Present: Amy Akana, Steve Auerbach, Erica Balbag-Gerard, Keala Chock, Silvan Chung, Michael Ferguson, Jennifer Higa-King, Katy Ho, Derek Inafuku, Emily Kukulies, Billie Lueder, Mario Mediati, Irene Mesina, Mike Meyer, Sarah Myhre, Jim Poole, Marcia Roberts-Deutsch, Kahale Saito (for Alapaki Luke), Guy Shibayama, Bert Shimabukuro, Jeff Stearns, Jo Stenberg, Lara Sugimoto, Wayne Sunahara

Guests: David Tanaka, Rick Murray

Absent/Excused: Scot Parry (for Conred Maddox)

Given changing needs, as an administrative committee, recommendation made to change the focus of CLT and branch off into two different committees.

1-Derek-Operational Pieces-Buildings, Safety, etc. to meet every other week (utilizing timeslot for CLT—possibly to be called Admin Services Advisory Group). This meeting to function as CLT did in terms of time and frequency of meeting. Focus will be on information that would go out of administrative services. Distribution of communication. Derek’s leads to be at these meetings as often as possible to assist with distribution of information, facilitate answers.

2-Student Success Committee-Pathways Process-nominations will be taken for composition of group. Possibly to meet every two weeks to start, once information is established, perhaps move to once per month. Goal of engagement. Student Success Pathway has been worked on with Deans and IR, Marketing, and PCATT, at this point it would make sense to move these functions to the campus for input. How do we approach student success.

3-Pathways Project-With Deans & Div Chairs

Erika to bring together heads of governance committees to ensure we’re all pushing forward consistently. Working on communication, what issues arise for chairs.

Noted that details are important. Pathways, may look at nominations, self-nominated, etc. Pathways for this purpose are the areas that were identified: Prepare, Engage, Commit, Thrive. Consider roadblocks that are there. Link back to system Student Success Council.

Processes also need to be addressed.

With Security, HR, Fiscal Officer, Facilities on-board, there is a need to address issues. Planning Council needs to oversee what’s going on.

Suggestion to put information down in an email.
Suggestion for representation from all divisions.
Consider representation of two groups-for smaller divisions, consider representation, possibly consider folks being able to double-dip and perhaps get smaller.
Ensure communication is happening with all groups
This year to be used as a transitional year
Consider adding marketing and IT to administrative services team as far as updates. (Since it is an operational committee).
For Student Success, Erika to start to put together composition; for Admin Services, Erika to ask for representatives

Recruitment/Retention committee overlaps with Student Success Committee. Question about overlap. Perhaps consider next steps of the committee.

If we are changing CLT, must work out a write-up regarding why the change was made and what happened. Used to be a governance committee, now it’s not. Be sure to reflect changes for accreditation purposes.

Charters will be useful for these committees. Draft charters to be provided to this group to review. Draft to explain what the two groups are will also be distributed.

While this is being drafted, starting next week, Derek to bring in managers to get Admin Services meetings started. Erika to send out a campus email to inform all about the next steps for this group. Aim to have Student Success Meeting in late September/early October. Scope out mission/vision for the group and gather names. At minimum looking at two per division.

Volunteers needed to take notes for Derek’s meetings.

Welcome Week-information was sent to campus, please volunteer to participate. GetIT, involvement fair is coming up after students have settled into their courses. Flyers sent for Student Success Workshops for IKEA-Career Services, CARE, Testing and Tutoring, and TRIO. This is being done in response to dev ed changes, information to be sent out soon.

Covered benches-requesting that they be provided for students to use while cafeteria renovation is ongoing. As far as benches/shaded area, it’s tough right now because we do need to keep fire lanes open. Those that were moved in preparation for hurricanes and weren’t put back need to be checked on. Locations to change periodically.
Target for Bldg. 5 completion is late October. This does not include courtyard. Campus wide fire inspection is coming soon.

Minutes approved from May 2016 meeting.
Meeting adjourned at 2:48 p.m.