

Campus Leadership Team

Honolulu Community College

Meeting Minutes

Opening:

The regular meeting of the **Campus Leadership Team** was called to order at 1:15 p.m. on September 17, 2007 in the Honolulu Community College, Building 2-214, by Erika Lacro, Interim Vice Chancellor for Academic Affairs.

Present:

Gary Boydell, Dolores Donovan, Ralph Kam, Emily Kukulies, Erika Lacro, Sherrie Rupert, Sandy Matsui, Irene Mesina, Lianne Nagano, James Niino, Elton Ogozo for Jon Blumhardt, Jim Poole, Sam Rhoads, Marcia Roberts-Deutsch, Bert Shimabukuro, Mark Silliman, Kerry Tanimoto and Jarren Uyehara.

Absent/Excused: Jerry Cerny, Ralph Hiatt, Jan Lubin and Jean Maslowski.

A. Updates and Announcements

1. Building 27 had a water main break and the first floor was flooded. Wednesday students will be updated and directed according to conditions. The air conditioning is temporarily down.
2. Special thanks and acknowledgments to the Cosmetology faculty for helping to clean up.
3. Marcia recommended placing "security update" on the agenda for the next CLT meeting.
4. Sandy introduced Silvan Chung and Carol Kagimoto, our new Job Placement Coordinator who will be focusing on HCC and Construction Academy job placement. She will be visiting various Tech programs to help facilitate employment opportunities

B. Approval of Minutes

1. The minutes of the September 10, 2007 meeting were vetted by committee members

C. New Business

1. Construction Career Day (CCD) Purpose: Focuses primarily on careers in construction (not intended to be a comprehensive recruitment fair, not open to HCC students)
 - a. Information: By way of informational briefing, Mark distributed five documents related to the joint CCD partnership which includes the following members: Hawaii Local Technical Assistance Program (HLTAP), Hawaii Department of Transportation (HDOT) (Lead Organizations) and Honolulu Community College. Documents included:
 - i. CCD Flyer
 - ii. CCD Tentative Agenda, October 25 & 26, 2007 (Thurs & Fri)

- iii. CCD Map of HCC logistics
- iv. CCD Equipment Area Map (Lot)
- v. CCD Planning Meeting Agenda, September 14, 2007
- b. Briefing highlights included, but not limited to, the following:
 - i. Thursday, Oct. 25th projected participants approximately 340
 - ii. Friday, Oct. 26th projected participants approximately 550 (see handout)
 - iii. Equipment setup in Lot 1C will begin Tuesday afternoon, October 23 and vacate beginning Friday afternoon, October 26. Uniformed police will be on foot to guard equipment and help direct traffic (see handout)
 - iv. Flyers will notify faculty and students of parking accommodations on the day of the event
 - v. Chaperone ratio to student is 1:10
 - vi. CCD Students will be identified by color-coded (red, white and blue) hardhats and wrist bands
 - vii. The event on Thursday and Friday is scheduled to run from 8:00 am to 12:00 pm each day (see handout of Tentative Agenda)
 - viii. HLTAP/HDOT have over 40 volunteers, Construction Academy faculty have over 20 volunteers, hcc-1 announcement and solicitation for volunteers is forthcoming on Tuesday
 - ix. Mini bus will shuttle students from parking lot 8 to main campus
 - x. Career recruitment staging area will lie between Bldg 2 and Early Childhood Education. More than 10 tents will be setup within the adjacent courtyard. One large 40' X 40' tent will be setup in Lot 1C (see handout)
 - xi. Student Services will have a tent and table setup in the adjoining area
 - xii. Insurance coverage is in effect
 - xiii. Media coverage is planned
 - xiv. Red, white and blue groups will rotate from three staging areas: 1) Lot 1C, Heavy Equipment Area; 2) Recruitment Area between Bldg. 2 and Early Childhood Education; and 3) Diamond Head side of Bldg. 14, Trades Area

2. Entrepreneurship Courses

- a. Information: Gary cited a number of interesting statistics that came from a summary of a meeting that Ramsey attended that included the President and CEO of The Kaufmann Institute:
 - i. 50% of Americans employed in small business. 75% of new jobs are created in small enterprises. 50% will fail – so what? Move to next idea. 11% of the total workforce is entrepreneurs.
 - ii. Carl Schramm – President, Kaufmann Institute – John Morton, Jerry Chang (House Higher Ed), Norman Sakamoto (Senate Ed), Liu (DBEDT) and I attended and National Governor’s Academy conference on involving universities and colleges in the innovation economy at the Kauffman Institute in June. Saw initiatives from other states – Florida, Minnesota, Kentucky – all in concert with new technologies and entrepreneurial innovation. Hawaii ranked 46th in entrepreneurship.

- iii. 50% of new jobs are in firms less than five years old. These start-ups are critical to the continuation of new firms.
 - b. Global Leadership Forum: Gary reported “Gen Y” employment history will shift and that there is no expectation of a single employer.
 - c. Perkins funds will be awarded to programs that strengthen an interdisciplinary approach to CTE.
- 3. Marketing Workshops / Focus Groups
 - a. Information: At Brian, Ralph and Sandy’s behest, Gary has put together a workshop in order to gather input and help to answer some fundamental questions (e.g., Who is our target market? What message should we be addressing to that audience? How can we best reach that audience with our message?)
 - b. There are plans to recruit several times this semester.
 - c. Specific dates/times are forthcoming. Now established as October 3, 4 and 5.
 - d. The Recruitment and Retention Committee falls under the aegis of FSEC and Emily is the chair of this committee. Gary was invited to attend this committee.
- 4. Other Items
 - a. SOC Information: Marcia remarked that if the SOC were delivered in a timely manner, divisions would be have more time to project the schedule of classes (e.g., 9/7 – 9/21 for review). She requested that the timetable be extended. Sam questioned, “When do we begin using the addendum form?” Sherrie noted considerable discrepancy with the Schedule of Courses (SOC) and the College Catalog (e.g., pre-requisites). Sam also mentioned that comments are sometimes lost. Students sometimes register erroneously. Bert also observed that “roll-over” schedules are not always correct. Jarren prefers CRN listing. Sam followed by saying the draft SOC is in CRN order but not in chronological order.
 - b. STEM Information: STEM announcement: HCC will host a leadership meeting to discuss STEM and how best to put together the curriculum. A signing ceremony will follow a couple of weeks later.

D. Future Agenda Items:

- c. Accreditation
- d. Credit by Exam / Credit Conversion
- e. Summer Compensation
- f. Faculty Release Time
- g. Security Update

Adjournment: The meeting was adjourned at 2:15 p.m. by Erika Lacro, Vice Chancellor for Academic Affairs. The next general meeting of the Campus Leadership Team will be at 1:15 p.m. on October 1, 2007, Honolulu Community College, Building 2-214.

Minutes submitted by: Mark Silliman, Recorder