Honolulu Community College  
Campus Leadership Team  
Minutes  
November 1, 2010

Members Present: Farah Doiguchi, Ralph Kam, Emily Kukulies, Erika Lacro, Wayne Lewis, Irene Mesina, Shanon Miho, Lianne Nagano, James Niino, Sam Rhoads, Marcia Roberts-Deutsch, Jerry Saviano, Eric Shaffer, Bert Shimabukuro, Jolene Suda, Russell Uyeno


I. Approval of Minutes – The October 4, 2010 minutes were approved.

II. Updates and Announcements
Emily reported the following student activities: over 200 pounds of food were collected at the poker tournament, Turkey toss will be held on Nov. 23rd and Open mike to showcase talents in the student lounge at 1:30 pm, on Nov. 16th, Toys for Tots drive begins next week for new unwrapped toys, and the HCC flag football team is undefeated.

III. Distance Education Issues
The proctoring of DE classes on other campuses was discussed. WCC does not have printer where the proctor is located and HCC is being asked to send hard copies via U.S. mail. The issue is about resources for DE, such as printing and mailing costs. Erika will discuss this issue with the UHCC office.

Hae Okimoto (Directory, Academic Technology Services, University of Hawaii System) will be holding system wide DE meetings soon.

IV. Launch of Reading and Writing Curriculum
Spring semester classes of English 97 and 98 will be held in the ETC portables. (ETC will be vacating the portables at the end of this semester). ETC will be leaving desks and computers for use by HCC. It would be helpful if the classroom numbers on the doors can be done quickly. A potential problem is if a student needs to take the 97/98 courses in reading, writing and math, totaling 11 credits, they will need a 1 credit course to be a full-time student. Suggested courses are Student Development or Learning Skills. Similar to the 97/98 math classes, if a student has 5 absences, they will be dropped from the class. If an 11-month faculty member teaches the summer class, the student will pay the spring semester tuition rate. Students should be counseled to have their compass test scores available to show their reading or writing instructor, especially if they are only a few points under the passing level.
V. Re-organization Timeline
Lorry Suehiro has been hired to help with reorganization and will begin on Nov. 15th. She will coordinate meetings with each division to discuss structural changes and assist in the development plan for reorganization. Discussions on reorganization with the campus will be held during the Spring 2011 semester. Campus is currently looking at reorganization of Student Services, Records Office, IT and Tech 1.

VI. Thanksgiving Holiday
Campus will be closed Thursday, November 25 through Friday, November 26, 2010. Library will be closed on Thursday, November 25, 2010 through Sunday, November 28, 2010. On Friday, November 26th, the administration building will be open for grant funded personnel and some student services staff. Computers will be available.

VII. Discussion of upcoming agenda items
Presentation on TaskStream software for management of meetings, accreditation, etc. Training sessions will be held through the end of this semester.
Discussion on the process for awarding scholarships
Leon, Jannine and Jolene are working on financial aid workshops for the Spring semester.

Adjournment: The meeting was adjourned at 12.35 pm. The next meeting is scheduled for November 15, 2010.

Minutes recorded by Irene Mesina