

**HONOLULU COMMUNITY COLLEGE  
PLANNING COUNCIL**

**MINUTES  
March 14, 2008**

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**MEMBERS PRESENT:** Ramsey Pedersen, Brian Furuto, Erika Lacro, Sandy Matsui, Ken Kato, Scott Murakami, Jarren Uyehara, Cynthia Smith, Jim Poole, Bert Shimabukuro, Sam Rhoads, Marcia Roberts-Deutsch, Dolores Donovan, James Niino, Cory Takemoto, Shanon Miho, Dianne Repsholdt, Vern Takebayashi (Chair.)

**ABSENT/EXCUSED:** Kyle Higa, Ross Egloria, Bill Becker, Kerry Tanimoto, Jonathan Wong.

**GUESTS:** Ralph Kam, Mark Silliman, Robin Grant.

Chair Vern Takebayashi welcomed new members Cynthia Smith (Accreditation Liaison Officer), Dolores Donovan (Language Arts Division Chair) and Dianne Repsholdt (student representative.) Kerry Tanimoto (Math/Science Division Chair) is also a new member as per recent Charter changes, but was unable to attend.

**1. APPROVAL OF MINUTES:** The minutes of the February 8 meeting of the Planning Council were approved.

**2. MEMORANDUM OF UNDERSTANDING / COLLEGIALITY:** The Council reviewed a draft statement on “Collegial Relationship Among Campus Constituencies” prepared by Jim Poole, FSEC Chair. Several changes in language and format were suggested. Contingent on such changes being made, the MOU was approved. (M/S: Smith/Takemoto; unanimous.) See Attachment A.

**3. CHANGES TO CHARTER:** The Council reviewed a draft of the Charter, which included several changes including 1) returning to the name Planning Council (instead of Strategic Planning Council); 2) clarification of scope of work; 3) extent of administrative support; and 4) membership. In this last context, Chair Takebayashi recommended that a further change be made to include the three academic deans (UC, Tech I, Tech II) as ex officio/non-voting members. This was handled with a separate motion and approved (M/S: Rhoads/Smith; unanimous.) The Council then approved the new version of the Charter as a whole (M/S: Donovan/Roberts-Deutsch; unanimous.) See Attachment B.

**4. ASSESSMENT OF EFFECTIVENESS:** Chair Takebayashi recommended the formation of an ad hoc subcommittee to develop questions that would help the Planning Council assess its overall effectiveness and in particular its effectiveness in publicizing the Strategic Plan Review process. Cynthia Smith and Ralph Kam will work with Ross Egloria to develop a survey instrument, and consult with David Cleveland as needed.

**5. TIMELINE FOR STRATEGIC PLAN REVIEW:** The Council reviewed the timeline created by the ad hoc subcommittee, which calls for an accelerated timeline for internal review prior to development of the next biennium budget by mid-May. Because of the compressed timetable for this process (see also Item 5A / Comments from the Chancellor) the Planning Council will schedule additional meetings on April 4 and 18, in addition to its regularly scheduled meeting on April 11. Student Robin Grant asked how important student participation was in this process, and was assured that it is very important, as effective service to students is a primary rationale for planning.

**5A: COMMENTS FROM THE CHANCELLOR:** In the context of setting a timeline for the review/update of the campus strategic plan, Chancellor Pedersen provided perspective on recent discussions at the system level with President McClain regarding the biennium budget and a six-year plan. For the first two years of that period (i.e., the period covered by the next biennium budget) the priority will be given to “the 3 Rs”—Repair, Renovate, Replace. Answers to the question “What will it take to heal your campus?” should provide clear justification for planning and expenditures. (This focuses primarily on CIP projects, but “replace” also includes replacement of essential equipment.) The next biennium will thus not include new positions for the UH system unless externally driven. For the subsequent four years (the “out” years), campuses will need to operate on a basis of working with what they have; i.e., looking at possible internal reallocations of funding and/or positions, adjustments made in response to student demand, using the differential between salary costs of retirees and new hires. The Chancellor will schedule town meetings to discuss these issues with the campus; President McClain expects stocktaking to be completed by the end of April 2008.

**6. LINKS BETWEEN ASSESSMENT AND THE BUDGETARY PROCESS:** Chair Takebayashi opened discussion on how to better disseminate knowledge of how assessment is tied to the budgetary process and whether there should be centralization of the ways in which we do assessment. Cynthia Smith commented that this was really more the responsibility of the Assessment Committee, but that the Planning Council could organize a town meeting that would clarify how the Council and the Strategic Plan Review subcommittee used assessment data and analysis to update the Strategic Plan. This item will be referred to the Assessment Committee.

**7. UPDATE ON THE ADMINISTRATIVE MARKETING TEAM’S MARKETING PLAN:** Brian Furuto was unable to provide this report, but indicated that he would email an update to the Planning Council. Coordination with the newly constituted Recruitment and Retention Committee is necessary, as is a way to solicit student input. Chancellor Pedersen showed the council the newly prepared UHCC Marketing Progress Report, which assesses marketing efforts to date.

**8. ALIGNMENT OF HCC MISSION GOALS AND UHCC STRATEGIC GOALS:** Chair Takebayashi asked for the formation of an ad hoc subcommittee to clarify the alignment of campus and system goals as a basis for planning. Marcia Roberts-Deutsch, Ralph Kam will work on this and invite Tech II Dean Gary Boydell to participate as well.

**The Planning Council meets next on April 4 at 8:30 a.m. in 2-614.**

Minutes submitted by  
Marcia Roberts-Deutsch

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**ATTACHMENT A**

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HONOLULU COMMUNITY COLLEGE  
MEMORANDUM OF UNDERSTANDING

COLLEGIAL RELATIONSHIP AMONG CAMPUS CONSTITUENCIES

The College community shall promote respect, goodwill, and open communications with all constituencies of the College. A collegial relationship will be maintained between the Administration and the Faculty, Staff, and Student Body through established campus committees. All committee recommendations shall be respectfully considered by their parent committees or by the Administration before a final decision is rendered. The Chancellor, who is the final authority on all decisions, will provide an explanation if a recommendation is disapproved. Similarly, the Chancellor will consult with the appropriate committees, and if necessary, the campus as a whole, prior to implementing a potentially controversial initiative. It shall be the goal of all personnel to accomplish the College's mission while maintaining this collegial relationship.

This Memorandum of Understanding was approved by the Planning Council on March 14, 2008.

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Ramsey Pedersen, Chancellor

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date

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Richard J. (Jim) Poole, Chair Faculty Senate Executive Committee

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date

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Jarren Uyehara, Chair Staff Senate Executive Committee

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date

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**ATTACHMENT B**

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***CHARTER***  
***PLANNING COUNCIL***  
(Revised March 14, 2008)

**STATEMENT OF GOALS AND PURPOSE:**

The goals of the Planning Council (PC) are to ensure that the College is best positioned to:

1. Utilize and/or leverage the College's strengths;
2. Fortify the College's areas of weakness;
3. Take advantage of new opportunities; and,
4. Protect from and defeat external threats.

The primary purpose of the PC is to serve as Honolulu Community College's major mid-to-long-term strategic planning committee. The PC will also serve as a primary communication point that links the work of existing College committees (i.e., governance bodies).

With the above mentioned goals in mind the purpose of this group can be summarized by seven C's: Coordinating, Centralizing, Communicating, Clarifying, Consensus building, Convening, and recommending to the Chancellor.

**SCOPE OF WORK:**

The PC will provide advice and counsel to the Chancellor regarding the external (uncontrollable) and internal (controllable) forces (i.e., economic, political, industry, programmatic, etc.) that are currently or will have impact on the college's operations, plans, and programs. Optimally, the PC will be forward thinking to ensure that it is properly situated to benefit from external forces as they take place.

For the purposes of the PC, strategic planning can be defined as the process of determining and defining Honolulu Community College's strategy and the best approach(es) to reaching these goals. In this context, strategy will be defined as the

College's mid (3-5 years) to long (5-8 years) term plan of action that is designed to accomplish specific goals. Initiatives to achieve these goals should be justified by assessment and evidence of community needs. A major outcome of the PC's work will be the regular review and updating of the Strategic Plan.

### **HOW THE COMMITTEE WILL FUNCTION:**

The PC will operate based on Roberts Rules of Order. The PC chairperson will be responsible for ensuring adherence to these processes.

The Council shall formulate recommendations and submit them to the Chancellor for approval and implementation. All recommendations stemming from the Planning Council shall be treated as advisory. The Chancellor reserves the right to accept, in whole or in part, or refuse the Council's recommendations.

- If the Chancellor does not implement or follow the Council's recommendation, the Chancellor will provide a written explanation to the Council.
- If the vote on a Council decision or recommendation is close (difference of 4 votes or less), the Council will present a majority and minority written report to accompany the formal recommendation.

### ***RESPONSIBILITIES OF THIS COMMITTEE:***

#### **Mission Statement and Goals:**

Coordinating periodic review of the College Mission and Goals statement.

#### **Strategic Action Plan and Budgeting Process:**

- Coordinating annual review and update of the College Strategic Plan, including ensuring the integration of results of Annual Assessments and Program Reviews into the College Strategic Plan, and decision-making processes.
- Recommending proposed planning initiatives, including specific budget requests and resource allocations, in accordance with system guidelines and in line with College strategic planning needs and institutional assessment processes.
- Developing, communicating and utilizing criteria to prioritize strategic planning and budgeting initiatives.
- Aiding in the implementation of strategic planning initiatives and budgetary issues.

#### **Accreditation:**

Monitoring the accreditation process

## **Communication:**

- Coordinating communication with and between governance bodies
- Monitoring College processes and outcomes related to institutional research and institutional effectiveness

## **ADMINISTRATIVE SUPPORT:**

The Administration will provide administrative support when deemed necessary. The Chair will be given three hours of assigned time or equivalent.

## **INDIVIDUAL MEMBERSHIP RESPONSIBILITIES:**

- Maintaining an open dialogue with the member's respective constituency.
- Communicating general college issues to the member's constituency.
- Sharing their perspective on issues that are or will impact the PC's and College goals.

## **MEMBERSHIP:**

1. Chancellor (ex officio, non-voting)
2. Executive Assistant to the Chancellor(ex officio, non-voting)
3. Vice Chancellor of Academic Affairs (ex officio, non-voting)
4. Vice Chancellor of Administrative Services (ex officio, non-voting)
5. Dean of Student Services (ex officio, non-voting)
6. Director of the Pacific Center for Advanced Technology & Training (ex officio, non-voting)
7. Program Dean - University College (ex-officio, non-voting)
8. Program Dean - Transportation and Trades (ex-officio, non-voting)
9. Program Dean - Communication and Services (ex-officio, not-voting)
10. Director - MIR
11. Accreditation Liaison Officer
12. Liaison - Assessment Committee
13. Liaison - FSEC
14. Liaison - SSEC
15. Tech 1 Division Chair
16. Tech 2 Division Chair

17. UC Division Chair - Humanities and Social Sciences
18. UC Division Chair - Language Arts
19. UC Division Chair - Science and Math
20. Representative - Apprenticeship Program
21. Representative - Academic Support Faculty and Staff
22. Representative - Student Services
23. Representative - Student to be Determined
24. Representative - Faculty at-large - To be selected by the Chancellor and Agreed upon by the Council
25. Representative - Staff at-large - To be selected by the Chancellor and Agreed Upon by the Council
26. Representative - Community to be Appointed from the Chancellor's Executive Advisory Council, with an alternate if the Community Representative is not available – all to be agreed upon by the Council through a consensus agreement

#### **AUTHORIZATION:**

The creation of the Planning Council was originally initiated by the Chancellor at the College's Retreat in August 2005. The original charter can be found online at: <http://honolulu.hawaii.edu/intranet/committees/pc/index.html> ). As a result of the recommendations stemming from the College's October 2006 accreditation review process, the Chancellor amended the original role & responsibilities in January 2007. The charter was further amended on March 14, 2008.