

Planning Council Notes October 28, 2005

Present: Bill Becker, Jon Blumhardt, Al Caraang (guest), Theresa Cummings (student rep), Brian Furuto (Convener), Elliott Higa, Kyle Higa, Ken Johnson, Ken Kato, Sheryl Legaspi, Jan Lubin, James Niino, Sharon Ota, Stacy Rogers, Jerry Saviano, Cynthia Smith, Tracy Sonomura (Recorder), Vern Takebayashi, Cory Takemoto, June Zakimi

Meeting began @ 10:08 am

Minutes of the October 7, 2005 were approved with the following changes/clarifications:

- Omit Baskin Robbins
- Higher Ed. Committees campus visit – Ramsey agreed to share information from these meetings. The information Ramsey agreed to share feedback from the discussions with legislators.
- Omit galaxy references

Cynthia made a motion to approve minutes with corrections, Ken J. seconded. Motion passed.

Follow Up Actions: Jerry will forward revised minutes to committee members via planners-I.

Program Review Flow Chart – Sandy Matsui

Sandy distributed the Program Review Flow Chart. Chart was created at a brainstorming session at one of the Chancellor's staff meetings. Sandy stated that the chart does not reflect all of the decision-making processes that take place but it establishes a flow of where things go. She also emphasized that the flow chart is still a draft and it is to be used as a discussion piece. There was a discussion on the flow chart blocks. Each block represents a step within the program review.

- Sandy along with Jan Lubin, agreed to make revisions and will email to planners-I listserve the revised flow chart.
- Committee members are asked to get feedback from their constituents and forward comments to Sandy.
- The committee decided not to have a separate meeting outside of the committee.

Mission Statement – Cynthia Smith

Background information: Jim Poole as FSEC chair undertook the revision of our mission statement and goals. A revised mission statement and set of goals were approved and are currently being used. Cynthia stated that we need to formalize it as an ongoing process, come up with a cycle as to how often we're going to revise it, and what the step-by-step process is, etc. In talking with the FSEC chair and others it would be appropriate for this group to come up with the mission statement, review process and timeline since this group would be responsible for setting the process in motion. Cynthia proposed a formation of a sub committee to fine tune and to formalize the mission statements/goals and Ken J. moved to establish the ad hoc committee.

- Cynthia Smith, Jan Lubin, Sandy Matsui, and student rep. Theresa Cummings volunteered to serve on the ad hoc committee. These people will identify outside representatives to serve on committee.
- Ken J. motioned to establish ad hoc committee and Jan seconded. Vote was unanimously in favor.

Construction Initiative – Brian Furuto and Ken Johnson

- Brian and Ken discussed the construction initiative that focuses on workforce development. A report must be submitted to the legislature within the next 2 weeks identifying all possible entry points and training possibilities to get people into the pipeline.
- Sharon stated that there was a congressional request to develop a statewide plan for construction training and HCC has been identified as the lead campus to put together and coordinate such a construction training plan for the entire state. Brian clarified that in our plan that HCC is charged with putting the plan together, but not to say that we are going to be the lead agency to push out and implement. The legislature will make the final decision as to who implements the plan.
- For the record, Cynthia said it was great that the group was given a heads up and suggested that other groups be included in the planning. The campus will be kept informed, as the plan becomes more concrete.
- Sharon welcomed comments to be forwarded to Brian, Alan, or Bernadette.

Planning Council Policies/Procedures – Sharon Ota

- Sharon went over the 1st draft of the Planning Council Operating Guidelines meetings.
- Changes to the operating guidelines are as follows:

Additional meetings may be convened as needed by the convener, Chancellor and/or members. Members will take email poll vote directly to convener as to whether the meeting should take place. If there is no quorum, members can meet but no action can be taken.

Recorder will also be timekeeper.

Official agenda will be emailed to admin_announce@hcc.hawaii.edu at least 5 working days prior to meeting.

Convener will be responsible for recording of the meetings. Change language from minutes to notes.

A vote was taken to pass the following language:

“Members, who are unable to attend meetings, may designate another to attend meetings on their behalf. However, designees may not vote. Proxy votes will not be allowed. This is to encourage informed participation and voting.” Majority voted for passage.

Meetings will be held on the last Friday of every month.

Draft notes will be sent to members via planners-I within 5 working days and changes/additions will be noted within 3 working days.

Announcements

- Incinerator Update – Ken K reported that the City submitted their final closure report to the Department of Health (DOH). Department of Health accepted that report conditionally because there's some contamination along the boarder of the fence which was not included as part of the clean up the City asked for. DOH issued a conditional acceptance and has required the City to clean up the contamination. The next step is for the City to go back to the Department of Land and Natural Resources (DLNR) to get the Executive Order (EO) cancelled. Once the City's EO is cancelled, HCC is able to seek either an EO or fee title. Ken needs to find out from DLNR what the Board is going to approve. If things move slowly, Ken plans to ask for a right of entry so we can use the lot. The area HCC plans to utilize is not contaminated. There are future studies planned to determine the extent of the contamination. Ramsey has written to Mayor Hannemann informing him of the contamination. Mayor Hannemann agreed that the City is responsible but has no money this year but funds may be available next year. Ken will be working with Ramsey and Brian to ensure Mayor Hannemann does not forget.
- Long Range Plans - Ken K. wants to budget either \$20,000 or \$30,000 for replacement of classroom furniture, to satisfy a need expressed in a recent survey.
- Campus Maps – Ken K. is currently working with the departments.
- Brian announced that he will start scheduling departmental visits starting with off-campus programs to familiarize himself with the HCC campus.
- Brian encouraged anyone to come in and talk with him if there are any problems or issues. He stated that he maintains an open door policy.

Meeting adjourned @ 11:55 am