



Planning Council Meeting III December 16th Meeting Notes

12/16/2005
Building 2, Room 214

Type of meeting:	Monthly	Facilitator:	Brian Furuto
Notetaker:	Tracy Sonomura	Timekeeper:	Tracy Sonomura

Attendees: Bill Becker, Don Bourassa, Diane Caulfield, Kyle Higa, Ken Johnson, Ken Kato, Sheryl Legaspi, Jan Lubin, Sandy Matsui, James Niino, Ramsey Pedersen, Stacy Rogers, Jerry Saviano, Cynithia Smith, Patrick Stuart, Vern Takebayashi, Cory Takemoto, Rona Wong, Beng Poh Yoshikawa.

Not Present: Sharon Ota, June Zakimi

Meeting Called to Order: 9:02 am

Meeting Adjourned: 11:02 am

----- Agenda Topics -----

Adoption of November's Mtg. Notes		Brian Furuto	2
Discussion:			
None			
Conclusion/Vote			
Beng Poh made a motion to adopt 11/25/05 notes as amended; Diane seconded; vote unanimous in favor of adopting 11/25/05 notes as amended.			
Action items:	Person responsible:	Deadline:	
None			
IT Resource Repl. Policy (continuation from last meeting)		Vern Takebayashi	15
Discussion:			
Convener asked the council whether we needed a policy for replacing computers in the lab and a policy replacing individual faculty/staff computers.			
Members stated that we definitely need a policy because it would help to solve feelings of inequity.			
Suggestion made that PC members go back to their constituencies for feedback as well as items not addressed in the policy			
Convener asked if an ad hoc committee needed to be created to look at the policy. Cynthia felt that at this point an ad hoc Committee was not necessary. Cynthia felt that the members should go back to their constituencies in the various Divisions and let them know about the policy by posting and publicizing it. And whoever wants to give can do so via their respective PC representative.			
Jerry questioned whether campus would simply glance at the policy without reaction. Moreover, campus would not understand what they reacting to.			
Conclusions:			
Beng Poh made a motion that states the Council feels an IT Replacement policy is necessary; Cynthia seconded; vote unanimous in favor of an IT Replacement policy.			
Cynthia made a motion to form an ad hoc committee with Vern as the chair along with volunteers from the council to gather feedback from the campus and come up with a concrete policy ASAP; Jan seconded; Majority of members in favor.			
Action items:	Person responsible:	Deadline:	
Create ad hoc committee to gather feedback from the campus, develop replacement policy for further planning council discussion.	Vern Takebayashi	ASAP	

Discussion

None.

Conclusions:

Jerry made a motion to approve the Mission Statement Review Policy as is; Vern seconded; vote unanimous in favor of approval of Mission Statement Review Policy as is.

Action items:

None.

Person responsible:

Deadline:

Joint FSEC-Student Resolution

Chris Ann Moore/Patrick Stuart

Discussion: Chris Ann Moore announced the creation of a resolution by the FSEC and Student Senate that states

“We ask that the administration commit to and dedicate the funds necessary for a comprehensive advertising program. The resolution was created when Student President Stuart asked the FSEC to support the student senate in their plea for HCC to do more advertising. This resolution focused on advertising Liberal Arts.

Jan Lubin mentioned that the results that were gathered by her office on the effectiveness of radio advertising did not indicate that it was effective.

Ken Kato was asked if there is a system wide policy for advertising or marketing. Ken stated that there is no system wide policy but at one time there was a system wide contribution made by the college of \$25,000.00.

Ken Kato further commented that measuring results from advertising, particularly on radio, is difficult.

Ramsey Pedersen stated that when looking at marketing you have to first look at capacity of the campus. HCC has is at capacity or over capacity in many areas and at certain hours.

Jerry Saviano stated that it is difficult when we have to cancel classes due to low enrollment and he is sure that others feel the same way. Jerry felt that maybe more advertising would boost moral among the faculty.

Brian Furuto proposed an amended question: We ask that the administration commit to and dedicate resources necessary advertising and marketing.

Clarification was requested on the proposal and it was stated that the council was voting not to commit funds but to ask that administration consider more advertising and consider funding as necessary.

Patrick restated the motion.

Conclusion: Patrick made a motion to ask the administration to commit to the goal of dedicating the necessary resources to increase advertising and marketing; Cynthia Smith seconded. Vote unanimous in favor to ask the Administration to commit to the goal of dedicating the necessary resources to increase advertising and marketing.

Action items:

None

Person responsible:

Deadline:

Planning Council PnP Amendments

Vern Takebayashi

Discussion:

Vern distributed the Planning Council PnP amendment proposal . Vern asked the council to give input regarding how the council would approach the issue of replacing members who are unable or unwilling to actively participate in the council.

Cynthia suggested Vern make revisions to the policy and council to vote on the amendments at the January meeting.

Conclusions: Brian made a motion to detail broad policy and table voting to January meeting. Jerry seconded; vote unanimous

in favor of rewriting Planning Council PnP amendments and revisit in January

Action items:

Revisions will be made as discussed at meeting. Vote tabled to January.

Person responsible:

Vern Takebayashi

Deadline:

<u>Discussion:</u>		
Vern distributed the Planning Council PnP amendment proposal . Vern asked the council to give input regarding how the council would approach the issue of replacing members who are unable or unwilling to actively participate in the council.		
Cynthia suggested Vern make revisions to the policy and council to vote on the amendments at the January meeting.		
<u>Conclusions:</u> Brian made a motion to detail broad policy and table voting to January meeting. Jerry seconded; vote unanimous		
in favor of rewriting Planning Council PnP amendments and revisit in January		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
Revisions will be made as discussed at meeting. Vote tabled to January.	Vern Takebayashi	

New Agenda Item Request Policy

Brian Furuto

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For submission of new agenda items Brian asked the members to submit the following

- Titles for the agenda item
- Background/Purpose
- Estimated need for time
- Name of person(s) presenting if different from the person submitting the agenda item

<u>Person responsible:</u>	<u>Deadline:</u>

Pressing Issues

Administration

Ken Kato presented the council the priority list created by the CLT for the supplemental budget. Problems arose with criteria being so restricted and will be addressed at the next meeting. Ken also stated that items categorized under "Health and Safety" will be funded first.

A second list of all equipment requests was distributed to the council. List updated continuously.

Ramsey summarized the following projects administration is currently working on:

- Wired Grant
- Construction Initiative Proposal
- Global Delivery System

Ramsey reported the outcome of a meeting with the Joint Higher Education Committee (Sen. Hee & Rep. Waters). Ramsey and Brian further reported that this session will be a trying one for the University. Many issues are focused on workforce development, but the issue may get muddy because there are many competing interests and industries. In addition, the University's relationship with certain legislators may cause further difficulty, especially considering the prep time required for just the first round of hearings.

Ramsey congratulated the council and faculty for the hard work done on accreditation.

Invitees: Chris Ann Moore

Resource persons: