Campus Leadership Team

Meeting Minutes
September 22, 2014

Call to Order
The regular meeting of the Campus Leadership Team was called to order at 12:30 p.m. on September 22, 2014 in Bldg. 2-214 by Katy Ho.

Present

Excused
Jon Blumhardt, Jennifer Higa-King, Charles Miller,

I. Check In/Update

A. Future Renovations to Bldg. 5. Honolulu Community College was awarded a Title III Renovation Grant, a 2 year grant for $2 million to renovate the wing of Bldg. 5 that faces Dillingham Blvd. The long-term plan is to transform Bldg. 5 to a Student Services Center. Hawaiian programs will be moved to this building with Financial Aid and Academic Counseling. We are currently waiting on confirmation from the system office so that we can proceed with planning. Currently, there are no formal plans. There is the option for a one year carryover if work is not completed. Grant money awarded for the first year is smaller. This was purposely done to save money for remaining work that needs to be done. Building 5 railing improvements will be tied in to the renovation project.

B. Counselors on Campus (report by Mike Barros). Forty seven counselors from 22 high schools attended last week’s Pathways informational event on the Honolulu CC campus. Mike has informally received positive feedback about the event. He will be sending out an evaluation via e-mail to the high school (HS) counselors who attended to see what worked well and what can be improved. The HS counselors commented that they appreciated the Fact Sheet that lists the programs and corresponding certificates and degrees. HS counselors who attended the University College sessions indicated their interest in the Hawaiian programs and the English Essentials Boot Camp. For Tech II, introducing counselors to the facilities was a highlight, although time constraints did not allow all facilities to be shown. Mike recommended hosting the HS counselors in one of the shops for the next event. Fashion Technology students put on a mini-fashion show for the counselors, which was well received. Fifteen to 20 HS counselors went on a campus tour. The next event will be held on February 20, 2015 and will include
high school students. The plan is to include not only high school seniors, but also students in the lower grades. Kalani High School has also expressed an interest in having their students get to know Honolulu CC. Thanks were expressed to Mike for organizing this event.

C. **ACCJC follow up report** is posted on the web for review by the CLT. There is a short turn around for edits. Please let Marcia know by e-mail of any edits or links that should be included, by the end of the week so that there is sufficient time for the campus to also review the document.

D. **IT Support for Humanities & Social Sciences and English.** Mike Meyer will work with the Division of Humanities & Social Sciences to install computing resources for the Human Interaction Lab. He is also working to provide virtual desktop computing for English.

E. **Mural Painting.** Emily reported that the painting of the construction barriers around the gravel lot will happen all week with the mural going up on Friday.

II. **Approval of Meeting Minutes (September 15)**

A. If any changes are needed to the minutes, please let Lara know.

III. **Presentation & Discussion (Ken Kato): Administrative Services**

A. Organizational chart was discussed.
B. Four divisions within Administrative Services
   1. *Operations & Maintenance (O&M):* Headed by the Auxiliary Services Manager (Civil Service Manager position has been changed to an APT position)
   2. *Business Office*
   3. *Human Resources*
   4. *Security:* Received approval for a Security Manager position, but no funding given by the legislature. Given that we are currently in a financial crisis, there is no certainty that this position will actually be filled.
      a. Q: Who to contact when Jon Santos is not duty? A: If Jon Santos is not on duty, Ken is the one to contact. You can also contact the security shift leader.
   C. Q: What is the current status of the VCAS position? A: The search is currently closed. Billie Lueder is on committee, and Guy Shibayama is the Chair. The plan is to fill the position by January.
   D. Q: How many candidates are there? A: Ken does not know, but he thinks there are some good candidates.
   E. The mission statement of O&M was reviewed.
   F. O&M serves not only the main campus, but the four satellite campuses as well.
   G. Ken went over personnel. There are 53 G-funded positions in Administrative Services (see attached document).
H. Q: Are there SOPs for custodial staff? A: All CC’s following SOPs. Need to put SOPs in writing. Security has systemwide SOPs. Ken will put it on the intranet. Ken is finishing the annual security report, which has to be finished by the end of the month. When finished, he will put it on the New student orientation and new employee websites.

I. Ken wants the campus to know that the janitors do more than just clean. They move furniture, etc.

J. Q: Can division chairs have access to online system for maintenance requests? A: Ken is willing to give division chair’s access to online system for submitting maintenance requests, but at the last D&DC meeting, it was discussed and most division chairs did not want access because there is training required. If access to the system is desired, Ken said to let him know.

K. Ken will send his documents to the group.

IV. Internal/System Grants (Jerry Saviano)

A. Jerry came to encourage all faculty/staff to apply for Achieving the Dream (AtD) grants. There is several hundred thousand dollars for each of four areas. Deadline is November 15. Historically, Honolulu CC has not submitted any applications for grant money. Therefore, people are being encouraged to submit grant proposals. Last year, Jeff, Conred, and Ina were awarded grant money because Jerry had them submit applications. Jerry encourages people to “go big.” Jerry spent less time justifying Jeff’s $38,000 than Ina’s $3,200.

B. AtD funding can be used for scholarship funding, release time, software purchases, etc., as long as the goals of the AtD are met.

C. People should go back and talk to their constituents. Jerry is at the system table and can help argue on our behalf. He will send out the link to the form. People are encouraged to use Jerry as a resource. He can suggest what to put into the proposals.

Adjournment

Meeting was adjourned at 1:30 p.m. by Katy Ho. The next general meeting will be at 12:30 p.m. on October 6, 2014, in Bldg 2-214.

Minutes submitted by: Kara Kam-Kalani