

Campus Leadership Team

Honolulu Community College

Meeting Minutes

Opening:

The regular meeting of the **Campus Leadership Team** was called to order at 1:03 p.m. on January 14, 2008 in the Honolulu Community College, Building 2-214, by Erika Lacro, Interim Vice Chancellor for Academic Affairs.

Present:

Jon Blumhardt, Gary Boydeell, Jerry Cerny, Ralph Hiatt, Ralph Kam, Emily Kukulies, Erika Lacro, Jean Maslowski, Irene Mesina, Lianne Nagano, James Niino, Sam Rhoads, Marcia Roberts-Deutsch, Bert Shimabukuro, Mark Silliman, and Jarren Uyehara.

Guest: Bill Becker

Absent/Excused: Jim Poole, Kerry Tanimoto / Dolores Donovan, Sandy Matsui

A. Approval of Minutes

1. The minutes of the January 7, 2008 meeting were approved by committee members.

B. Updates and Announcements

1. Enrollments as of 1/14/08:

Day School:	3631
Apprenticeship:	3411
2. Emily announced that HCC has a hula [hālau](#). (see flyer). Martin Luther King Jr. day is also a day of service. Service activities include Native Hawaiian theme (UH/M). Martin Luther King Jr. organizations offer a list of various services. Local newspapers also list activities.
3. Schedule of Course (SOC) Scheduling Timeline Summer & Fall (see handout)
 - a. Marcia requested additional time for the submission of the SOC.

C. New Business

1. EMC – Outstanding Needs – Jon Blumhardt
 - a. Jon announced that Charlene Chung has taken a position as Clerk IV at the Construction Academy. Formerly, she handled all print request, etc. With her gone, the EMC will do the best that they can to fill in the gaps until a new person comes on board. Jon handed out a flow chart that details projection installation (see handout). LCC has a process that includes all stakeholders. Jon further added that Ken Kato will not allow EMC's own people do electrical wiring (due to liability issues). Jon asked each of the CLT committee members to take a look at LCC's process and provide him with feedback.
 - b. Erika would like to see a current inventory list of all AV equipment. Jon said the EMC has already assembled the inventory that delineates room, purchase date and use. (Jon needs to know who is using the equipment and for what purpose.) LCC's process

describes a review by the Division Chair. We need to develop a process that is agreeable to the majority of users.

- c. Marcia asked if it is possible to report our saving as a result of course cancelation so that some of the savings can be used to buy some of this equipment. Jon would like to see a 5-year replacement schedule whereby the schedule is prioritized and ranked. Jerry stressed that AV acquisition must be linked to program review and assessments. Some pertinent questions remain: "At what level do we need such equipment?" At what point does the Strategic Planning Council get involved in the end-of-year spending?"

2. IT Update

- a. Bill Becker reported the following: Kyle Higa asked that an announcement be made that reminds folks that information pertaining to faculty evaluations can be obtained at the EMC. A label can be attached to the upper portion of the manila envelope that can expedite the tabulation if the label is checked off. A question arose: Do faculty have to buy their own forms or just pick them up?" Bill replied, "Just pick them up." Marcia commented that the check box does not differentiate Tenure/Promotion or contract renewal. Notwithstanding, the respective faculty classifications, all evaluation forms are expedited in the same manner. Each faculty person needs to pick up the envelope and the sticker that is affixed to the envelope. Jon further added that information is provided that describes the correct form to use (e.g., lecturer, lab, etc). Forms G & H are still predominately used. Marcia reminded us that the evaluation is also online. Marcia asked about the length of time to process completed student evaluations. Generally speaking, the task of processing student evaluations is completed by the close of the semester. First, evaluations go to computer lab and then they are forwarded to Kyle's office.
- b. Bill mentioned that since the beginning of last semester, students have been encouraged to get a UH account. That being said, he underscored the fact that services on www.hcc.hawaii.edu are still being supported (e.g., wireless, domain server, and other local network access). Lulima (i.e., Sakai) activity is run through the UH account. Pine can be used via "ssh" to access the UH (<https://mail.hawaii.edu/>) and HCC (<https://webmail.hcc.hawaii.edu/webmail/src/login.php>) accounts. Though Pine is still viable, most students are more comfortable using a web interface. Lastly, the reason the College is being asked to encourage all students to obtain a UH account is to avail themselves of disaster information – all of which is being sent exclusively to UH accounts. Despite this compelling safety issue, the HCC mail system is not going away. In the near future, we hope that the log in and user name for each person will be the same for local services as it will be for UH services. Wireless accounts will remain the same; however, users are still encouraged to use their UH account. Local services require a HCC account. By way of historical perspective, HCC was the first campus to give accounts to all faculty and students in the early 1990s. Passwords for wireless access might not change for some time.
- c. Emily noted that faculty can convert their ID (user name) to an equivalent if the equivalent is available. Irene also mentioned that UH account has limits on capacity (i.e., cannot exceed 250 Megs). At HCC accounts have no limit. Irene reported that the HCC mail server has been slowing down. Bill explained that a few users have huge email archives and as a result, it slows down the server. There are plans to remedy this problem. ITC will be providing "email management" guidelines and training.

3. Accreditation Report

4. Erika reminded the Committee that the college has a total of five recommendations, but must report on three recommendations by March 2008. She volunteered to forward the document that identifies all CLT-related recommendations. [Post Scriptum: Jerry found the document after the close of this meeting and emailed it to all CLT committee members on January 14, 2008.]

D. Future Agenda Items:

- a. Academic Code of Conduct
- b. Student Code of Conduct
- c. Division Chair Summer Compensation
- d. Faculty Release Time
- e. Technology Advisory committee
- f. Alumni Hall of Fame
- g. Final Exam Policy
- h. Accreditation
- i. Credit by Exam / Credit Conversion
- j. Summer Compensation

Adjournment: The meeting was adjourned at 1:45 p.m. by Erika Lacro, Vice Chancellor for Academic Affairs. The next general meeting of the Campus Leadership Team will be at 1:00 p.m. on January 28, 2008 at Honolulu Community College, Building 2-214.

Minutes submitted by: Mark Silliman, Recorder