about students preferring LCC or KCC because of Rail construction and parking concerns.

Campus engagement is key to improvement, so Admin is working on improving communication among campus members, but please come forward and offer feedback, especially solutions.

**Accreditation Update-Marcia Roberts-Deutsch:**

A few more committees need members. Please let Marcia know if you are able to serve, or if you know of someone whose expertise could be effective for any of the committees. They will start meeting in the fall.
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<td>IA. Mission</td>
<td>David Panisnick, Jeannie Shaw, Fumiko Takasugi, <em>Marcia Roberts-Deutsch</em></td>
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<td>IB. Academic Quality and Institutional Effectiveness</td>
<td>Jennifer Higa-King, Bed Paudyal, <em>Keala Chock</em></td>
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<td>IC. Institutional Integrity</td>
<td>Jess Aki, Jerry Saviano, <em>Billie Lueder</em></td>
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<td>IIA. Instructional Programs</td>
<td>Ann Abeshima, Shidong Kan, Diane Caulfield, Chris Ann Moore, Robert Silva, Shioko Yonezawa, <em>Katy Ho</em></td>
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<td>IIB. Library and Learning Support Services</td>
<td>Kenneth Quilantang, Jr., Jolene Suda, <em>Wayne Sunahara</em></td>
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<td>IIC. Student Support Services</td>
<td>Erica Balbag-Gerard, Hillary Brown, Kimberley Gallant, Conred Maddox, <em>Lara Sugimoto</em></td>
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<td>IIIA. Human Resources</td>
<td>Stefanie Sasaki, Eric Paul Shaffer, Monique Tingkang, <em>Derek Inafuku</em></td>
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<td>IIIB. Physical Resources</td>
<td>John DeLay, Suzi Johnston, James Niino, Guy Shibayama, David Tanaka, <em>Steven Auerbach</em></td>
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<td>IIIIC. Technology Resources</td>
<td>Ross Egloria, Kara Kam-Kalani, Mike Meyer</td>
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<td>IIIID. Financial Resources</td>
<td>Guy Fo, Myrna Patterson, Jeff Stearns, <em>Billie Lueder</em>, <em>Derek Inafuku</em></td>
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