

PLANNING COUNCIL MEETING NOTES

Friday, November 17, 2006

Bldg 27-111/116

9:00 a.m. –

Members Present: Bill Becker, Kyle Higa, Sam Rhoads, Vern Takebayashi, Sherrie Rupert, Jan Lubin, Maggie Templeton, Marcia Roberts-Deutsch, Beng Poh Yoshikawa, Ken Kato, Cynthia Smith, Bert Shimabukuro, Cory Takemoto, Ross Egloria, Von Scott Wong, Jonathan Wong

Absent: James Niino, Sandy Matsui, Scott Murakami, Sharon Ota & Ramsey Pedersen

Convener: Brian Furuto/Ralph Kam

Note taker: Stephanie Bourassa

Brian Furuto called the meeting to order at 9:02 a.m.

Brian announced that Ralph Kam will sit in temporarily today. Brian has to leave at 9:30 a.m. for a 10:00 a.m. meeting downtown.

Approval of November 3, 2006 Minutes

Motion was made by Jan Lubin to approve the minutes.

Seconded by: Sherrie Rupert

Minutes were approved unanimously.

Should PC have a Chair/Convener?

Brian shared his perspective especially as the Executive Assistant to Ramsey. His position is that Planning Council should have a chair. The chair should be a member from the Planning Council. The Executive Assistant should also be an ex-officio member of the Planning Council. As far as the six credits go, he can't weigh in on that. Why a chair? One of the reasons is conflict of interest, second is credibility for the council is huge, third, with the Executive Assistant as the lead external affairs for the campus, if he/she cannot talk as a convener you lose that external affairs voice. You'll have to use a different platform to get those messages translated to the rest of the campus. The committee would also lose legislative relations perspective. We need to put this to rest today. If it remains as a convener that as an Executive Assistant to Ramsey, he still has to weigh in.

If release time is given, you have to figure out a way to make it equitable for everyone because this is faculty & staff. He doesn't hold a position on whether credit should be given or not. If this moves to a chair, the minutes should be revolving (taking turns.) The reason is that the Executive Assistant, he would have a hard time having his secretary supporting the council because he would have no direct control over his/her work.

Sam thinks it requires a formal motion to take it off the table.

Sam moved for this agenda item to be taken off the table for discussion.

Seconded: Vern Takebayashi

Motion unanimously approved.

Vern would like to propose on an amendment to the proposal to have a chair. That amendment is to have it as co-chairs. One of the co-chairs is for one to be from administration, the other would be a faculty member. The admin representative would ensure clerical support. The faculty would receive 3 credits release time. The campus demonstrated the ability to get things done with co-chairs. In terms of addressing whether one person is going to have one view of how things are going to be on this campus, this would remove that. The co-chairs serve two-year terms but staggered so one continues on when there's a changeover.

Sam spoke in favor of that amendment also.

The proposed amendment is as follows:

The Planning Council recommends to the FSEC, the SSEC and the Administration that the Charter of the Planning Council be amended to provide that:

1. The Executive Assistant to the Chancellor be made an ex-officio, voting member of the Planning Council.
2. The Planning Council shall elect from its membership co-Chairs. One co-Chair should come from the Administration and the other from the faculty or the staff.
3. The terms of office of the co-Chairs should be two year, staggered terms.
4. The co-Chairs should receive release time. The faculty or staff Chair should receive release time equivalent to teaching a three credit hours course each semester. The Administration should find a way of releasing the Chair from the Administration in an equivalent manner.
5. Due to the importance of the Planning Council, clerical help should be provided by the Administration.

There was discussion if this would go to the Assessment Committee or Accreditation Oversight Committee. Cynthia wasn't sure that it would go to the Assessment Committee. The Accreditation Oversight Committee gave feedback on what the charter might contain. Cynthia pointed out that the Administration would do that. It should be Administration and not the just the Chancellor. Sam said that we need to be clear on this because this will set precedent for changes to the charter.

Marcia noted that clerical support has eroded over the years for major campus committees. She thinks that we should strongly recommend that clerical support should continue to be provided from administration. Sam asked if it should be made part of the motion. Maggie said that when you take minutes, you can't really participate as a

member. It's really unfair to anyone who participates on committees to have to take minutes.

Kyle Higa noted that while faculty has release time written into their contracts, that staff doesn't have release time. The reality would be that if we had a staff co-chair it would be additional work on top of your regular duties. Sherrie Rupert also noted that counseling is non-instructional and they also do not get release time. Jan Lubin noted that it would be up to the supervisor of the staff/non-teaching faculty to assign equivalent time off. Marcia said that it is in our planning agenda that there be more equitable opportunity for participation.

Bill asked if you would suggest that the staff member check with their supervisor to approve that the staff member be able to run for these types of positions? Jan said yes and that she would expect that supervisor to approve and give that person the equivalent of the three hours compensation. Maggie noted that for non-teaching faculty it's part of the criteria to serve on committees for tenure & promotion. If your supervisor says no to that, then you're in a tight spot. It's really unfair that you're at the mercy of whatever your supervisor wants if you need to file for tenure & go for promotion. She thinks it's two different issues. Bill was thinking more for staff.

Sam said that his motion also includes the staggered terms idea.

Cynthia was not sure was ex-officio voting is. Sam said that because he's in the office, he serves on the committee but he is entitled to a vote.

Jonathan Wong asked if individuals could get a stipend for staff or non-teaching faculty for committee work?

Cynthia suggested moving beyond this and having the issue resolved as staff gets appointed, we come back to it. It's a bigger issue and can't be resolved here.

Ross Egloria asked if we do vote for a chair, does Brian become a member? Ralph Kam confirmed that. Are we going to be nominating someone from the council and can that person refuse?

Cynthia said yes, it will follow voting procedures.

Marcia asked if this would become effective Spring 2007 (two year Academic staggered terms.) Ralph noted that it would be good to have an effective date. Sam said that would be up to the people who modify the charter.

Bill Becker noted that the staff issue becomes important to those who have staff members because of the two-year term. If staff is not in place, it becomes problematic for their supervisor. Cynthia said it is an on-going issue. It was a concern that is in our planning agenda but we can't address the issue here. She thinks that if a staff member becomes a chair, it might push the issue and it will be resolved.

Ken commented that the council needs to understand that release time may or may not have additional costs to the college (for staff or non-instructional staff.)

Cory noted that the faculty release time is in the collective bargaining agreement. With the staff issue, it could come down to a collective bargaining issue more than just a supervisor saying “yes” or “no.” You have to realize that the hours may increase. He noted that three credits is one-fifth of a faculty person’s workload so it would probably be the same for a staff person. We need to figure out what would the hours be for this staff person. We could be setting up this person up to be overworked. With respect to administrators and clerical support—clerical support is not a good enough reason to have an administrator to be a co-chair, but there are other benefits. It should be noted that clerical support should not be the only reason we have an administrator as a co-chair.

A vote was taken to cease discussion & vote on the question. The vote was unanimous.

Motion made by Sam to approve the amendment.

Vern Takebayashi seconded.

Kyle Higa & Bill Becker opposed; Ken Kato abstained; Motion carries.

Cynthia said that it’s now up to the FSEC representatives & SSEC representatives to bring this to those bodies. Cory asked if they will have a copy of the charter amended to bring to those bodies? Kyle suggested that the minutes have to be approved and the amendment taken from the minutes.

Top 5 Priorities from Self-Study Report

Cynthia Smith asked if people who’s input is not here is because they didn’t have time to do this or are not planning to submit it. Cynthia did not want to prioritize based on what was handed out. There is eleven people missing from the report and a lot of people missing from the meeting today (almost half the members.)

Cynthia motioned to table this agenda item. People should submit their input to Brian ASAP.

Sam Rhoads seconded it. Cory asked if it was distributed for action or if a motion was made for it. Sam said that a motion was made two meetings ago. It wasn’t the intention to come up with five priorities for the entire Planning Council. Each individual will come up with five & the Planning Council would use that to get started.

Marica asked if we will have a December 8th meeting? Ralph noted that “yes” that would be his understanding.

Vote was unanimous. Motion carries.

Bill Becker said that if we wanted to move forward, Item I.B.1 looks like a high priority for a lot of people. Ralph clarified that the motion is to table the discussion.

Strategic Plan Review Committee

Marcia Roberts-Deutsch said that we are waiting for people to give their respective constituents the URL where the current iteration of the planning document is posted. They want feedback by the end of calendar year so it is ready for Spring Review and use it as a planning document. We're beginning to get a little bit of feedback. It's important to know that we'd like the matrix to be complete as possible. Justification & cost issues need to be refined.

Vern asked for clarification on "everyone" providing feedback. Marcia clarified that anyone with a vested interest should provide feedback.

Impact Issues

Ken Kato announced that Senator Hee visited our campus. He wanted to look at our R&M projects to either defer or fund it. Brian & Ken spent time going through the campus. Ken shared a document that was presented to the senator that showed the areas they went through and photos that were taken of the campus. Senator Hee asked that we send a prioritized maintenance list that afternoon. There was no time to go to CLT. Ken is not held to the list he sent to the senator, he will base it on campus input. He will be bringing this to the CLT. Kyle Higa asked if this will now go to Senator Sakamoto if Senator Hee will chair the judiciary committee. Ken assumed so but also noted that Senator Hee can still be a member of the Higher Ed committee. Senator Hee commented that we are in better shape than some of our sister campuses.

New Business

Cory Takemoto would like to make a recommendation/comments because of in view of what we passed earlier, our policies & procedures should be looked at carefully before this charter amendment becomes formal and we elect a chair. We need to specify more exactly what the duties are of this chair. If we look at the duties of a chair under Roberts Rules right now, the chair could have their hands tied or be given more power than we might this person to have.

Vern asked if Cory is suggesting that we put our comments on planners-1. Cory confirmed that.

The Planning Council proceeded to 2-606 for a demo on the content based web-site management system. Minutes of the demo were not taken.

This portion of the meeting ended at 9:50 a.m.