HONOLULU COMMUNITY COLLEGE
CAMPUS LEADERSHIP TEAM
MINUTES
August 15, 2011


Guest: Billie Lueder.

Absent/Excused: Ka‘iulani Akamine, Mike Barros, Jon Blumhardt, Brian Furuto, Lynn Inoshita, Emily Kukulies, Jerry Saviano.

Announcements and Round-Robin Updates:
Erika Lacro had several announcements to begin the presentation of updates from all present.

a) The server that supported our intranet is no longer functional, so system-wide ITS will provide the server, and Todd is in the process of moving things over. He will work with people individually as needed. One advantage of the new system is that people will be able to post things directly (e.g., minutes of meetings) although Todd will be available to assist if necessary.

b) Thanks to Emily Kukulies and her team in supporting “Passport to College,” the new student orientation program.

c) Thanks to Femar Lee for work on a drop-in tutoring lab; a parallel one for English is also being developed. In this context, Lianne Nagano is working to redefine the focus of the College Skills Center.

d) The campus is also participating in a system-wide contract with Smart Thinking Tutoring, which provides online resources (include chat and real-time feedback features) in various subject areas, including Math, English, Science and Accounting. Representatives of the company will be making a campus visit.

e) A final round of Town Hall meetings will be scheduled this semester and information posted online regarding the structural reorganization of the campus.

Maggie Templeton reported that Counseling had a very positive experience with the student “ambassadors” who assisted with registration, now mandatory for new students at the campus. Two student assistants as well as Leon Florendo, Ina Miller-Cabasug and Judy Sokei helped as well. The numbers were generally very good in terms of response and participation, and counselors have identified some things they plan to do to refine the process. Erika also noted that the ambassadors’ service
may be expanded to include the first week or two of the semester, when demand is still high.

Farah Doiguchi reminded everyone that summer grades are due today (August 15) by 4 p.m.

Jolene Suda announced the change in location for the PRIDE program, which is now housed in a separate section of Building 3 (ABRP) and can be entered from the Ewa side of the facility. Flyers will be put in mailboxes, and there will be an open house. Jolene also mentioned that the mala, on which a number of volunteers worked during the summer, is now functional.

Wayne Lewis said that PCATT will not be moving to the Sprint building, and that the Director’s position will be advertised after reorganization is finalized, and the alignment of PCATT and the non-credit program is settled. Erika said that she is trying to backfill Rose Sumajit’s position in IT, as Rose is currently serving as interim PCATT director.

Marcia Roberts-Deutsch indicated that the Division of Humanities and Social Sciences has several new lecturers. She also noted that this is a crucial year for the campus as we work to complete our Self-Study prior to our Accreditation visit in Fall 2012.

Eric Shaffer announced that Language Arts has hired eight new lecturers for the Essentials program, and that two new full-time positions are also coming up.

Irene Mesina said the Library has a new librarian, Sarah Myhre, who started on July 5. In addition to reference and library instruction, Sarah will also provide support for Distance Education offerings. Erika recommended that she coordinate with Ross Egloria, Lianne Nagano (both of whom oversee DE), and Jon Blumhardt.

Ken Kato reported on various repair and maintenance projects are new, are in progress, or have been completed. (See attached spreadsheet for costing.) New projects include the repainting of buildings 3, 5, 12, 14, 17, 18, 20 over a period of about a year-and-a-half; new motorized roll-up doors for buildings 14, 18; repairing METC floors; and fixing the jalousies in SMP. In response to concern about some office door locks in Building 7 that have caused problems this summer, Ken said that this will be addressed with some system-wide upgrades to include keys that are truly cannot be duplicated, classrooms that can be locked from the inside, and electronic locks at certain points in buildings. The new VOIP system should be installed by the end of the fall semester.

Completed projects (or those near completion) include the new ceilings in Building 27 and the repairs to its walkways; and a new irrigation around Building 6. Ken also mentioned that a new hedge will be planted in from of the Building 6 parking lot.
Soon-to-start projects include new rain gutters at AMT and DISL; repairs to the finger piers at METC; exterior painting of Buildings 6 and 27; tile flooring in AERO and AVIT; a fire suppression system in AERO; and resolving Building 27 power issues.

Ken also reported that work with Johnson Controls (energy management system) is ongoing. One proposed action is to locate a compactor mauka of the chiller in order to manage campus waste more efficiently. There are also several new “code blue” phones that go directly to 911, identifiable by a blue light; these are located at Buildings 3, 7, 14, 27, SMP and WELD. Several cameras that Ken can monitor have also been installed.

With regard to the largest project, the renovation of Building 7, Ken announced that an $8.6 million/3-year contract has been awarded to Ralph Inouye & Company. Work on the mechanical rooms is due to start in Spring 2012, with work on the 5th-6th floors scheduled for Fall 2012, 1st-4th floors in Spring 2013. The new elevator shaft, initially scheduled for completion first, will now come at the end of the project. Since occupancy of the Sprint building is no longer a likely option, Ken will acquire some portables as part of a temporary reallocation of space during construction.

Russell Uyeno welcomed Jim Poole as new Division Chair for Tech II. Russell indicated that a representative from Perkins grant funding will be making a system visit in September.

Billie Lueder has been named as the new Executive Assistant to the Chancellor. She will continue working on various communication initiatives and campus rebranding. She said that she and her counterparts from other campuses are now meeting monthly in order to better coordinate various projects. Billie pointed to various online resources (e.g., updated website, career maps that show students how various levels of academic preparation translate into employment and income), new program pages and brochures, and a mobile app. for the campus. An “annual report” (that covers AY 10 and 11) is also ready. Standardized polo shirts for frontline recruiters along with tool kits are also being developed. Billie wanted to be sure that Todd, Glenn and Jason from the print shop, and Monir were properly acknowledged for their contributions to these efforts.

Ralph Kam announced that University College has a new Chemistry instructor as well as two new English faculty members.

Femar Lee said that increased demand for the developmental Math curriculum has resulted in opening additional sections, and that tutoring services will be offered in building 7, 4th floor.

Bert Shimabukuro reported that there were two groups of high-school students on campus during the summer for the Construction Academy and the Automotive
Academy (the latter was sponsored by First Hawaiian Bank.) ABRP and AMT were notified over the summer by NATEF that they will be undergoing recertification and a mid-point review respectively this semester. METC hosted several Polynesian voyaging canoes. Bert noted that AVIT is now part of Tech I and has a fulltime coordinator, Peter Foreman.

James Niino reported that the Apprenticeship program is now in its second week, with enrollments down to about 2000 students.

Kyle Higa, reporting for SSEC Chair Preshess Willets-Vaquilar, said that two all-staff training sessions are scheduled so that campus staff can share ideas about what they want and need in terms of professional development.

Lianne Nagano noted that September 2 is the deadline for identifying all DE courses scheduled for Spring 2012. The College Skills Center is expanding its involvement in Service Learning. There will be Smart Thinking tutoring sessions beginning in September. Lianne also noted that the channel number for cable courses is changing (Gregg Gruwell is taking the lead on this) and a meeting has been scheduled for able instructors (Gregg Gruwell is taking the lead on this) and a meeting has been scheduled for cable instructors to help them make the transition.

**Lecturer E-mail**: Accounts: Erika reported that as a result of an inquiry about why some lecturer e-mail accounts had been deactivated, she learned that this happens after two semesters if a lecturer has not taught. Kyle said that we should get information on how to deal with this and that faculty have to remain current in “People Soft” (the system’s HR management tool.)

**Faculty Development Workshop**: A meeting for faculty preparing for contract renewals has been scheduled for Tuesday, August 23 at 3 p.m. in 2-214. (Another meeting for Deans and Division Chairs preparing for reviewing dossiers is scheduled for August 24 at 3 p.m. 2-214.)

**Enrollment Numbers**: Erika reported that the current enrollment number is 4228, as compared to 4343 at this time in Fall 2010.

**IT Project Update**: As Ken reported, the Voice-Over IP installation should be completed this fall. Erika reported that Jonathan Wong, who had been instrumental in various IT initiatives, has moved to a tenure-track position at KCC. Several of the projects he was working on, including social networking for students, and TaskStream (a management system for Accreditation, Program Review and Planning) will need to have new leadership.

**Scheduler Plus**: Erika reported that Scheduler Plus, which helps manage room use, has become less effective and will be replaced with “Resource 25,” which has the significant advantage of being able to interface with Banner.

Minutes submitted by Marcia Roberts-Deutsch, recorder