

# DRAFT

## PLANNING COUNCIL MEETING NOTES

*Notes from Friday August 25, 2006*

**Members Present:** Vern Takebayashi, Cynthia Smith, Marcica Roberts-Deutsch, Ross Egloria, Sherrie Rupert, Jan Lubin, Kyle Higa, Bill Becker, Cory Takemoto, Scott Murakami, Von Scott-Wong, Libby Jakubowski, Sam Rhoads, Stacy Rogers, Sharon Ota, Sandy Matsui

**Not Present:** Burt Shimabukuro, Ken Kato, James Niino, Ramsey Pedersen (ex-officio)

**Convener:** Brian Furuto

**Notetaker:** Clara Bantolina

Brian Furuto called the meeting called to order at 9:07 a.m.

### **TOPIC: Opening Remarks (Brian Furuto)**

- 1) Brian welcomed everyone back and members introduced themselves.
- 2) Everyone was congratulated on a good job from last year's PC work.
- 3) Housekeeping announcements.
  - Ramsey has a few names he's considering for the community member. Hopefully, whoever that person is, will start coming at the next meeting.
  - A subset of the planning council met at a retreat on August 3, 2006. The minutes will be emailed. The minutes will also be posted on the intranet a week after it's emailed.

### **TOPIC: Planning Council Operations (Brian Furuto)**

Operations wise, Brian reminded members that Council meetings are run very informally so that there is no loss in open and free dialogue. Although votes are taken according to Robert's Rules, operations wise the meetings will continue to be run in a flexible manner. For example, this means that members do not have to raise their hands to be recognized to speak. Accordingly, Brian asked that members remember that others will have the floor and there should be a good measure of civility when others are talking. All votes will continue to be taken by the book and as long as we vote according to procedure then we should be fine.

#### ***Vote: Agenda Deadlines and Campus Notification:***

- Brian proposed moving the final deadline for agenda items to ten days prior to a meeting. In prior discussions, there was some concern that the entire campus was not getting the agenda with enough time before the meeting. Further, at the retreat it was agreed that we need to get the agenda out to the campus one week before the meeting.
- Sam Rhoads recommended sending out the tentative agenda early on Friday so people would be able to review it and then the final agenda should be sent out late Monday.

## DRAFT

- Cynthia Smith moved that we: ***Set a deadline for agenda items NINE days before the planning council meets (Wednesday of the week before a meeting) and tentative agendas will be sent to the council seven days before (Friday) the meeting. Then, final agendas will go out to the campus 4 days prior to the meeting (Monday).***
- Scott Murakami seconded the motion.
- ***Motion was unanimously agreed upon.***

Kyle Higa suggested that we put a little blurb next to agenda items for further information on each topic. Brian also said that for purposes of creating the agenda he needs to know as many details as possible on the agenda items (the who, what, where, when, why, etc.) *Brian requested that members give him one or two sentences along with each of their agenda items.*

It was announced that Tracy Sonomura left for a position at DHS. Clara Bantolina & Stephanie Bourassa will be taking care of the planning council as well as providing support to Ramsey, Scott, and Brian. Brian said Steph & Clara will be the primary support staff; however, because of resources being spread too thin, there may be changes to the support for the planning council. As changes occur, there may be delays in operational things such as minutes.

Brian will be going on a backfill deployment for most of September. There will be at least two meetings that he will miss. Ramsey will be talking to Sharon, Ralph, and Mark to figure out who will be convening. The convener will be someone from the Administration who is currently a non-voting member of the planning council.

### ***Vote: Meeting Schedule for the Semester:***

- Cynthia proposed Friday at 9:00 a.m. and Sam suggested the last Friday of each month. The current schedule is 9:00-11:00 a.m. the second & fourth Friday of each month.
- Cory Takemoto moved: ***To keep the current schedule of meetings, which is the second and fourth Friday of each month from 9:00 a.m. – 11:00 a.m. in 2-214, unless otherwise announced.***
- Jan Lubin seconded the motion.
- ***The motion was unanimously agreed upon.***

Cory brought up that after accreditation is done, biennium budget comes up. Brian said HCC's budget is in front of the BOR. Once BOR approves it, it goes to the Dept. of Budget and Finance. Budget & Finance reviews it and makes changes and then it gets submitted to the legislature. This council is finished in terms of what this council has to do in approving anything regarding the budget. However, there will be situations before or during the session where we may have to meet to re-prioritize.

## DRAFT

### **TOPIC: Planning Council Survey/Report (Cynthia Smith)**

Cynthia sent out an email with executive summaries for the two surveys that were done by David Cleveland. He will be back mid-September to do a more substantive report. Cynthia has a full print out of all the responses & comments. Cynthia will get a copy in the library for reserve reading before the next meeting. Cynthia will work with Todd to try to post it on the intranet.

General findings from the campus response indicate that communication has to improve (from PC members to campus & campus to the Planning Council.) We need to improve on the communication from representatives. We need to share the agenda & getting input back. Some operational issues are already being addressed. The notes need to get out as soon as possible and trumpeted more to the campus to get more people reading them. We need think about how we report back to the campus. We need some kind of reporting back or announcement of major decisions & not expect them to read it as a by-line in the notes.

Cynthia said that Planning Council members also felt that communication needed to be improved. In addition, another area where there was some uncertainty had to do with sufficiency of authority or information (do members have the necessary authority and information to make decisions on the Planning Council.) 33% who felt it was insufficient. Cynthia's interpretation is that there are two areas where we need to get better: 1) earlier agenda; sufficient preliminary information and 2) we have to make sure we talk to our people & have feedback from them.

Cynthia suggested that you look at the executive summary she emailed so that we can further discuss. However, we can immediately talk about better communication and some things are already being done. We can think about a more formal reporting manner to the campus. Maybe we can put a template out of how representatives can provide feedback to their people. We should put out a list of members and how they can be contacted.

Brian mentioned that he has already discussed moving the planning council link (it is currently buried) and making it more visible. Right now it takes about five clicks to get there and we'd like to reduce that to two or three. We need to make it real clear what we're here for, what the charter is, and what the mission is. Brian suggested taking a picture or posting the listing of members.

Vern Takebayashi asked, "What is the plan in terms of future surveys?" Vern said we asked for support of the existence of the Planning Council but we also need to ask what the effect of the planning council is. Cynthia said in the abstract we would need to do it, because we are assessment based. Based on the idea of assessment & improvement, we need to share the results, act on them and evaluate.

### **TOPIC: PC Operational & Policy Review Open Discussion (Cynthia Smith)**

Cynthia would like to establish an expectation of communication to constituencies. In the next week, people need to introduce themselves to their constituencies and make it clear that they will be taking agenda items from them. Cynthia recommended doing this and believes it should be established as standard practice by each rep.

## DRAFT

Brian can send an email out to the campus and say that these are your representatives and the areas they represent. The representatives can follow up with their own contact to their respective constituencies.

Sharon commented that we have a lot of new faculty & staff. Sharon suggested to Brian that his email should preface the purpose of the council and directing them to the link on the intranet.

Scott asked if anyone can email the planners-l list. Brian's response was that yes, anyone can email that list. Scott says that we might want to promote that. Scott also suggested a newsletter format that would be standard with the mission on the top, the agenda in the middle, then on the bottom, a link to the Planning Council member list. Vern was concerned that the campus will email everything to that list.

Sam suggested two mailing lists: 1) pc-l for anyone in the HCC community to send concerns to. 2) Planners-l which would be just for the planning council.

Bill asked if a pc-l list would circumvent that representational issue. Cynthia said that it could be where people could either contact their representatives or other representatives.

Cynthia also brought up the need for someone take the initiative to answer the emails.

If we put some parameters on it, Scott said it would allow all the members to follow up. Whoever sends something out takes ownership. Vern asked if there should be published guidelines to how pc-l should be used. If you don't follow those guidelines, it won't necessarily get looked at. Sam doesn't want to discuss those parameters until it becomes a problem. It should be open to the campus and see what happens. Cynthia said we need to know name & department to know who to respond to. Vern said we need appropriate information so we can respond easily.

The decision was made that Brian will send out an email with our mission and a list of our representatives. If you have any feedback or questions, you can email all members at pc-l@hcc.hawaii.edu. Sam said that the person needs to identify themselves clearly and state their concerns clearly so they can they can get an appropriate response. Scott said that you can put it as a permanent agenda item so that the onus is placed on us to be able to respond.

Cory asked how fast the pc-l list can be created. He suggested that it might be a good idea to send the initial email and then follow up with another email saying that this is where you can contact the Planning Council as a whole so we won't confuse anyone. Brian will communicate it to Kyle to let him know when to set the list up.

### **TOPIC: Review of Strategic Plan (Cynthia Smith)**

We have decided that this campus will review & update the strategic plan every year. Sharon Ota said that the strategic plan review cycle was established. Last year was the first year we implemented it. In August, it was initiated by her office. It was decided Planning Council would initiate, monitor & guide the strategic plan review. Last time, Cynthia was the designated person

## DRAFT

to oversee it. Planning Council has to be that consistent oversight. Sharon Ota pointed out that getting it back in a timely manner at all levels is difficult. Cynthia's concern is that it shouldn't be her directing it. The Planning Council needs to direct it. Sharon will take it upon herself to move it forward to the Admin team for review and update. It's not an individual and it should rest with the council & should be a regular agenda item.

Cynthia there should be more assessment data coming in from programs. How does the Planning Council see itself not just at the end, approving it and acting on a budget but actually carrying out that review. Instead of who is carrying it out, that now it becomes the Planning Council. The Planning Council can designate someone or a couple people do it. It moves from the VCAA's office to the Planning Council initiating the review.

Vern suggested that if the PC doesn't take it over, then we run the risk of it falling with certain individuals. Sharon Ota said that timeliness is an issue.

Stacy asked about accountability, because it's very difficult to hold a council accountable. Sharon Ota said that the Planning Council is appointed by the Chancellor so that office would have some accountability. Vern suggested a need for a designated person to make sure everything comes together and present it to the council.

### ***Vote: Strategic Plan Review***

- Sam Rhoads motioned that ***the planning council recognize & accept the responsibility for the administration of the strategic plan review.***
- Marcia seconded the motion.
- ***The motion was unanimously agreed upon.***

Sam thinks that this should be on the agenda for the next meeting for further discussion. Cynthia would like members to think about it and maybe discuss it through email whether it should be either a person or subcommittee. It is a lot of work for one person. There is a lot of follow up so Cynthia personally thinks a subcommittee would be better.

Cynthia will write down everything that was entailed to a review so that Planning Council can have a better sense of whether one person or a subcommittee is needed. Cynthia will have it to the committee no later than Wednesday, August 30.

Kyle said that based on what Cynthia comes up with, that we make changes to the Timeline for Annual Review of the Strategic Plan.

***Brian will put that on the agenda for the next meeting.***

Cynthia gave the PC heads up on what's coming down the pipe. Our accreditation document has a number of planning agenda items. Our plan was approved by the Board of Regents yesterday. It will go off to WASC in a couple weeks. Copies will go to the campus & posted on the intranet.

## DRAFT

Planning agenda items were flushed out and were separated into Standards 1, 2, 3, and 4. The standards committee are doing a initial listing of what the criteria is that needs to be met, what the planning agenda item is, who's responsible for carrying this out and what the intended outcome is.

When that document is done we will have the accreditation oversight committee look at it and then have the Planning Council look. It will be a planning document in final form. It would be great for the Planning Council to approve it before the accreditation visiting team comes so we can present it to them as an appendix or an additional document. We would be doing it mid to late September & early October. We may want to throw it back to the Standards Committee before we approve it.

Brian won't be here suggested that one chair from the standard teams meet with the council when the document comes out.

Cory Takemoto moved to adjourn the meeting.

Marcia Roberts-Deutsch seconded the motion.

The meeting was adjourned at 10:16 a.m.