



UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

## **Faculty Senate Minutes**

Wednesday, April 12, 2023

3:00-5:00 p.m.

Online via Video Conference

**Senators:** Kelsie Aguilera (Vice Chair), Summer Barrett (Secretary), William Castillo, Cara Chang, Matthew Egami, Leon Florendo, Jiajia Garcia, Fa'amaile Ickes, Michelle Igarashi, Ann Inoshita, Christina Keaulana, Alyssa MacDonald, Michele Mahi, Nolan Miyahara, Erika Molyneux, Allan Nebrija, Don Oberheu, Michael Oishi (Chair), Luca Preziati, Michael Scully, I-Chia Shih, Irwin Yamamoto

**Senator Absent:** Kathleen Cashman

**Student Government Representatives:** David Alex Williamson, Leeward CC ASUH President

**Invited Guest:** Carlos Peñaloza, Chancellor; Wayde Oshiro, Vice Chair, Campus Council

**Guests:** Evelyn Wong, Ralph Toyama

**Zoom Meeting:** <https://hawaii.zoom.us/j/91221544931>

Meeting ID: 912 2154 4931

Passcode: 188603

## **Agenda**

I. A quorum being present, Chair Oishi called the meeting to order at 3:01 p.m.

I. Review of [meeting minutes from March 8, 2023](#)

A. **The minutes from March 8, 2023 were accepted to the record without**

**amendment.**

II. Chancellor updates

- A. There will be a Board subcommittee meeting on May 4 to consider our request to convert 2 of our provisional programs (Sustainable Agriculture, Integrated Industrial and Technology) to permanent status
- B. Della Teraoka and Mike Unebasami are coming to campus on April 25 at 1pm in GT-105. Folks can join via Zoom:

<https://hawaii.zoom.us/j/93211491324>

Meeting ID: 932 1149 1324

Passcode: 071179

Topics to be covered will include enrollment, outcomes (e.g., completion, transfers, persistence, special populations in comparison to overall UHCC data), the UHCC Strategic Plan Framework, and budget & legislative matters.

C. [Legislative updates](#)

III. Resource Request Rubrics and Template

- A. Drafts of rubrics for resource requests in the categories of [Operating Budget](#), [Personnel](#), and [Repair and Maintenance](#).
  - 1. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the [Operating Budget Resource Request Rubric](#). **(To be voted on at the next Faculty Senate meeting on May 3, 2023).**
    - a) Discussion around this category being wide in scope (e.g., supplies, technology, equipment, furniture, travel, professional development). The committee worked off of another campus' rubric and reduced 4-6 criteria to 2. Starting next year, the committee recommends requestors ask for program budget increases to keep up with growing costs (e.g., increasing subscription fees) in the Resource Request form.
  - 2. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the [Personnel Resource Request Rubric](#). **(To be voted on at the next Faculty Senate meeting on May 3, 2023).**

- a) Discussion around meeting the ultimate approvers (LeeCC admin, Della Teraoka, Mike Unebasami). Instructional requests get routed through Della and non-instructional and service positions get routed through Mike. David Lassner is the final approver.
  - b) Comment: DMED used to have a position that checked out equipment. When Mike Pecsok retired, the admin eventually removed this position. There should have been consultation with the program before this happened.
- 3. **Motion**: On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the [Repair and Maintenance Resource Request Rubric](#). **(To be voted on at the next Faculty Senate meeting on May 3, 2023).**
  - a) Discussion around the Annual Equipment Replacement Process. Once a year an email is sent out asking for any requests more than \$5,000. This is supposed to be a separate process but admin wants us to include these ‘asks’ as part of the Resource Request process. This is why the committee added a column into the Resource Request for “Replacement Equipment”.
  - b) Comment: Repair & Maintenance and Health & Safety are integrated; they exist on a spectrum. Some things may not look urgent now (so classified as “Repair and Maintenance”) but in the future they become more expensive and urgent (and now a “Health & Safety” issue). Example: the College’s fascia started off as a repair issue but then became a health hazard.
- 4. General Comments
  - a) Question: If the goal is to create this one list, at the end of the day we still have 4 different lists. How do we quantify what’s #1 on the personnel list versus repair and maintenance list?
  - b) Discussion around these rubrics being able to be used throughout the year (e.g., Health Center). There’s the expectation that Unit Heads are supposed to be tracking the life expectancy of all equipment. Admin believes that unit heads need to be more proactive in understanding the life expectancy of their equipment and ask for money for Repair & Maintenance via the Resource Request process when appropriate.

B. Draft of [revised Resource Request Template](#)

1. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the [revised Resource Request Template](#). **(To be voted on at the next Faculty Senate meeting on May 3, 2023).**

IV. Institutional Priorities List (IPL) draft 2

- A. Senator Barrett on draft Institutional Priorities List (IPL). Discussion around only ASUH-Leeward CC providing comments on the draft IPL (see IPL draft 2). In response to ASUH's concerns, the Administration is requesting a feasibility study before considering funding the CRM and believes it has responded to the need for a Culinary Instructor position by funding a temporary position.
- B. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to accept as new business the approval of the 2023-2024 [Institutional Priorities List \(draft 2\)](#).
  1. Senator Ickes seconded the motion.
  1. **Motion approved by unanimous consent.**
- C. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the 2023-2024 [Institutional Priorities List \(draft 2\)](#).
  1. Senator Igarashi seconded the motion.
  2. **Motion approved.**

V. Leeward CC Strategic Plan

- A. Senator Barrett on [Leeward CC Strategic Plan \(2023-2029\)](#)
- B. [Leeward CC Strategic Planning Process](#)
- C. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the Leeward Community College Strategic Plan, 2023-2029 **(To be voted on at the next Faculty Senate meeting on May 3, 2023).**

VI. [Proposed UHCC Strategic Plan Framework \(2023-2029\)](#)

- A. [Feedback due by April 26, 2023](#)

VII. Leeward CC Policies and Procedures

- A. Senator Barrett on approval of policies and procedures before March for inclusion in campus catalog.
  1. Going forward, please try to present for a vote any policies and

procedures that affect multiple campus constituents that require Faculty Senate ratification by our March meeting (so introduce the amended policy or procedure, as much as possible, by February).

2. Approval of policies and procedures that affect multiple campus constituents by March allows for their inclusion in the college catalog.

B. [Guidelines for Campus Procedures that Impact Multiple Units](#)

1. Introduced by Summer Barrett, Office of Planning, Policy and Assessment Coordinator
2. Best practices for procedures.

VIII. Standing Committee Reports

A. Academic and Institutional Support (AIS) Committee

1. [Report](#)
2. Comment: Administration is not doing a very good job of holding our vendors (e.g., Johnson Controls, Key Lock system) accountable.

B. Assessment Committee

C. Budget and Planning Committee

D. Curriculum Committee

E. Distance Education (DE) Committee

1. [Report](#)
2. Question: Is the UHCC System giving us continual licenses?  
Answer: The 50 licenses are for people on campus that have already been using Padlet.

F. Elections Committee

G. Faculty Committee

1. [Report](#)

H. General Education Committee

1. [Report](#)
2. [Multi-Campus Accord for UH General Education Curriculum](#)

I. Lecturer Group

J. Legislative Relations Committee

1. [Report](#)

K. Student Affairs Committee

1. [Student Academic Grievance Policy \(Current, 09-04-2015\)](#)
2. [Proposed Amendments to Student Academic Grievance Procedure \(Redlined, 03-06-2023\)](#)
3. [Proposed Amendments to Student Academic Grievance Procedure \(Clean Copy, 03-06-2023\)](#)
4. **Motion:** On behalf of the Faculty Senate Student Affairs Committee, Senators Florendo and Nebrija move to approve the proposed revisions to the Student Academic Grievance Procedure. **(To be voted on at the next Faculty Senate meeting on May 3, 2023).**

L. Leeward ASUH

1. [Report](#)
2. Chester Leoso stepped down as Vice President. Lulani Chung-Kuehu is the new Vice President.

IX. Chair's Report

A. Leeward CC Campus Updates

1. Standing committee chair annual reports due at the next and last Faculty Senate meeting on May 3. Please email them as PDFs to Michael, Kelsie, and Summer.
  - a) Please consider including the following in your reports:
    - (1) Purpose of the Committee
    - (2) Committee membership (including leadership)
    - (3) Committee meeting dates for the academic year
    - (4) Motions proposed by your committee to the Faculty Senate
    - (5) Narrative or detailed bullets of accomplishments, goals/priorities, and potential future endeavors.
    - (6) Any requests to change your committee's description in Article V of the [Faculty Senate Bylaws](#).
    - (7) Changes to operating procedures and/or leadership

transition plans, especially for those rolling off (e.g., [procedures document for the DE Committee Chair](#))

2. [UH RP 5.205: Academic Calendar](#)

- a) III.D. "All campuses of the university shall adhere to a common first day of instruction each semester and observe holidays established by law.
  - (1) Campuses may set internal dates for registration, examinations, study days, and commencement.
  - (2) Collective bargaining contracts govern duty periods for faculty and staff."
- b) Thus, while UWHO ends earlier than everyone else, it does not violate [RP 5.205](#) and is within the letter of the policy.

B. UH System Updates

- 1. Proposed changes to UH faculty classifications following the recommendations of SCR 201
  - a) No changes proposed to UHCC faculty classifications.
  - b) [UH Faculty Classification Plan Memo \(03-10-23\)](#)
  - c) [Consultation on Proposed Policy Changes Related to SCR 201 \(03-10-23\)](#)
  - d) [UH Faculty Classification Plan for Four-Year Campuses \(Redlined, 03-10-23\)](#)
  - e) [SCR201 Proposed Revisions to UH Policies - Comment Form \(Feedback due by April 15, 2023\)](#)
- 2. 2023 Legislative Session and Budget Update
  - a) [Report](#) by Kalbert Young, UH Vice President for Budget and Finance and Chief Financial Officer

C. All Campus Council of Faculty Senate Chairs (ACCFSC) (from meeting of March 24, 2023)

- 1. May retreat
  - a) Topic of discussion: Looking at revising the ACCFSC charter and bylaws to reconsider the organization's role: should it be merely a gathering place to share information or a body to make collective decisions?

## 2. Cost Free Textbook

- a) UHM libraries looking for ways to provide students access to texts that may not fit the traditional OER textbooks (e.g., purchasing an e-book that has an unlimited number of users, etc.)
- b) Looking to possibly create a Textbook Cost \$0 designation at UHM (already implemented at Leeward CC).
- c) IDAP gets its money first from financial aid, which is a problem. Should be an opt-in not opt-out. Publishers are also collecting student data and not sure this passes muster with the UH Data Governance policies.

## 3. SCR 201

- a) UHPA reps are part of the SCR 201 team. Faculty representatives from UHM have penned a letter asking for more time to consult with faculty and provide feedback on recommendations on faculty classifications.
- b) Representative Amy Perusso has requested reports from the SCR 201 Task Force.
- c) The simplicity of the “C” classification in the UHCCs became a model for the four-year campuses.

## 4. Implementation of UH Strategic Plan

- a) President looking to create working groups, with an eye toward working toward equity in the imperatives.

## 5. General Education Redesign

- a) [Multi-Campus Accord](#) (MCA) has been shared out unevenly at UHM. Only shared with UHM Faculty Senate.
  - (1) UHM’s Faculty Senate Committee on Academic Policy and Planning (CAPP) has not yet prepared a report on the MCA.
  - (2) The UHWO dissent came from Bonnie Bittman. The MCA was not widely shared beyond Bonnie.
  - (3) UH Maui College’s Faculty Senate has not reviewed or seen the MCA. Will discuss the MCA on April 14.
- b) UH BOR is interested in this issue and does care; wants to dispel any concerns that the BOR does not care.



c) From Vice President Debora Halbert

- (1) Peter Quigley has not yet delivered his report; he quit.
- (2) Need to work out four-years campuses' concerns over articulation/transfer
- (3) VP Halbert will be talking more to President Lassner and the BOR about the timeline. Della would like to talk over the summer about Gen Ed.
- (4) Need more time to figure things out. We are not near a resolution.
  - (a) Not sure a vote is a productive thing at this time. Would like to continue to have conversations.
  - (b) VP Halbert needs to report to the BOR in May about the current state of discussion. While not definitive, there seems to be no appetite to take a vote in May at this time.
- (5) Regent Wilson noted that it would be better to have a more solid idea of where we are going with a GE curriculum. Better to take more time than to rush toward a vote.
- (6) ASUH would like involvement in discussions of future Gen Ed revisions.
- (7) Four-year campuses want a GE curriculum that is interdisciplinary and innovative. Lance Uyeda's contention is that these are upper-level concerns.

6. Leadership compensation for 11-month faculty.

- a) How can we compensate 11-month or other non-instructional faculty for work in leadership roles where release time is not an option?
- b) UHPA contract (page 77, appendix 4).
- c) Not easy to provide "release time" for non-instructional faculty as their positions cannot be easily back-filled (e.g., counselors have unique access to STAR GPS, librarians have special access to catalog and database platforms, etc.).

(1) May need to provide monetary or other type of compensation (e.g., extended time for vacation) where release from duties is not an option.

(2) For context: [UH Counseling Unit Duties \(03-28-23\)](#)  
(from Senator Igarashi)

D. Campus Council (from meeting of March 24, 2023)

1. Movement to create a UH System Staff Council (analogous to the ACCFSC for staff).
  - a) Working group created to organize a UH System Staff Council (similar to ACCFSC) with two co-chairs, one from the UHCCs and one from the four-year.
  - b) Chancellor can name Leeward representatives to the UH Staff Council until a Leeward Staff Senate is created.
  - c) No date has been set for the first meeting of the UH Staff Council
2. Creation of a Leeward CC Staff Senate
  - a) There will be a focus group of Leeward's clerical staff about interest in creating a Staff Senate.
3. Proposed amendment to name change to the Campus Council Constitution and Bylaws
  - a) Because half of Academic Services is APT, the current Campus Council Constitution and Bylaws restricts who can serve from that division.
  - b) Proposed Motion: I, Leanne Riseley (Interim Dean of Academic Services) on behalf of the Academic Services group propose to amend the current Campus Council Constitution and Bylaws, to change the name of this group from "Academic Services Faculty Member" to "Academic Services Representative". The proposed change will expand Academic Services' representation to include staff or faculty.
4. Chancellor's Updates
  - a) Campus Forum update
    - (1) Processing feedback provided during the campus Talk Story session on March 20, 2023.

- (2) A new camera was just installed between the LA, BE, and Learning Commons.

5. Legislative Updates

- a) UHCCs receiving less funding than in the past.

6. Wahiawa Product Development Center updates

- a) Being developed as a lab-type setting rather than a pure lecture-type setting.
- b) Currently working on staffing of the center.
- c) Recently completed the first 12-week education program, “Bringing Your Product to Market: From ‘Aina to Makeke.”
- d) Request to the UH Board of Regents to create an AS in Integrated Industrial Technology at Leeward CC.
- e) Request to the UH Board of Regents to create an AS in Sustainable Agriculture at Leeward CC

7. [Leeward Parking Rules and Regulations](#)

- a) Already consulted with ASUH, Faculty Senate, Na ‘Ewa Council, and Campus Council.
- b) Procedures is a living document that will evolve with the use of the procedure.
- c) No foreseeable parking fees for faculty, staff, and students.
- d) Leeward’s Pu‘uloa campus is not a designated park and ride.
- e) Students who are enrolled at another UH campus but who work at Leeward’s Pu‘uloa campus can still receive a parking permit but will need to furnish proof of employment at Leeward.
- f) Lecturers and casual hires will be issued a permit for the entire academic year. If a lecturer or casual hire is not renewed the following semester, the employee will need to surrender their parking permit.
- g) During public events at Leeward’s Pu‘uloa campus, the requirement of parking permits will not be enforced.
- h) No one will be required to provide proof of car insurance; just need to declare intent to have car insurance.

- i) There is currently a request for additional security for all UHCCs.
- j) Plan to begin disseminating parking permits in June 2023.

X. Vice Chair's report

A. Community College Council of Faculty Senate Chairs (CCCFSC)

1. [Good Jobs Hawai'i](#)

- a) [Overview sheet](#)
- b) Grant funding available to support students in workforce training in Healthcare, IT, Clean Energy, Skilled Trades, and Creative Industries

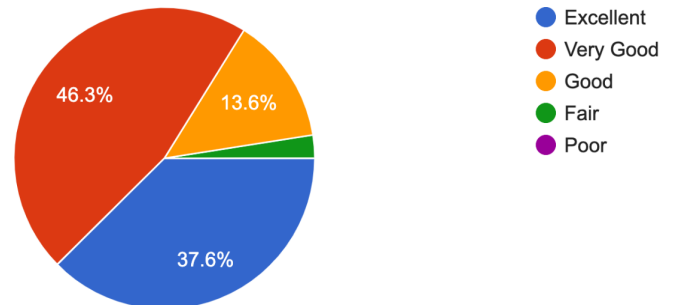
(1) Most of the funding is available now, as the grants sunset over the next three years

- c) Contact: Dan Doerger [ddoerger@hawaii.edu](mailto:ddoerger@hawaii.edu)

2. HISSI Feedback

2. Overall, how would you rate the event?

242 responses



a)

3. [Statewide Access Master Plan](#)

- a) Provided to Senator Dela Cruz on March 15 per his request; no feedback received
- b) Will be a document "in process" that can be used to start the Academic Master Plan

4. Textbook Cost \$0 Initiative

- a) Leeward CC is a leader

- b) [Fall 2023 data for top 15 highest enrolled courses](#)

5. General Education Inquiry Team

- a) [Memo from Della Teraoka](#), our former VCAA and current UHCC Interim Associate Vice President for Academic Affairs
- b) One year general education professional development opportunity for a team of faculty and instructional administrators to learn about current best practices in General Education with a charge to return to the colleges and share what they learn

- (1) Includes attending virtual and in-person conferences, monthly meetings, and presenting findings at HISSI 2024.

- c) This team will not be charged with redesigning General Education. Rather, the hope is to encourage more discussion on general education topics and to share best practices and current trends with UHCC faculty
- d) Faculty members will receive 3 TEs in each the Fall and Spring semesters and overload in the summer semester
- e) You may apply via the following [Google form](#). **The application deadline is April 17, 2023.**
- f) Rationale from UHCC Interim Associate Vice President for Academic Affairs, Della Teraoka:

- (1) “The initiative is paid for by the UHCC System office in an effort to support continued professional development for our CC faculty. I came up with the idea because I heard from some campuses that engagement around the general education conversation was starting to become more robust, and there seemed to be an appetite for more discussion. I am not aware of widespread professional development on general education curriculum, so I wanted to support the campuses. I can say this is in response to a lack of agreement on the redesign of general education but not specifically the conference committee’s work. I have advocated for all ten campuses to take more time to continue the discussion, but I am not sure my voice will be enough to slow down the process. As the interim AVPAA, I want to support CC efforts to learn about general

education so we can continue to advocate for what is best for our CC students.”

- XI. Secretary’s Report
- XII. Old Business
- XIII. General Announcements
- XIV. Notice of next meeting: 3:00-5:00 p.m., May 3, 2023, via Zoom
- XV. Adjournment - Meeting Adjourned at 5:03pm by unanimous consent.

Respectfully submitted by Summer Barrett, Faculty Senate Secretary.