Honolulu Community College  
Campus Leadership Team Meeting Minutes  
Monday, February 14, 2005

Present: Charlie Anderson, Jon Blumhardt, Diane Caulfield, Kyle Higa, Bernadette Howard, Dennis Kawaharada, Emily Kukulies, Jan Lubin, Sandy Matsui, Irene Mesina, Lianne Nagano, James Niino, Elton Ogoso, Sharon Ota (convener), Jim Poole, Marcia Roberts-Deutsch, Jerry Saviano, John Shen, Bert Shimabukuro, June Zakimi (recorder); Guests: Ken Kato, Cynthia Smith

1. TIMELINE FOR REVIEW OF STRATEGIC PLAN: Cynthia provided a “draft” handout of a proposed timeline of different items and key people involved to keep the plan moving, starting from September (now proposed to start in August) to February, and may be implemented as an annual guide for review. This review will start at the Administrative level, and then go through campus governance groups, as well as campus-wide review for updates and revisions. This process would be completed by the middle of March. Sharon mentioned that we are in the current plan year, which ends in 2010. By revisiting the plan annually, Ken shared that this review will give us an opportunity to address any new program change or initiative that may come about. We can delete obsolete issues and suggest changes/updates in keeping with the mission and goals of our plan.

June to send out to CLT, the timeline in the form of attachment by Wednesday, allowing CLT to share with constituencies and faculty, and give feedback to Cynthia by next week, or asap. Different reviewing bodies will also be giving Cynthia feedback.

2. INCINERATOR SITE: Ken reported that the incinerator site is 90% completed, and about 2 months behind schedule.

3. CLASSROOM FURNITURE BUDGET: Ken requested from Jan Lubin, the results of the survey conducted last semester (that Harriet had started) so that he can look into replacing/renewing classroom furniture – giving priority to safety/health issues first. Hopefully he can address the needs before summer, as delivery time takes about 90 days. Ken will prepare a list of firmer estimates and priorities to share with the group.

4. STAR (Student Tracking/Admissions and Records) System: Jan Lubin shared copies of a “draft” of a new reporting tool available in Banner using STAR Correspondent. A demo for Advisors is planned for April 1st, 8:30-10:30 am in a lab to be announced later. The Star team, including Frank Fenlon and Marilyn Ito-Won will be conducting this workshop for Deans, Directors and Faculty. Jan is asking for comments and feedback on the draft—please review the reports and give Jan your comments. Also, think of reports that you might request of Banner.

LINDBERG FOUNDATION GRANT: Jan mentioned that there is a $10,580 grant available that faculty can apply for—the deadline is June 9, 2005 for funding for next academic year 2006, with focus on Health, Art, Education, Humanities, with a balance of technology with environmental concerns. If interested please refer to http://www.lindberghfoundation.org/grants/index.html. Sharon encouraged applications, stating that paperwork must go through the Deans and allow enough time for system (ORS) review process, before the deadline.

ANNOUNCEMENTS: University College Dean position is being advertised on the UH website: workatuh; the Chronicle of Higher Education; and the Honolulu Star-Bulletin, with a closing date of March 16, 2005.
Upcoming training events will be announced by Jerry Cery—please check your email for these notices.

Sharon shared a full-page article from the Honolulu Advertiser (from Irene) announcing the College of Oceaneering at Sand Island offering a career in commercial diving, sponsored by the National Polytechnic College of Engineering and Oceaneering. In partnership with this program, HCC will receive some revenue, since they will be using our Marine Education & Training Facility. A second benefit is that the students attending this program will be taking our General Ed and Welding courses. For more info, please go to www.natpoly.edu or call (808) 599-3597.

Adjourned: 1:35 pm.

Next CLT meeting: Monday, 2/28/05, at 1:00 pm in Bldg 6-101, 1st floor conference room.