Campus Leadership Team  
February 23, 2015

Call to Order  
The meeting was called to order at 12:30PM by Katy Ho

Present: Steve Auerbach, Keala Chock, Silvan Chung, Michael Ferguson, Katy Ho, Derek Inafuku, Erika Lacro, Alapaki Luke, Mario Mediati, Irene Mesina, Mike Meyer, Charles Miller, Guy Shibayama, Jeff Sterns, Josephine Stenberg, Wayne Sunahara, Dee Uwono, Russell Uyeno

Absent/Excused: Mike Barros, Jon Blumhardt, Jennifer Higa-King, Karadeen Kam-Kalani, Emily Kukulies, Billie Lueder, Conred Maddox, Sarah Myhre, Jim Pool, Marcia Roberts-Deutsch, Bert Shimabukuro, Lara Sugimoto

I. Check In/Update – 5 minutes
   • Katy – Any updates from the last meeting/updates/amendments to last meeting minutes – none
   • If you find anything from last meeting minutes, inform Renette

II. Approval of Meeting Minutes (Jan 26) – 5 minutes

III. CLT Charter/Self Assessment – 40 minutes
   • A packet was distributed to all committee members. It included the agenda, CLT Charter, memo from Mr. Conred Maddox regarding committee self-review, and the proposed Strategic Outcomes and Performance Measures 2015-2025. Members were asked to grab an extra packet for those who were not present at today’s meeting.
   • Revised CLT Charter established after discussion in November 2014 and exercise at the beginning of the semester (keep, start, stop).
   • Discussed updating position titles
     o Do we have representatives from all areas?
       ▪ Will add PCATT Director.
       ▪ Will add Registrar
   • Meeting times
     o Start on the 2nd week of the semester. Bi-weekly meetings will be changed to bi-monthly meeting.
   • Katy will clean up document, send out via email. If it looks good to everyone, will adopt it.
Committee Self Review – see memo from Mr. Conred Maddox
Committee conducted self-review:
  o Mission:
    Committee does not have a mission but has a “Statement of Purpose.” Based on Statement of Purpose, are we meeting:
      ▪ Bullet #1: “Makes decisions regarding the operational issues of the college?”
        Not quite
      ▪ Bullet #2: “Discusses application and efficacy of College policies and when needed, refers issues to the appropriate governance bodies”
  o Meetings:
    Do we need to meet every other week? If not, how often shall we meet?
      ▪ Proposal – meet as needed or adjusted every year, depending on what’s going on. We can hold 2 meeting
        time slots per month. The first time slot of the month, we can definitely meet and hold the 2nd time slot if
        needed.
  o Membership:
    ▪ Yes. Pretty broad group
  o Communication:
    ▪ We do not send the minutes out to everyone. Renette does a good job putting it up so if someone needs to see
      it, they can see it.
    ▪ Question: Are the minutes available to students?
      Don’t think so. Emily serves as a conduit to the students but would be nice to have a student on the committee. Katy
      will add a student member to the Charter.

IV. Strategic Plan – 10 minutes
  • Erika – Currently working on Honolulu Community College’s strategic plan.
    o President sent out Strategic Initiatives. He works with the
      Board of Regents and comes up with the Strategic Initiatives.
        ▪ Focused on graduates, student success, facilities, fostering better outcomes for native Hawaiian
          students and those on Pell Grants.
    o John Morton takes the President’s plan and rolls it into the community college’s plan. John’s group who guides John is
      made up of campus representatives. In the years that we
are updating the plan, the group meets with John every other month. This group includes the Chancellor’s, ASUH Presidents from the Community Colleges, Faculty Senate Chair and Planning Council Chair. On the other years, he will meet with them twice a year.

- Campus plan:
  - We put together a town hall and proposed two plans and then reorganized all of the pieces. This is the document that we have.
  - Some of it comes directly from John’s plan, some comes out of the President’s plan and some are more expanded for HonCC.
  - It’s directly linked to John’s performance plan and the President's Strategic Initiatives.
  - Once the plan is done and campus endorses it, Erika will send it to John Morton for him to endorse.
  - There is nothing new to the plan. It is what we have been seeing in the last 5 years regarding student success. For example, we know that over the last 6 years, other campuses saw a large amount of growth whereas we did not see as large of a growth on our campus.
  - Some of the initiatives are: increase K-12 going rate into our college. Newer information is with enrollment. Adding in Pacific Islanders. Section on Campus community – if we’re going to service community, create healthy environment for professionals.
  - STEM education – see if changes are needed for this area.
  - Mike M – Are there any IT elements to add to the strategic plan? Look at Goal E bullet #2 – Campus network.
  - Goal D – 2nd bullet – Keala will send comments to Erika.
  - Goal A: Student Success, bullet #1...add Hawai`i before Papa o ke Ao.
  - Erika wants this group to review before proposing it to the campus. If you have feedback, give it directly to Erika. It will go back to Planning Council for feedback for review. Erika will email the draft to the CLT list-serve.
  - Town hall will be early March.
  - Katy - Dean's have been working on the Student Success framework model. It's how we meet the strategic plan goals. The idea of the framework is to
move the student from the admissions to
graduation. As the Strategic plan gets solidified,
how do we achieve the goal?

- Aim – wrap up by March 2015

- STEM town hall this Friday. This coming Friday, Steve and Katy
will kick off the 1st of many town hall meetings and present what is
STEM etc. and then get feedback.
  - STEM education one of our goals. What can we do to move
this forward? Same presentation and discussion will be
done with various other groups too.
  - We want to ensure that we have representation from all
groups. Hope to see a cross-section of groups on Friday at
the town hall.
    - Town hall is 12:30 p.m. to 1:30 p.m. in room 2-214.
  - Suggestion: Present to Planning Council on Friday
February 27, 2015.

- Coming up – we have budget request cycles, ARPD and program
review. The due date was on February 13, 2015. We have a few
missing items. We need to get it done this week. Jeff has
contacted everyone about submitting this. Will be discussed this
Friday at Planning Council. Everyone who has made a request can
come to the meeting.

Announcements:

- Derek – Campus outage. We thought that it would only affect
Building 7 but we not have to do a campus power outage. Meeting
will be done this week to discuss date and time. If you have
restrictions, let Derek know. It should take a couple of hours to be
done. They are trying to get information on the fuse, which is
causing us a lot of problems. Closer to spring break would be a
better option.

- Campus Security Administrators (CSA) – we’ve addressed this
before. We need to establish a campus list of CSA’s. Important for
Title IX, Clery, VAWA etc. This is not to be confused with the
campus security officers. Dee will email Derek the link to the Clery
Handbook, which includes the mandatory CSA’s on each campus.