I. Call to Order: 9:03am

Recorder(s): Ina Miller-Cabasug
Attendance: Cynthia Smith, Conred Maddox, Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Kenton Short (proxy – Julian Tyrell), Ina Miller-Cabasug, Erika Lacro, Jessica Kaniho (proxy - Sally Dunan), Erica Balbag-Gerard, Doug Madden, Bill Becker, Nicole Ferguson, Gerimi Tangonan
Absent: SSEC Liaison
Guest(s): Jim Poole, Katy Ho

II. Approval of the Minutes:
Changes to be made: 1. Add last names to attendees, 2. Distinguish guests from members. Danny Aiu motioned to approve minutes; seconded by Cynthia Smith - passed unanimously

III. Adoption of the Agenda: No additions proposed.

IV. FSEC Member Reports:
1. Campus Chair: No updates. Conred Maddox was out that week.
2. System Chair: UHCC Strategic Plan is ready for review.
   a. J. Morton will be conducting a Town Hall meeting on Tuesday, May 5, 2015 at 3:00 p.m. in Bldg. 2, Room 201 to discuss the new strategic plan with the campus.
   b. The Chancellor will hold a Town Hall meeting on Friday, April 17, 2015 to get feedback from faculty and staff on the strategic plan and developing Honolulu CC strategic plan to mirror the UHCC plan.
   c. System Chair requested for each FSEC rep to pass on the strategic plan for feedback and how it will affect each department.
   d. Questions regarding the strategic plan:
      i. Will the VPCC open the town hall for questions and discussions?
      ii. Will money be available from the UHCC System to support students in Developmental Education courses ex> imbedded tutors?
   e. Metrics at UHCC are done. Honolulu CC can create own based on the UHCC metrics.
   f. Examples of strategic plans that this campus is expected to focus on are: 1) Increasing the International student numbers at this campus in the next five years. 2) Update technology
   g. Chancellor: VPCC assigned initiatives among the Chancellors to create subcommittee. An example, is the student success planning council to discuss priorities that meet the strategic plan.
   h. Suggestions brought up by FSEC members:
i. The FSEC System Rep would benefit from multiple years on the committee for consistency (2 year term)

ii. The UHCC System should have minutes posted and not just the agenda.

3. Chancellor:
   a. Homeless camps – Chancellor is working with City Council to resolve the issue. Suggestions would be to extend the Sit and Lie Ordinance and to fence off the canal to deter people from setting up tents, but the Chancellor would like the fence to be installed on both sides of the canal so that people do not migrate on the Honolulu CC side. Chancellor is concerned about the safety of the faculty, staff and students.
   b. The Town Hall meeting scheduled for April 17 will focus on the narrative for the Honolulu CC Strategic Plan narrative. Feedback from the campus will help with the IT strategic plan as well as STEM.

4. FSEC Representatives: None to report

5. Liaisons
   a. Campus Council on Institutional Effectiveness (CCIE): None to report
   b. Budget Committee (BC): None to report
   c. Campus Leadership Team (CLT): None to report
   d. Planning Council (PC): None to report

V. Non-FSEC Member Reports “Public Forum” – No reports

VI. Unfinished Business – No reports

VII. New Business

1. Discuss FSEC budget rankings (average)
   a. Suggestions:
      1. Average all the committee ranks
      2. Leave the FSEC Reps numbers
      3. Governing bodies should have been given the opportunity to review the budget rankings twice before final decision, but the timeline was too short.
      4. Student Services Dept. requested for feedback as to how they can better explain their request so that the rankings can be scored better.
      5. Any budget request descriptions should specifically state whether the request is for a position vs. equipment.
   b. Lecturer subcommittee reports:
      1. Draft will be sent out to FSEC and SSEC on April 12 for feedback by April 27.
      2. Each subcommittee will review on May 05
      3. Final draft will be ready for discussion at the next FSEC meeting on May 08
4. Chancellor will have final approval.
5. Suggestions:
   a. Need to make sure lecturers are able to review the documents
   b. Adhere to the UHCC System Policy and deadline to hire
   c. Honolulu CC needs to extend the deadline for lecturers to submit performance review after a full semester of teaching
   d. Find out the ration of faculty vs. lecturer especially with departments that have faculty retiring.
6. Lecturer obligation subcommittee will need to send out survey to lecturers for feedback on policies, expectations and any issues. Fact finding will take time.
   c. FSEC Self Review document – comments or suggestions
      1. Need feedback, ideas and recommendations to discuss at the next FSEC meeting on May 08.
   d. FSEC fall 2015 – follow responses or future projects
      1. FSEC new members will attend the meeting in May
      2. FSEC Chair will contact Brent Rubio for election ballots for new members of FSEC.

VIII. VIII. Adjournment @ 10:04am