

Honolulu Community College Campus Leadership Team  
October 1, 2007  
Meeting Minutes

Present: Gary Boydell, Jerry Cerny, Dolores Donovan, Ralph Hiatt, Ralph Kam, Erika Lacro, Jan Lubin, Jean Maslowski, Sandy Matsui, Irene Mesina, Lianne Nagano, James Niino, Elton Ogozo, Jim Poole, Sam Rhoads, Marcia Roberts-Deutsch, Bert Shimabukuro, Mark Silliman, Kerry Tanimoto and Jarren Uyehara  
Absent/Excused: Emily Kukulies  
Guest: Ken Kato

The meeting was called to order at 1:15 pm in Building 2, Room 214, by Erika Lacro, Interim Vice Chancellor for Academic Affairs.

I. Approval of Minutes – The minutes of the September 17, 2008, were corrected and approved.

II. Updates and Announcements –

A. Gary Boydell –

1. Weed and Seed – Bert Chang has met with a representative from HPD, and HPD is happy HCC is renewing our involvement with this initiative. Gary will be meeting with Bert this afternoon.
2. Marketing workshops – Three workshops will be offered this week on Wednesday and Thursday afternoons and Friday morning.
3. Flavors of Technology – Gary attended a Flavors of Technology awards banquet last evening where Dallas Shiroma, PCATT, received an award as a High Tech Leader of the Year.
4. Building 27 back up and running – Gary acknowledged the work of Ken Kato's staff and the Cosmetology staff in getting Building 27 up and running after the recent flood in the building.

B. Marcia Roberts-Deutsch –

1. Taste of Kalihi – Marcia stated that HCC had no presence at this weekend's Taste of Kalihi celebration. Faculty and staff should be made aware of this event in the future so the College members can participate.
2. Military Spouse Orientation – David Cleveland recently announced there is a military spouse orientation being offered soon. More information is to follow.

C. Erika Lacro –

Norman W.H. Loui gift – Erika attended the Board of Regents meeting this past week and accepted a \$3.4 million donation for HCC from the Norman W.H. Loui Estate. Three endowments will be set up with this donation, 1) The Norman W. H. Loui Tools of the Trade Scholars Program, to provide tool and book scholarships to

students with financial need in the Technical and Trades Program; 2) The Norman W. H. Loui Community Boating and Marine Technology Program, to provide education and training activities for the community, developed and presented by the Marine Education and Training Center at Sand Island and the HCC Diesel Program; and, 3) The Norman W. H. Loui Student Innovation Fund for Carpentry, to allow HCC to support students interested in developing new processes, fabrications, products or technologies in the field of carpentry.

### III. Facilities and Finance Update – Ken Kato

A. A UH System add-on for a Fiscal Year 2009 Security Budget was approved at the Board of Regents meeting last week. HCC's \$401,000 request was approved and it includes

- 1.0 FTE Security Guard                   \$32,000
- Code blue phone system               \$129,000
- Emergency communication system     \$150,000
- Internal classroom door locks         \$75,000
- Security carts                             \$15,000

B. The mailroom personnel will not open mail received by the College addressed to a specific person.

C. 2<sup>nd</sup> quarter supply budgets are awaiting approval at the System level and should be released this Wednesday or Thursday.

### IV. Spring Registration Dates – Sandy Matsui

A. A revised Academic Calendar which will be included in the Spring Schedule of Classes was shared with the committee members. Sandy asked CLT members to share this with all faculty and lecturers. She pointed out several important deadlines on the calendar including, November 5, Early Registration for Continuing Students, November 14, Registration for New, Returning and Transfer students, December 18, first of four payment plan dates, and January 14, \$30 Late Registration Period. Sandy stated that between January 14 and March 20 there is no fee for on-line adds/drops but is a \$5 fee for in-person ones. She also stated that continuing students who change home campuses by the deadline will be able to register at the new campus as a continuing student.

B. References to three paragraphs in the text of the Spring Schedule of Classes were pointed out, 1) student conduct code information, 2) academic grievance information, and 3) campus safety and security information.

C. Mark Silliman stated the academic grievance information should be changed to include a link to the academic grievance procedure rather than referring students to the EEO/AA Coordinator or the Dean of Student Services. Sandy agreed.

D. Ken Kato announced that Apprenticeship classes will begin January 7, and the campus will be busy in the evening every day after that.

E. Jan Lubin announced that changes to the schedule are due today. The printed schedule will be distributed by late October and will be posted on-line before then. She suggested that in the future early registration be delayed so campus scheduling is not so rushed. Sandy Matsui will take this request to the System.

F. Sam Rhoads stated that Banner formatting is a problem, and Pat Yahata is required to do an extensive amount of time-consuming formatting after the class schedule information is submitted. Jan Lubin, Kelly So and Pat are looking into ways to streamline this. Sam also stated that assigning an I/A grade at the end of the semester is silly. Prohibiting this was not included in the College Catalog. Jan Lubin will look into having Banner Central prohibit this grade entry. A College policy is needed, and the CPC will initiate this and send to the FSEC.

#### V. Professional Development – Jerry Cerny

A. The Faculty Development Committee will be presenting a workshop on syllabus preparation later this fall. Jerry will be working with Marcia Roberts-Deutsch, CPC Chair, on topics to cover. He asked the CLT members to e-mail him topic ideas to also be covered in this workshop.

B. Ed Nuhfer came to HCC on Friday, September 21 and presented two Knowledge Survey Workshops. The introductory workshop was taped, and Elton Ogozo stated that the DVD would be ready and placed in the Library by the end of the week. Jerry stated that several Knowledge Survey resources are posted in the Assessment section of the HCC Intranet.

#### VI. Perkins Mini-Grants – Erika Lacro

Erika announced that Perkins Mini-Grants utilizing carry-over Perkins money will be available soon. The application guidelines are being rewritten. Campus requests should have a coherent theme and be submitted as a package. Gary Boydell stated that the RFP should be ready by October 12 and are due back to the System Perkins Office by November 2. The maximum for each award will be \$10,000, and funding faculty release time will not be allowed.

#### VII. Discussion Items – Erika Lacro

A. Summer Compensation – Marcia Roberts-Deutsch stated that 9-month faculty members serving as Division Chairs no longer receive stipends in the summer. It is fair that the stipends be reinstated because a large amount of College activities needing Division Chair attention takes place during the summer. Sam Rhoads stated that personnel actions taking faculty members off of Division Chair status and then putting them back on takes personnel time and should be figured into the financial aspects of reinstating stipends. Jim Poole stated a System policy was recently finalized on Division Chair stipends and sent to the Board of Regents.

B. Faculty Release Time – Sam Rhoads summarized David Panisnick’s earlier suggestion that under-loaded faculty members be allowed to take a colleague’s course as an acceptable assigned time activity. Erika stated that a decision will be made on this later.

VIII. Future Agenda Items:

Accreditation

Credit by exam/Credit conversion

The meeting was adjourned at 2:15 pm. The next CLT meeting is scheduled for Monday, October 15, 2007. If no agenda items are submitted or if agenda items can be handled via e-mail, the meeting may be cancelled.

Minutes submitted by Jerry Cerny