

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 February 4, 2008 in the Honolulu Community College, Building 2-214, by Erika Lacro, Interim Vice Chancellor for Academic Affairs.

Present:

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

Guest: Grace Funai

Absent/Excused:, Kerry Tanimoto /

A. Approval of Minutes

1. The minutes of the January 28, 2008 meeting were approved by the committee members.

B. Updates and Announcements

- a. **HS2HCC** Grace Funai: We are coming up on our 6th year. Looking for 900 students trying for 600. Please go back and ask your faculty for assistance: 2 tour guides per group of 25 taking students around and participating. Let's expand beyond our comfort zone. Leon Florendo is the event contact, please get the word out, this is a campus wide initiative. There will be a luncheon afterwards. Event starts at 0900 over at 12:00 12:30 luncheon. Date: Feb 22, 2008 Friday. Erika Lacro thanks everyone in advance for their support
- b. **Recruitment/Retention** Grace Funai (Committee Chair)
 - i) Recruitment Retention survey going out, Grace will report to CLT on findings.
 - ii) Career Day Waipahu HS 0800-1430 HCC well represented
- h. **New Counselor Position** Sandy Matsui: Scott Parry is the new Articulation Matriculation Counselor pre-college as well as transfer to post-secondary. He is here to clarify processes that students go through, from HPU, originally Registrar for Hawaii Business College.
- i. **Perkins** Erika Lacro: Down to almost final draft on Perkins Achieving the Standards, guidelines are more challenging. 18 April 2008 proposals are due to the system.
- j. **Student Government:** Emily Kukulies: Jessica Asada is the student to contact on student government after the latest turnover.

- k. **Upcoming Events** Emily Kukulies reported that there were 2 upcoming events: Chinese New Year: Making Chinese character messages for good luck Monday Feb 4, 2008 in the cafeteria and 2 Valentine's Day Card and Gift Making in the Cafeteria. Flyer handed out with more information.

C. DISCUSSION

Summer Div Chair Compensation/Stipends: Marcia reported that this is a process for creating equity for Division Chairs, and follows recommendations for a summer presence. She distributed a Memo dated 28 Jan 2008 which lays out the argument in more detail. (See memo) Marcia believes stipends were cancelled in a previous administration as a method for cost savings, but that summer off-duty time should be compensated. Erika will look to see if this additional summer work has been on the list of official duties, see if there is a compensation process, and check back with Ken and Ramsey. Erica asked: What does the faculty do? Why do they need to be present? Projects? Hiring? Next steps? Marcia :How is this handled at other campuses? Some chairs are 11 month with no stop and start, Erica will ask Deans of Instruction at the next meeting and report back to the CLT what she finds out. Marcia: Dec 14 Linda Johnsrud was supposed to go before the Board of regents with a draft plan. UHPA got involved with Administration and the report was never made. This report needs to be circulated and discussed.

http://www.hawaii.edu/vpaa/cms/Rev_BOR_Policy_Chap9_12.14.07.pdf is the URL for the 3 categories contained in the draft and will send out the URLs for access and review to the CLT. Sam recommended that we start some kind of draft in terms of time among ourselves. Sandy when faculty serve in other roles, they are supposed to be compensated for their work, does not appear that there is an active list or procedures for compensation. Erica will gather information. FSEC, and other examples. Marcia stated that there are complicating factors in determining release time from teaching.

- a. **CLT Charter Review** There is no charter listed for CLT on the HCC intranet website, although there is a summary. Jim Poole stated that the FSEC was responsible for seeing that all Committee Charters were rewritten and posted to the website for accreditation purposes but not the charters. Erica will create a draft charter and circulate it for comments.
- b. **Composition of Committees:** Marcia stated that the PCATT representatives affect composition of the committees, committee assignments, list replacements, what is listed is accurate. Academic portion should fall under academic affairs Review and submit to Erik.
- c. **Strategic Outcomes:** Jim Poole Working on the body of the main plan. To provide HCC input to the current 2 plans: 1 UH System, 1 John Morton. The outcomes need to match both plans with 5 elements but we could add a 6 or 7 element. Erika stated that the actual numbers, changes from the previous draft are minimal. Jim Poole:
- c. Planning Council is new at tying in assessments to strategic plan. Take

a look at all funds that are expended, all part of the planning. Sam Rhodes: End of the year expenditures should be done by Planning Council not CLT. Jim: Planning Council responsible for identifying budget priorities. The Planning Council is the major body responsible for creating priorities for spending funds, CLT negotiations, money spent according to priorities, \$100,000 released now. Ideas now... create list, give to PC?

- d. **Faculty Development Funds** Jerry Cerny reported that there was \$20,000 allocated to the faculty Development Fund this year and that he asked the CLT to encourage faculty to apply. The application is on the intranet website
- e. **Mid-Year Funds** Marcia: \$100,000 expenditure by April? What is the timeline and guidelines for proposals, justifications should be tied into planning issues, Should we schedule a dedicated meeting early to mid-March, meeting to look at this? Divisions write up, spreadsheet, ken's present, health and safety 1st, Erika to come back next meeting, Jerry end of the year funds were distributed as a block grant last year.
- f. **Computer Policy** Irene: Is the trickle down process in effect? Group Discussion: Are we working to allocate more money for computers?, Is it on the on Planning Council's agenda? ... Should this be a long term Planning Council issue or end of the year CLT based on department priority lists? comply to list. If Planning Council is not doing job, the CLT is left to own plan. Erika has not had a chance to work out a process.
- g. **Achieving the Dream** Team In Atlanta
- h. **Marketing/Retention** Jim Poole recommended that the Marketing/Retention Committees meet together so that their efforts can be mutually supportive.
- i. **Program Review** () recommended that Ross come and give the CLT a report.

j. **Agenda items**

- k. **Academic Code Grievance/Student Code of Conduct** under system review. Confusion student academic grievance and STUDENT code.
- l. **Technology Advisory Committee** () Recommended that TAC should come to the CLT give up date Dave Pai is the Chair.
- m. **Alumni Hall of Honor** Group Discussion: Tracking Should we be tracking alumni postings on web page? Our current association is voluntary, so that might not be the route. If we want to track specific alumni should come from other activity. Do we even have enough information to maintain a web presence? Jerry check out honored alumni. The current association allows anyone who has attended HCC to be a member as well as anyone who has the heart. Perhaps we should check out who has attended, staff, faculty and create an alumni success page. Jim Poole: Use corporate memory ask around get recommendations. Lena or Ron Pine would be good sources. Erika... whose going to do the work? Initial step getting the names together.

Sandy recognizing current things marketing... where do we recognize achievements, how can we display, pride for students, ways to better do it. Send it to Brian

- n. **Final Exam Policy** Jim Poole do we have one do we enforce it..
Difference between Tech 1 and others: module-based Final Exam Best practices. Because of lecturers we need to have policy. Sam said that there could be some full time faculty that could benefit from a written policy.
- o. **Integrity of Publications** Sandy need to work on improvements.
Please invite Scott to join us.
- p. **Wellness Counsellor** Marcia: How do we refer students to Kimberly, our new Wellness Counsellor?
- q. **Committee Updates**
 - r. Marketing Brian
 - s. Title III Sandy
 - t. Achieving the Dream Jan P and Erika
 - u. Will resend recorder date Erika

4. We will meet next week 11 Feb 2008 and then begin our 2 week rotation

C. 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 2:06 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 February 11, 2008 at Honolulu Community College, Building 2-214.

Minutes submitted by: Jon Blumhardt, Recorder