Campus Leadership Team  
Meeting Minutes  
January 25, 2016

Attendees: Amy Akana, Erica Balbag-Gerard, Keala Chock, Silvan Chung, Michael Ferguson, Jennifer Higa-King, Derek Inafuku, Emily Kukulies, Billie Lueder, Irene Mesina, Mike Myer, Scot Parry (for Conred Maddox), Jim Poole, Marcia Roberts-Deutsch, Guy Shibayama, Bert Shimabukuro, Jeff Stearns, Jo Stenberg, Lara Sugimoto, Wayne Sunahara

Absent/Excused: Steve Auerbach, Katy Ho, Mario Mediati, Sarah Myhre, Kahale Saito,

Guest: Don Dawson

I. Check In / Update(s)  
a. None.

II. Approval of Meeting Minutes (December 7, 2015)  
a. The December 7, 2015 meeting minutes were approved.

III. Out of the Darkness (Kimberley Gallant)  
a. Walk to raise the awareness for depression and suicide.  
b. The event will be held on March 2, 2016 with the start of the walk to begin on the Campus Mall.  
c. Event registration is at 11:00am on the day of the event. With the opening ceremony to begin at 11:45pm. The actual walk is scheduled to begin at 12 noon.  
d. The event walking route follows the Health and Wellness Route, the walk should not last more than 1 hour.  
e. Video presentation was not working properly, Kimberley to email CLT list serve.  
f. 7 Ways to Help Promote Event:  
i. Distribute Flyer  
ii. Post Flyer  
iii. Assign a Team Captain for your division.  
iv. Encourage students to sign-up.  
v. Sign up online (link with event information to be emailed to campus) to walk or and or volunteer.  
vi. Offer extra credit.  
vii. Invite family & friends to walk.

IV. Security Update (Derek Inafuku)  
a. Parking  
i. No parking in fire lanes.  
ii. Faculty, staff, and students will need to park in the correct parking zones.  
iii. Ticketing of vehicles not parked in the correct parking zones will begin.  
   1. Please inform faculty and staff to park in the correct parking areas.  
   2. Trades & Transportation programs where notified of the enforcement of no parking in fire lanes.  
iv. For faculty overflow parking, use Lot 8.  
v. Area in front of Building 71 & 72 is reserved for construction personnel.  
vi. Visitor parking is for visitors only; if the visitor parking continues to be abused, there may need to go back to having a monitored parking lot for visitors.
vii. The possibility of having mirrors at exits near Building 6 on Dillingham was asked. The VCAS, commented that it was a possibility.

viii. Evening parking starts after 3:00pm and anyone with an evening pass can park in any lot.

ix. Student to be dropped off can go through Lot 1 with their driver exiting by the “One Way” exit.

x. 90% of all tickets are given for incorrectly displaying the parking pass.

b. Construction Project Updates:
   i. Building 5 construction bid going out late February early March.
      1. For events already approved for Building 5 use, please re-confirm for building accessibility with David Tanaka.
   ii. Cafeteria dining room renovations to begin end of Spring 2016.
   iv. Building 2 elevator modernization going out for bid soon.
   v. Rail Construction
      1. Carlton Ching identified as the University of Hawaii representative in HART meetings.
      2. To communicate out rail information, the campus will roll via our campus website.

V. Open House (Lara Sugimoto)
   a. Recruitment & Retention Committee to take lead on the planning for the Open House.
   b. Open House slated for April 1, 2016.
   c. This year's Open House focus will be on Admissions and Program offerings. Programs are strongly encouraged to have interactive activities to engage participants.
   d. Financial Aid asked that information on bringing in tax information to the event would enable financial aid staff at the Open House to help students submit their FAFSA.
   e. Similar to last year's Open House. Sign waiving first with the Open House to follow. Participants will be able to apply and get accepted during the Open House. Participants will not be able to register for Fall 2016 courses as the currently timeline for incoming new, returning, transfer students is April 19, 2016.
   f. Volunteers are needed; information forthcoming from the Recruitment & Retention Committee.

VI. Announcements:
   a. Student Life Development:
      i. Lunar New Year: February 4, 2016-Campus Mall
      ii. Pancake Day: February 17, 2016- Student Lounge
      iii. Truck Stop: February 24, 2016-Campus Mall
      iv. ASUH currently not active but screening for leadership positions will occur in February.
   b. Celebrate!: February 25, 2016, $65 Hawaiian Buffet

VII. Meeting adjourned at 1:19pm.