Campus Leadership Team  
March 14, 2016  
Agenda

Attendees: Erica Balbag-Gerard, Silvan Chung, Jennifer Higa-King, Bert Shimabukuro,  
Guy Shibayama, Wayne Sunahara, Carol Kagimoto, Jo Stenberg, Jeff Stearns, Pearl Nakagawa,  
Mike Meyer, Kahale Saito, Steve Auerbach, Don Dawson, Irene Mesina, Sarah Myhre,  
Scot Parry, Derek Inafuku, Mike Ferguson, Marcia Roberts-Deutsch, Lara Sugimoto

Absent/Excused: Keala Chock, Katy Ho, Emily Kukulies, Billie Lueder, Russell Uyeno,  
Jim Poole

I. Check In/Update –  
a. iPASS training 4/18, CLT meeting moved to 4/11, in 2-214  
b. Accreditation Town Hall 1:00 Thursday 3/17, in 27-111. Will put out forms at Town Hall. Opportunity to express preference for area to work on. Hoping for good participation from campus.

II. Approval of Meeting Minutes (January 25, 2016) – 5 minutes  
a. Minutes from 1/25/16, approved.

III. Employee I.D. Badge  
a. Emily and Irene served on a system wide ID committee. In 2009 there was a policy developed for student and faculty IDs.  
b. While campus IDs may be different, all would contain the same information, name, barcode, number, and faculty staff designation.  
c. ID card is recognized as system wide ID. Students and faculty use the card to access UH System Library services.  
d. Concern expressed about policy coming out without input from those on system wide ID committee. Committee dealt with students, faculty, and staff. Irene explained that Emily had spoken to Lara and Billie about system wide policy. It is a draft that was going to be brought to BOR, but was not.  
e. Information must go out to campus that the UH ID is still being maintained.  
f. Question regarding the purpose of barcode and ID number? Concern about barcode number being tied to personal information. Regarding cybersecurity, not sure why the number is needed on the employee badge. Don’t see need for barcode and number. Can it be removed from the ID badge?  
g. Noted that there are concerns about Banner number. For security it is helpful to have people with their ID number. Not mandatory to wear ID, highly encouraged.  
h. Why would security need the ID number? What would they do with it? Response-just a means of looking it up. It would be easier for security since they do not have access to Banner.  
i. Current ID only lists name and title, doesn’t list faculty or staff. Response: Title helps security. Anything that can be used to easily identify people would be helpful. Example: Someone sitting on the mall today, security saw her there for a period of time, asked if she needed help. She said she is a student here. Security
asked her again, she then said she’s faculty. They asked her to go to her office to get the ID, she declined. HPD needed to be called to remove her—she was a homeless person.

j. Banner number cannot be used for security. Noted that if Banner ID numbers need to be kept secure, also remember that personal information can’t be left on desks, etc. This includes social security, credit card numbers, and anything that is considered PII.

k. Has this gone through governance committees as FYI, before policy was signed? Regarding concerns/questions. Established that it’s not an ID card, regarding barcode, etc. the policy should’ve been discussed. The ID without a barcode and number would’ve been sufficient.

l. Last semester we talked about how campus communication was a huge concern. This could’ve been communicated earlier. Something like this could’ve been refocused and brought back for communication. Given that Erika is having weekly updates, it would be helpful. Things such as ID should be shared before. Decision wasn’t made solely by admin. It was shared and discussed a few times, but not with the campus. Noted that it should’ve gone to committees and been vetted. Should be more than within admin when discussions are made.

m. Issue noted regarding visitors to campus. ID badge is not mandatory. Students aren’t required to wear it. Students should at some point need to wear them. Since there is no single access point, enforcement is difficult. Since its an open campus, it’s helpful to have people wearing their badges.

n. Derek to bring back for discussion/follow-up. Communication is important.

o. When Career Services went to take IDs, the name Career Services was crossed out, and was Career and Employment Counseling. Carol and Silvan were allowed to put their job titles on the ID, Hillary was not able to designate her job title/position. Not asking to change this now, but there has to be consistency. With offices with faculty/staff, want to be sure that they are able to be identified. If official job title is not being used, what would be a good identification? Simply asking for consistency—consider looking at functional purpose. Consider having IDs simply state faculty/staff.

IV. Security & Parking

a. Update on security, what is happening in terms of staffing?

b. John Asi is back. Eric is here until the end of the month. Another new security to join us at the beginning of April.

c. Security manager position is in the interview stage right now. Position is closed.

d. There are other pending positions. Slowly trying to build staff. Trying to get to a point where there are 2-3 guards per shift. Into summer and beyond, lots of activities with construction and rail, parking will be problematic, and traffic is an issue. Andrews will always be there if we need to call them. Regarding whether they will be maintained, it will depend.

e. Andrews is not able to have keys to unlock buildings, etc. Regular staff is normally used for that.

f. Parking-pre-bid meeting for Science Building. Bid closes this month, 3/21 or 3/23, depending on how bid comes in, may need to award within this year. Can
start as early as summer. Trying to minimize impact, project will be phased. Encouraging students to use Lot 8 (300 stalls which are empty). Business office is letting students know. Parking passes do say where you can park. Faculty/staff designated lots as compared to student lots are noted on the pass.

g. Parking will be tight with the rail coming around. Project could start as early as summer. They will likely start on Lot 1, clearing soil, and make it available for parking.

h. Parking tickets-only one person received a citation. Those parking around the area didn’t. Not simple. Suggestion to take photos on phone to forward to security. At this time no.

i. Derek discussed the metered parking, and possibly needing to bring back the person who sat in the lot.

j. Noted again a need to communicate.

V. Magazine survey from the Library

a. Survey has gone to CTE faculty. The survey will have the name of the program, AEC, for example, and will have a list of magazines the library receives for that program. Programs can respond whether magazine title is essential or not, and whether they would like the library to continue to subscribe or suggest other titles.

b. Please respond and encourage division to respond. Questions, please call Nadine. Due soon, in April.

VI. Meeting adjourned at 1:25 p.m.