



Planning Council Meeting III November 25th Meeting Notes

11/25/2005
9:00 AM to 11:13 AM
Building 27, Room(s) 111/116

Type of meeting:	Monthly	Facilitator:	Brian Furuto
Note taker:	Tracy Sonomura	Timekeeper:	Tracy Sonomura

Attendees: Bill Becker, Don Bourassa, Diane Caulfield, Brian Furuto (Convener), Kyle Higa, Ken Johnson, Ken Kato, Jan Lubin, Sandy Matsui, James Niino, Sharon Ota, Ramsey Pedersen, Stacy Rogers, Jerry Saviano, Cynthia Smith, Tracy Sonomura (Recorder), Vern Takebayashi, Cory Takemoto, Beng Poh Yoshikawa, June Zakimi.

Not Present: Sheryl Legaspi, Patrick Stuart, Rona Wong

Meeting Called to Order: 9:00 am

Meeting Adjourned: 11:13 am

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

Adoption of October's Mtg. Notes	Brian Furuto	2
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Discussion: Cynthia Smith requested amendments to verbatim minutes to bring this section in uniformity with rest of 10/28/05 meeting notes. Informed that change was made, but will still confirm that changes are in final release of meeting notes.

Vern Takabayashi requested change from “unanimous” to “majority in favor” on the formation of an ad hoc committee from the Planning Council to work on the college’s mission statement.

Conclusion/Vote: Cynthia made motion to adopt 10/28/05 notes as amended; Vern seconded; vote unanimous in favor of adopting 10/28/05 notes as amended.

Action items: None

Person responsible:

Deadline:

Adoption of PnP for Planning Council

Sharon Ota

5

Discussion: Brian Furuto made statement that the PnP was a work in progress and this is a necessary first step. Policies and procedures will probably change as the council matures.

Conclusions: Diane Caulfield made motion to adopt the PnP; Jan Lubin seconded the motion; vote was unanimous in favor of adopting PnP.

Action items: None

Person responsible:

Deadline:

Adoption of Program Review Chart

Sandy Matsui

5

Discussion: None. Prior discussion took place at 10/28 meeting.

Conclusions: Ken Johnson made a motion to adopt the Program Review flow chart as it currently stands, with the understanding that there will be revisions in the future; Cynthia Smith seconded the motion; vote was unanimous in favor of adopting the current version of the Program Review chart.

Action items: None

Person responsible:

Deadline:

Standard IV Team Q&A

Council

85

Robert's Rules of Order was suspended for the open forum session that was requested by the Standard IV team. Portions of the Q&A session will be included in the accreditation report that the Standard IV team is writing.

Discussion: Questions from the Standard IV Team were distributed to Council members.

The Standard IV Team introduced themselves: Karen Hastings, Kyle Higa, Mike Kazmarski, Sandy Matsui, Irene Messina, Pat Patterson, Sam Rhoads, Lyle Uehara.

Sam Rhoads stated that the Team is working on the Accreditation report. The report will include a section about the Council regarding the purpose and goals. The Team understands that not much can be said about what's been accomplished because the council is so new. They requested a meeting with the Council to hear from the council members and appreciate any comments that members have in response to the questions and in response to anything else that occurs to members. Their goal is to have something to write in the report and understand that the report should be written as accurate as possible as of April 1, 2006.

If there are any changes, the Team is willing to meet with the members again.

Conclusions: Draft notes will be made available to the Standard IV team as long as it is not shared. Tracy will send notes to standardiv-l@hcc.hawaii.edu

NOTE: Handout of the Q&A open session forum is attached.

Action items: Standard IV Team will be kept apprised of major changes to the Planning Council.

Person responsible:

Deadline:

PRESSING ISSUES

Administration

15

Discussion: Ken Kato distributed the most current equipment list of general funds.

Ken received an email from UHCC system wide office requesting follow-up on the following by 11/30/05.

1. Update equipment list both new and replacement.
2. Submit equipment list equal to \$100,000 (for the FY07 suppl budget request)
3. Submit a list of ALL requests to show that HCC's needs go beyond what is being requested.

Ken recently met with the Deans and Directors asking them to update their list. Ken felt the Planning Council should be involved with prioritizing the list for the College or at least come up with a list of criteria he could follow for the immediate request from UHCC.

Conclusions: As a result of the discussion, the council accepted the criteria to be used for equipment priority:

1. Health and Safety (ADA/legal compliance)
2. Old, obsolete equipment. Replacement required for instruction.
3. Support and enhance college infrastructure
- 3 Support and enhance instruction (multi-media classroom)
4. Others

Action items: Discuss this priority list with CLT.

Person responsible:

Deadline:

Ken Kato

TIME PERMITTING: IT Resource Replacement Vern Takebayashi 5
Policy

Discussion: Vern Takabayashi stated he wanted to bring up this issue in hopes of starting a discussion to formulate a policy for replacing computers.

Conclusions: Discussion tabled to the next meeting due to time constraints.

Action items: Topic will be included on next agenda

Person responsible:

Brian Furuto

Deadline:

TIME PERMITTING: Strategic Plan Amendments Diane Caulfield 5

Discussion: Diane Caulfield asked members' how/when the council would address new items for the strategic plan that includes cost items.

Conclusions: All items will be included presuming they are justified, but not pre-filtered.

Items will be prioritized using criteria set in the future.

Action items: None

Person responsible:

Deadline:

OTHER DISCUSSION: Meeting Schedule

Discussion: Brian Furuto asked if the Council deemed it necessary to meet more frequently. Based on the number of requests for agenda items that are coming in, it may be necessary.

Council was further informed that there are many outstanding issues (based on number of agenda requests), but the larger issue is that there are several worthwhile subjects that probably deserve more time for debate/discussion.

Council members were generally in favor of holding more frequent meetings.

Several members requested that if we hold meetings more frequently then we should decrease the time requirement.

Conclusions: Brian asked the council for a vote holding meetings twice a month; majority of the Council was in favor.

Brian asked the council for a vote on 1st and 3rd Fridays; majority of the Council was not in favor.

Brian asked the council for a vote on 2nd and 4th Fridays; majority of the Council was in favor.

Starting January 2006, Council will meet the 2nd and 4th Friday of each month. The Council will know when the need to meet twice a month has decreased and amend meeting schedule as necessary.

Due to holiday schedule next meeting is December 16, 2005 at 9:00 am, place TBA

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

Other Information

Observers:

Resource persons: