Campus Leadership Team Meeting Minutes
February 28, 2011


I. Approval of Minutes – February 7, 2011
The minutes were approved with the following correction:
A. Minute taker’s name should be stated.

II. Updates and Announcements
A. Emily presented the most recent student newspaper and announced upcoming Student Life & Development (SLD) activities and dates.
3-10-11 Zumba Class
3-15-11 Graduation Application Deadline
3-29,30,31-11 Green Days/Sustainability (please note date change)
4-1-11 Auditions for Graduation Speaker and Singer
4-9-11 Spring Fest
4-27-11 Student Thanked & Recognized (STAR) Awards
5-13-11 Graduation
B. Wayne Lewis announced that Rose Sumajit will be the interim Director of PCATT filling in for Scott Murakami who will be the Director of Workforce Development for the UHCC system. The permanent hiring of the PCATT director will be at the same time as the reorganization.
C. Ken Kato shared that the HCC Long Range Development Plan (LRDP) will be presented at the March Board of Regents (BOR) meeting.

III. New Placement Test Policy
Tabled, will be placed on the March 14, 2011 agenda.
Shanon however, brought up and emphasized that she is more concerned about having the policy placed somewhere so that it could be easily referenced for the implementation and enforcement plans.
Brian agreed that there is no place where policies are centralized. Brian volunteered to work with administration and Todd to get policies up to one site.
IV. Fire Drill for Bldg. 7 – Lianne & Irene
Lianne announced that the drill is scheduled for April 6, 2011 at 9:30 a.m. This time was picked because classes end at 9:45 a.m. and it would cause the least disruption. The key thing is that people evacuate to the right areas. If anyone sees any problems please report them to Lianne or Irene. There will be a meeting with floor leaders about middle March.

Ken brought up that evening classes/Apprenticeship should undergo fire drills as well.

V. Returning to the student newspaper, page 4, Brian shared that although the Senate will be conducting a “raid bill”, targeting special and revolving funds with large balances; students’ monies are not taken. Programs with large balances in their accounts should have a plan, idea, or concept on how to spend down. Brian added that very few times is the taking of large balances unwarranted.

Meeting adjourned at 12:00.

Next meeting March 13, 2011 / 11:30 a.m., 2-214.

Bert Shimabukuro, Recorder