Campus Council Minutes
Unapproved Minutes
Monday, 10-03-2011
LA 110

Members present: Kay Caldwell, Momi Kamahele, Chris Manaseri, Della Kunimune, Mark Lane, Paul Lococo, Shelley Ota, Janice Ito, Ron Umehira, Sandy Maeda, Jim West, Nancy Buchanan, Jake Darakjian, Laurie Lawrence, Arlene Prado, Leanne Chun, Alicia Brown, Susan Lum, Stephanie Carranza, Evelyn Wong and Manny Cabral.

Members absent: Will Akama, Jim Goodman, Mike Moser, Mike Pecsok, Wes Teraoka

Guests: Donna Matsumoto, Frelen Gacillos (student “shadowing” Chancellor)

Meeting called to order at 2:10 by Chair Kay Caldwell.

1. Approval of Minutes
   Minutes from the 4/18/2011 meeting were approved as read.

2. Special Campus Council Election
   Kay Caldwell resigned her position as Chair of the Campus Council.
   Momi Kamahele nominated Laurie Lawrence which was Seconded by Shelley Ota.
   There were no other nominations.
   Laurie Lawrence was elected Chair of the Campus Council by acclamation.

3. ACCJC Updates (Donna Matsumoto)
   Donna updated members on the ACCJC self-evaluation process as of September 2011.
   She distributed the following documents for members to review:
   1. Survey on Campus Council Effectiveness
   2. Campus Council Revised Constitution and By-Laws (approved 4/20/2009)
   5. Survey on the Leeward CC Annual Program Review Process – August 2011

Donna reported a rough draft of the self-evaluation was completed in September. This draft will be posted online for campus review and response in October. A campus forum will be held in November to review and respond to this draft.

Donna highlighted the need to separate DE (digital communication only) course data from F2F (face to face) course data. Specifically, new regulations require a clear distinction between DE and F2F data on student achievement and SLO (Student Learning Outcomes). The college mission and college services should also cover DE students in a manner consistent with F2F students. The commission will also look into issues of student verification and class time in regard to both DE and FTF classes.
Donna advised that in addition to the ACCJC requirements, the USDE is in discussion on federal guidelines for self-evaluation.

4-6. Campus Project Updates, Status of Campus Projects and Budget, FY 2012
Budget Update (Mark Lane)
Mark Lane distributed information on the campus budget and projects:
   a. 2011 Legislative Session
      • Leeward CC has 330 FTE supported positions for which $16,643,513 was allocated. No new positions or funding were provided by the legislature for the 2011-2013 Biennium.
      • Capital Improvement Funding amounted to $26,083,000. These funds are for the new teacher education building, refurbishing stairway railings, improving air handlers throughout the campus and air-conditioning ventilation in BE, LA and MS buildings.
   b. Campus Projects:
      • A list of 28 ongoing or planned projects was distributed.
      • Members were updated on the Learning Commons with work beginning on this project in December and scheduled for completion in May 2012.
      • The 16 million dollar education building is funded with ground breaking expected to take place during the spring of 2012.
      • GT 105 remodeling is expected to be completed by the spring. This room will no longer be used for scheduling classes but will instead be used for campus events.
      • Remodeling of classrooms BS208A/BS 208B and PS201A/PS 201B is planned with discussion to take place with division in October and final design expected by December. Mark indicated that these classrooms would remain in instruction unlike GT 105 which is to be set aside for campus functions.
   c. Campus Budget:
      Source of funds: $31,066,408
      G funds $16,643,513 (54%)
      Tuition $13,086,00 (42%)
      System Allocations $1,013,245 (3%)
      Other $323,650 (1%)
      Expenditure Plan:
      Instruction $15,593,027 (51%)
      Institutional Support $7,100,319 (23%)
      Student Services $3,992,770 (13%)
      Academic Services $3,631,627 (12%)
      Public Service $401,460 (1%)
   d. FY 2012: New Funding Recommendations
      Estimated Funding is $689,130 above expected expenditure. Mark Lane reported that sixteen items could be budgeted with this money.
      • Items 1-7 on the list were listed as priorities in the recent ARP
• Items 8-13 were recommended by the Administration
• Items 14-16 are three positions reallocated from UHCC for service improvement on campus. The Campus Council at its 4-18-2011 meeting had approved these as the top priorities for reallocated positions.

7. **Leeward CC Facility Purchase (Manny Cabral, Mark Lane)**
   Manny Cabral and Mark Lane and Laurie Lawrence updated the LCC Waianae situation.
   • The purchase of the Tycom building on Kula Aupuni St near Maile Elementary for 2.5 million is near final settlement.
   • Manny and Laurie met with the Maili-Nanakuli Board which unanimously approved Leeward CC’s plan for an educational center in that location.
   • Meetings are also planned with Maili Elementary School’s principal and the Waianae Community Board.
   • There was a suggestion that LCC Waianae be renamed Leeward Community College Waianae Coast Campus.
   • LCC Waianae will plan to schedule so as not to interfere with Maili Elementary School times.

8. **Leeward CC Mission Review Committee (Laurie Lawernce)**
   Susan Lum, Vice Chair of the Faculty Senate, is chairing a Mission Review Committee. The committee meets every other Tuesday and hopes to draft a new mission statement by December. Campus meetings will be held in the spring to review and comment on the proposal.

   Some initial ideas are to keep it short and simple with an emphasis on native Hawaiian learning, core values, the open door, integrity and school of choice for leeward residents.

9. **Classroom Design Committee Guidelines (Leanne Chun)**
   Leanne reported that this Committee came up with recommendations for classroom design and has submitted a draft of the guidelines to Administration and the Division Chairs. At this point, the committee’s work is complete and should be handed over to the appropriate unit for continual update and implementation.

10. **Ready, Set, Grow Update/OCEWD Programs (Ron Umehira)**
    No report at this time; will submit one at the next meeting.

11. **Announcements:**

    Next meeting scheduled for November 7, 2011 at 2:00 in LA 110

    The meeting was adjourned at 3:50 pm.