Honolulu Community College  
Campus Leadership Team  
Minutes  
January 31, 2011


Members Absent or Excused: Mike Barros, Brian Furuto, Wayne Lewis, Eric Shaffer, Jolene Suda, Kerry Tanimoto, Bert Shimabukuro, Jonathan Wong.

Guests: Kory Uramoto-Wong (new bookstore manager), Rose Sumajit, Kimberly Gallant (Mental Health Counselor).

I. Approval of Minutes – The January 24, 2011 minutes were distributed but since not everyone had looked at them before the meeting, they will be approved and/or modified by email.

II. The new bookstore manager, Kory Uramoto-Wong was introduced. We went around the room and introduced ourselves to Kory.

III. Updates and Announcements
   a. Ken Kato mentioned two things:
      1. Building 7 (All of the following dates are likely to change. In addition, the plans need to be approved by the Disability Commission.) The current schedule is to work on:
         o The elevators and mechanical room for 10 months starting in Spring 2011,
         o The 5th and 6th floors for three months starting in Spring 2012,
         o The 3rd and 4th floors for three months starting in Fall 2012,
         o The 1st and 2nd floors starting in Spring 2013.
      2. The new Technology and Science Building is now number 2 on the Community College list of projects to be funded.
   b. Kimberly Gallant talked to the Committee about her position and the services her area provides. She mentioned three major areas of responsibility: Mental Health Services, Substance Abuse Services, and Psychotic issues. She distributed a pamphlet containing a Guide to the Family Educational Rights and Privacy Act, and briefly discussed the FERPA rules. Lastly she mentioned a simulation/training opportunity for “at-risk” students. Kimberly indicated that she is always available to help and she welcomes questions from the campus.
   c. Rose Sumajit distributed a paper entitled “A White Paper on Leveraging the Student Computer Lab and Technical Desktop Support Offices.” The basic idea is to pool these two services into one.
   d. Shanon Miho mentioned some concerns about where Academic Policies and changes in policies can be found for faculty, staff and students. She looked at the Internet and Intranet but only found campus policies on campus safety, student conduct, etc. For example, she wasn’t able to find a clean copy with
the changes in the placement policy that was signed by Mike Rota dated October 2010 to share. She said it seems these policies should be clearly stated somewhere in both the Internet and Intranet, especially when there are changes since the catalog was printed. Erika indicated that she would see to it that the new policy is posted somewhere.

e. Ralph Kam mentioned that February 1, 2011 is the last day of the 90th year of Honolulu Community College's existence. A half-hour recap of the past year's activities will be presented in the Loui Center at 11:30 on Tuesday.

**Adjournment:** The meeting adjourned at 12:15. The next meeting is scheduled for February 7, 2011 in 2/214 at 11:30.

Minutes prepared by Sam Rhoads