

PLANNING COUNCIL MEETING NOTES

Notes from Wednesday, October 25, 2006

Members Present: Vern Takebayashi, Cynthia Smith, Marcia Roberts-Deutsch, Sherrie Rupert, Kyle Higa, Bill Becker, Cory Takemoto, Sam Rhoads, Stacy Rogers, Sharon Ota, Sandy Matsui, Jan Lubin, Stacy Rogers, Ramsey Pedersen, Ross Egloria, Scott Murakami; Brian Furuto
Not Present: Bert Shimabukuro, Von Scott-Wong

Convener: Mark Silliman

Note taker: Nida Chock

Mark called the meeting called to order at 2:30 p.m. Todd Kobayashi and Marilynn Ito-Won and Rob Edmondson sat in as guests.

TOPIC: Opening Remarks (Mark Silliman)

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

Mark asked if anyone had any modification/deletions/additions that Nida could notate accordingly.

Vote: Approve the minute as is:

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

TOPIC: Discuss the need for a policy or procedure by which information can be changed or updated on the HCC Website (Ross Egloria)

- Passed out a handout Website Policy – Discussion Primer –see attachment 1)
- Direct link from the Intranet on the Internet was found by Todd
- Some of the questions raised were: should the Internet be available to the public and what and how much should be public knowledge?
- Restricting use by IP access might be something to look into
- Personal website – Todd provided instructions (syllabus, etc.) for faculty members
- Faculty members are responsible for overseeing their own personal websites
- Todd is 98% responsible for the Intranet, but the scope and responsibility of his duties do not include management of personal websites
- Faculty Development/EMC should provide training for faculty/staff to maintain personal websites
- Vern and Todd will hold a demonstration on maintaining websites “Web Management System” at the November 17th PC meeting
- Requests for changes on documents posted on the Intranet goes to Todd
 - 1) Does the person requesting the change have the authority to make such a request?

- FSEC, CLT committees should determine a policy on such requests (integrity is an issue) and forward to PC

Vote: Forward to CLT to discuss issues regarding operational and long- term policies and to bring back to PC for further discussion

- Sam made a motion
- Scott seconded the motion
- ***The motion was unanimously agreed upon***

Discussion:

- Overall policy making is the responsibility of the Planning Council
- CLT is responsible for the day-to-day operations
- Planning Council is responsible for planning and developing and recommending policies
- PC & CLT are advisory committees to the Chancellor who then signs off on the policies

Note: A decision has to be made as to who gets access before the technical team gets involved

TOPIC: Discuss how the Planning Council Charter can be amended (Cynthia)

Vote: “Amend the Charter” draft to be done by Cynthia and Sam for AOC, FSEC, CLT and SSEC approval

- Marcia made a motion
- Jan seconded the motion
- ***The motion was unanimously agreed upon***

Discussion:

- Outside of the Planning Council ~ committees to be allowed to make suggestions and make amends to the Charter
- Suggestions should come from constituents through their PC representative
- PC members should not be the only ones to have the final say with regard to amendments to the Charter

TOPIC: Identify and prioritize the most important planning agenda items from the Accreditation Self Study. (Each member is to bring his or her top five most important planning agenda items to the meeting)

- Take top 5 agenda items back to their constituents
- Get a tally of the top 5 planning agendas based on constituents discussion
- Prioritize items with firm deadlines
- What happens to the rest of the agenda items?
 1. Remaining planning agendas will get prioritized the following year
- Findings will be brought back to the November 3, 2006, Planning Council meeting

- **Why not wait until the accreditation results are in?** We have to look at the self-study and planning agenda items and assess them

Questions/Comments:

- How does the Planning Council assessment link with Administrative assessment?
- Transfer Charter into outcomes and the campus will have a better understanding of the responsibilities of the PC
- Reassess where you are based on the Planning Agenda status report
 - 1) Where are we?
 - 2) What have we accomplished?
 - 3) SLO's?
 - 4) Timetable

TOPIC: Reports from Officers and sub-committees (Strategic Plan Group)

- Final Administration update due by 10/31/06
 - 1) Announced at the Chancellor Staff meeting on 10/17/06
 - 2) Sent email on 10/23/06
- Edits to report
 - 1) Consolidated report will be ready for the next Strategic Planning Review meeting on 11/2/06
 - 2) Lining out deleted items
 - 3) Color coded by administrator and areas of responsibility

Agenda for the next meeting:

- Demonstration of a distributed web management system
- Tabled item: Whether the PC should have a Chair/Convener
- Exit Interview Discussions

Note: State your rational on why you feel your selection is prioritized and forward to Brian along with any agenda items

Other Business:

Tabled for future discussion: Should the PC have a chair or convener

Next meeting is scheduled for November 3, 2006, building 2, room 201.

Mark adjourned at 4:08 pm.