

PLANNING COUNCIL MEETING NOTES

Notes from Friday September 29, 2006

Members Present: Vern Takebayashi, Cynthia Smith, Marcia Roberts-Deutsch, Sherrie Rupert, Kyle Higa, Bill Becker, Cory Takemoto, Scott Murakami, Sam Rhoads, Stacy Rogers, Sharon Ota, Sandy Matsui, Allen Tateishi for Bert Shimabukuro, Jarren Uyehara for Jan Lubin, Rob Edmondson for Stacy Rogers; Ramsey Pedersen, Ross Egloria

Not Present: Jan Lubin, Bert Shimabukuro, Stacy Rogers, Ramsey Pedersen, Scott Murakami, Von Scott-Wong

Convener: Mark Silliman

Note taker: Nida Chock

Mark Silliman called the meeting called to order at 9:00 a.m. There were no visitors or guests.

TOPIC: Opening Remarks (Mark Silliman)

- 1) Mark apologized for Scott Murakami and Ramsey Pedersen's absence, who are attending an out-of-town conference.

TOPIC: Review and Approval of Old Minutes (Mark Silliman)

Mark asked if anyone had any modification/deletions/additions and Nida will make notations accordingly.

Vote: Approve the minute as is:

- Beng Poh moved to approve the minutes.
- Cynthia Smith seconded the motion.
- ***Motion was unanimously agreed upon.***

Discussion of how minutes should be taken/edited for future meetings

- Minutes too detailed and too long and readers might lose interest in reading it
- Not the recorder, convener or chair's job to determine what gets included in the minutes, but the committee who decides and votes on what should be in the minutes before it gets posted on the intranet
- Suggest detailed minutes to be shared with the PC members and a summary of main points, including what action and what was voted on, to be shared with the campus
- Faculty/Staff should be able to go back to representative and get further info as necessary
- Subject tabled for further discussion

TOPIC: Discussion of how the Planning Council can best disseminate the Strategic Plan for campus-wide review and approval

- Establish a committee

TOPIC: Cynthia Smith proposed to establish a three-person committee to be responsible for guiding the strategic plan review

Cynthia has offered to get together with the committee and work with them on what their duties will be.

Vote: Establish a three-person committee each year (2 from PC and 1 from faculty/staff) in the Fall to be responsible for the nuts and bolts of guiding the strategic plan review:

- Vern Takebayashi proposed the motion.
- Cory Takemoto seconded the motion.
- ***The motion was unanimously agreed upon.***

Volunteers for committee members: Scott M. volunteered by email if no one else volunteers; Marcia Deutsch-Roberts volunteered and Kyle Higa will represent the staff if he cannot find anyone else. Kyle will send out a request by email and Cynthia will set a date of the first meeting.

Discussion on possible duties of the three-person committee:

- Committee is responsible for soliciting input, in addition to PC members asking their constituents, but not going to censor or filter or edit what is submitted
- Use an exemplary request as a template for committee to present and to be used as a guideline for them to follow
- Small committee to collect input from faculty/staff and present to the PC for them to make determinations on input collected
- Committee may suggest but not tell people that requests lacks quantitative data
- Committee will let submitter know if submission is incomplete – i.e. no supporting data
- Committee to encourage open meetings for everyone to attend so that others can share their experiences
- Bulk of the work to be done between now and February. (Note: Ken Kato stated the budget timeline might change and will keep the committee updated on the timeline dates)

TOPIC: Review of the Planning Agenda document

- Planning agenda sent out by email
- PC to approve or recommend changes
- Approved Planning Agenda will be sent to the Accreditation Visiting Team Members

Vote: Planning Council to approve the Planning Agenda with the understanding that the person(s) responsible for their section have a right to amend as necessary:

- Sam Rhoads made a motion
- Marcia Deutsch-Roberts seconded the motion
- ***The motion was unanimously agreed upon***

Note:

- Accreditation Oversight Committee approved the Planning Agenda document
- Once it is approved, it becomes the planning document
- Standard committees were not in the position to come up with timelines nor intended outcomes because they may not necessarily have the expertise or the time
- Planning document broken down to smaller agendas (Human Resources, CLT, Planning Council, etc.) to meet various group/needs to meet their planning agenda
- The smaller groups can always be changed accordingly if they were inappropriately assigned
- The Committee cannot remove agenda items ~~ only the people responsible
- The master document will have a “status” column and will be paginated

Beng Poh expressed appreciation to the Standard Chairs & committee members for an excellent job!

TOPIC: Discussion of the best way to dispose of used computer equipment

(Vern provided a handout – See [Attachment 1](#))

Bottom Line of Attachment 1: Everyone recognized that it will be a rush to get computers disposed of through this eWaste event. If people are not able to get things done on time, the best policy is to wait and dispose of their computer at a later time.

- Ken called Hae Okimoto regarding the issue of removing hard drives
- Personal computer-related items can also be included – but HCC will not be responsible for deletion of hard drives
- No storage available for hard drives ~~ wait until a public announcement is made before bringing to computers to campus
- Use Form 76 – available on the HCC Intranet – to take items off inventory that do not belong to that particular Div./Dept. and give documents to Ken Kato for consolidation
- CPU cannot be thrown in the landfill ~~ however monitors can be disposed
- TDS will be able to receive items taken off inventory and prepare for pick up

Suggestion: Throw away monitors but keep CPUs until a policy is set in place

- Will be brought up at the system level to see if there will be a system-wide policy since this is system-wide issue (not a campus wide)

Vote: Vern proposed to accept TDS policy for this one shot disposal of the computers, remove hard drive and give the hard drive back to the faculty to keep until a policy is set in place and take everything else:

- Sam Rhoads made a motion
- Cynthia Smith seconded the motion
- ***The motion was unanimously agreed upon***

Mark thanked Vern for taking the time to put this policy together.

TOPIC: Reports from Officers and sub-committees

- Title III grant announcement from Congressman Abercrombie's office (Sandy) (not exclusive for "Hawaiian Students" see [Attachment 2](#))
- These programs will be self-supporting

Suggestion: Title III Grant to share timeline with CPC for new curriculum proposals

- Accreditation Team Leader is very pleased that we scheduled a PC meeting on Oct. 25th from 2:30 pm – 4:00pm for the Accreditation Committee to attend – location pending at this time

Announcement

- BOR meeting on Kauai approved items below and Ken will pass on to PC when further information is provided:
 1. UH Biennium budget – operating and CIP (Repair of Hanger 111 @ Kalaeloa and the Science & Technology Building)
 2. Community Colleges system wide audit (1 yr)
- Exit meeting with accreditation committee on Oct. 26 at 2:30 pm in Bldg. 2-201
- Science Curriculum awarded by USDA (\$113,000) to develop Introductory Biology Course and Lab

Next meeting is scheduled for October 13, 2006, 9:00 am – 11:00 am.

Mark adjourned at 10:30 am.