CLT Minutes
October 12, 2015

Members Present

Steve Auerbach, Erica Balbag-Gerard, Silvan Chung, Mike Ferguson, Jennifer Higa-King, Katy Ho, Derek Inafuku, Emily Kukulies, Billie Lueder, Irene Mesina, Mike Meyer, Sarah Myhre, Jim Poole, Guy Shibayama, Bert Shimabukuro, Jeff Stearns, Josephine Stenberg, Lara Sugimoto, Wayne Sunahara, Russell Uyeno

Announcements

- Jo/Records: Catalog change submission deadline of October 31, 2015.
- Sarah/Library: Halloween presentation featuring Dr. David Panisnick in the library, October 28th 1:30-2:30 pm.
- Derek/VCAS: Bldg 7 window problems; one elevator tomorrow (10/13)
- Jo/Records: registration for Spring 2016 begins 11/2
- Silvan/Acad Support: Job Fair on Tuesday, October 27, 10am-1pm, cafeteria

Small group activity

Group divided into groups to address issues and ideas regarding improving campus communication. The following were either raised in the meeting or provided later.

- Master campus calendar with “penciled-in dates” that could be used by groups to plan.

- Campus emails: updating of campus email lists; review list ownerships and memberships and management; succession of role functions to keep lists current.

- Feedback after town halls.

- Equal publicity for campus events.

- Updates on facilities and student alerts.

- Weekly digest of things that affect campus.

- How to check that people are receiving emails?

- AIM system.

- Important to hear from campus before media news hits
• HR changes important for entire campus to know.

• Make sure campus knows what is being communicated to students.

• Town Hall to discuss questions about the elevator problems, parking, safety (windows on 6th floor of building 7 easily opened), and cafeteria situation.

• Communicate to the campus via email.

• Campus newsletter

• Town Hall meetings are informative and provide a forum for questions & discussion. Share notes on the meetings, addressing questions raised and actions to be taken. (Closing the loop)

• Communicate information about all events on campus, prior to the event.

• Report news equally across all departments, programs, disciplines

• Updates on facilities i.e. parking, construction & cafeteria

Ideas will be compiled and brought back to CLT and also to coffee hour for action and further discussion.

Presentation of the Communications and Outreach Plan

Billie presented the Plan (available online at http://programs.honolulu.hawaii.edu/intranet/communication/marketing) and also announced outreach training. Details from email: “The Outreach training for employees and student assistants will be held this month. There will be two sessions to choose from: 10/23 and 10/30 from 1pm - 2:30pm at the Outreach Office in the Essentials portables next to the Writing Center. If you are interested in attending please email your attendance to hccreach@hawaii.edu.”