

Campus Leadership Team Meeting
February 11, 2008
2/214

Present: Jon Blumhardt, Gary Boydell, Jerry Cerny, Dolores Donovan, Ralph Hiatt, Ralph Kam, Erika Lacro, Jean Maslowski, Sandy Matsui, Irene Mesina, Lianne Nagano, James Niino, Jim Poole, Sam Rhoads, Marchia Roberts-Deutsch, Bert Simabukuro,

Absent: Emily Kukulies, Kerry Tanimoto

Guests: Grace Funai, Kimberly Gallant, Ken Kato

I. Approval of minutes – February 4, 2008

II. Updates and Announcements

Jerry – Faculty Development Committee met on Friday [2/8/08]

Please encourage faculty to apply. Email was sent out regarding guidelines for applying for faculty development funding.

Per Graduation Committee, please encourage faculty to attend graduation.

III. Wellness Assistance – Kimberley Gallant

Kimberley distributed drafts of “Counseling Services/Student Referral Forms” and “Counseling Services Referral Process” She welcomes any feedback on these forms.

“Incident Reports” that pertain to students may be sent to Kimberley, in addition to the Office of Administrative Services and Campus Security.

IV. Recruitment and Retention Committee Update – Grace Funai

The charter has been revised and is available on the Intranet.

The committee has become two subcommittees. There will be meetings twice a month, the first meeting of the month will be by subcommittee and the second meeting of the month will be a joint meeting. Currently, the committee is working on a survey of recruitment and retention activities on campus. Once the survey is completed, the committee will review the data, share it with the campus, and propose areas that are missing or lacking. Please encourage people to complete the survey.

It was suggested that this committee work with the Achieving the Dream Committee.

HS2HCC – volunteer informational meeting will be held on Friday, at 1:30. The event will take place on Friday, February 22, 2008. Grace extended her thanks to the planning committee.

V. Marketing Committee Update – Gary Boydell

System-wide:

- a) 2007 promotional campaign targeted high school students
Fall enrollment for Native Hawaiian students increased by 9.4% from Fall 2006.
Increase in general up 2.5 percentage points to 34.6% of high school graduates, reversing the trend from the past several years.
- b) Spring 2008, radio campaign
Nov. 26 – Dec 3, 2007 – general ads
Dec. 31, 2007 – Jan. 13, 2008 – focused on open classes and specific programs
Honolulu CC got good play, both for campus and specific programs
- c) 3,970 postcards mailed to CC students who recently were attending, but dropped out before completing a credential.
- d) Gary distributed the revised budget for the UHCC System-wide Marketing Plan. Of the \$264,000 budgeted for AY2007-2008, approximately \$130,000 remains.

Honolulu CC

- a) 2nd draft of marketing plan circulated to the Recruitment and Retention Committee.
- b) Ralph Kam has developed and implemented a revised process and procedures for PR efforts.
- c) Proof copies of revised program brochures are being reviewed. Perkins funds were approved last year to pay for the brochures.
- d) On going and significant efforts by counselors to recruit students.

VI. End of Year Funds – Erika Lacro

The Planning Council will set the themes and priorities The CLT using the priorities to fund requests. Also, requests should be tied to program review, annual assessments and the strategic plan. Ken will the CLT last year's list. Funds need to be encumbered by April 15th. Any media purchases, please coordinate with Jon. Proposals are due to Erika by March 3, 2008. Proposals will be discussed at the March 10, 2008 CLT meeting.

VII. Planning agenda – Marcia Roberts-Deutsch

Marcia asked for feedback on the draft of the Planning Agenda items pertinent to the CLT by the end of the week.

VIII. Computer Replacement Policy

Planning Council will look at the existing policy and review its status.

The next CLT meeting will be on February 26, 2008.

Minutes submitted by: Irene Mesina, Recorder

