Members Present: Jon Blumhardt, Lynn Inoshita, Ralph Kam, Ken Kato, Emily Kukulies, Erika Lacro, Irene Mesina, Shanon Miho, Lianne Nagano, Sam Rhoads, Marcia Roberts-Deutsch, Russell Uyeno.
Absent/Excused: Mike Barros, Farah Doiguchi, Brian Furuto, Wayne Lewis, James Niino, Jerry Saviano, Eric Shaffer, Bert Shimabukuro, Jolene Suda, Kerry Tanimoto, Jonathan Wong

I. Minutes: Jan. 10, 2011, minutes were approved and will be posted with minor edits.

II. Updates and Announcements
   A. Emily Kukulies shared about several campus events and activities.
   B. Ken Kato shared the drop-off date for E-Waste would be 1/27/11 between 9 a.m. and noon at the fenced area behind Auto Body. He also announced that the final review of the campus PRU would take place on Wednesday at the City Council Meeting.

III. AV Equipment for HAP/ICIS Classes Bldg. 45
   A. The need for multimedia equipment for Building 45 brought to light the need for a clarification of the process for ordering multimedia equipment. There is an existing survey by the Tech User Advisory Group asking for input into equipment needs. The technology plan, when completed, should provide guidance for the priority of equipment purchases.

IV. Bookstore Issues:
   A. Erika will invite the Bookstore manager to the next meeting. The difference between the edition and amount of books ordered has been an issue in the past. The suggestion was then made that Creations in Catering should also be invited to a future meeting. Sam Rhoads asked about the noise created in the cafeteria by the blowers over the doors. Ken Kato noted the blowers might be relocated outside the doors, but that the blowers were a requirement by the Department of Health.

V. Classroom Technology
   A. John Blumhardt described the power and lighting setup for classrooms and noted the importance of having a standard classroom equipment set up. Sam Rhoads asked about the imaging of computers, and a meeting will be scheduled of the various parties to resolve the issue.
VI. Facilities:
   A. Ken will check with Security concerning the middle row of lighting being out in the parking lot behind Building 4.

VII. Banner 8.4 Update and ability to Waitlist Students

   A. Erika noted that the Banner update will take place over Presidents’ Day weekend/ The new version would allow for an electronic waitlist to be used for classes. Hae Okimoto of the system information technology office will be invited to a future CLT meeting to discuss the pros and cons of the system.

VIII. Discussion of Upcoming Agenda items:

IX. Adjournment

The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Ralph Kam