Campus Leadership Team Meeting Minutes  
April 11, 2011


Not Present/Excused: Lynn Inoshita, Shanon Miho, Marcia Roberts-Deutsch, Eric Shaffer, Jolene Suda, Kerry Tanimoto, Russell Uyeno

I. Minutes
   March 14, 2011 - Finalized minutes were distributed this afternoon.
   March 28, 2011 - Send comments to Lynn Inoshita (inoshita@hawaii.edu) by the end of the week.

II. Updates and Announcements
   A. Jerry announced that the campus is invited to an Essential Skills Open House on April 28, 2011 (Thursday), 3:30pm at Building 71.
   B. Erika announced that:
      - registration for continuing students starts today and new students will begin registering next week.
      - registration sessions for new students that are conducted by counselors begin on April 19, 2011.
      - summer sections of Math 98M, English 97A and B, and English 98A and B classes will be offered at the Spring 2011 tuition rate.
      - President Greenwood will be visiting on Friday (4/15/11). She will have lunch with the chairs of HCC governance committees and representatives from our industry partners. She will also meet with the programs that would have been involved in the Solar Decathlon and attend a town hall meeting at 3:00pm.
      - Gary Rodwell, with a grant from the Gates Foundation, will add a course cross-check capability to the STAR program. With this addition, students will receive warnings when they register for courses that are not applicable to their program/graduation requirements.
      - Round 2 of the re-organization meetings has concluded. A summary of the major changes will be sent out to the campus by the end of the week. There are still areas that need to be finalized such as details related to individuals who may be changing job responsibilities. Summary of changes will also be presented to the FSEC.
      - UH System Developmental Math and Reading and Writing workshops were held on April 2 and 9, respectively. Femar (with Frank Mauz) and Jerry (with Tim Cubero and Eric Shaffer) did excellent jobs of presenting the details of their programs.
-the deadline for Hawaii Community and internal scholarships is April 15, 2011. A committee of instructors (Noel Alarcon, Michael Cress, Jennifer Higa-King) and a counselor will screen applications and award the internal scholarships. An awards program is planned to give donors an opportunity to meet the recipients of their scholarships.

C. Emily announced that all students who applied for graduation received information on the upcoming graduation ceremony (http://honolulu.hawaii.edu/graduation/index.html). The names of the speakers and singers will be announced next month. Cap and gowns are available now from HCC Bookstore. Faculty and staff volunteers are welcome and can sign up at the SLD office or via email (hccsld@hawaii.edu). A pre-event meeting for volunteers will be held on the day of graduation (May 13, 2011) at 1:00pm.

D. Ralph announced that topsoil is being delivered to the mala (garden) on Monday (April 18, 2011) at 8:00am and volunteers are welcome.

E. Brian announced that the campus did a good job with the Spring Fest and thanked Emily, Ken, Irene and Bert in particular for their help.

F. In response to a question from Jon about the status of the Essentials Skills lab, Jerry responded that it can be improved by requiring students to spend at least an hour in the lab each day and that he hopes to have new software next semester that can track attendance.

G. Irene announced that this is National Poetry Month and National Library Week and invited everyone to stop by to write a poem and/or view their displays.

III. Fire Drill – Building 7

Irene and Lianne reported the following.

Positives:
- Drill was a success and thanks to all who helped.
- The building was evacuated in seven minutes.
- All exited the building calmly.
- Having the Operation and Maintenance personnel participate was very helpful.
- Wayne Sunahara monitored evacuation and no problems were encountered with disabled students.
- TheHub participated and appreciated being involved.
- Floor leaders did a good job.

Other observations and questions:
- Fire alarm should be turned off before the all clear is announced and people start re-entering the building.
- Instructors need to lead their students into the gravel lot – initially many were congregating at the entrance to the lot.
- Signs are possibly needed in the lot to help classes stay together for roll call.
- Ewa stairwell was over crowded – instructors must have their classes leave from the exit that is closest to their classrooms.
- Do we need a telephone tree to ensure efficient communication?
- Signs in each classroom with appropriate evacuation routes must be posted.
- Lecturers must be made aware of proper evacuation procedures – should this be done at division meetings, with written instructions that they receive at the time of hire, by actually participating in a fire drill, etc.?
- Locked classroom and offices prevented floor leaders from ensuring that all on their floors had evacuated.
- Elevators did not return to first floor or lock down – it appears that they only do this when a smoke sensor triggers that alarm. For the next drill, we may want to consider using a sensor to set off the alarm.
- For next drill, announce drill but not specific time and possibly have it on Wednesday or Thursday (not Monday) at the beginning of the semester.
- Doors from the Ewa exit from the first floor of the library and the Ewa stairwell open almost upon each other and became obstacles to those leaving from these doors. Ideas include having those in the library exit from other doors and having a staff member be responsible for wedging both doors open.
- During the next drill or in the event of a real fire, security guards will not let cars enter the campus. They stand at the entrances and wave cars on.

IV. Lecturer Evaluations

There is a concern that evaluations are not administered consistently. Questions include is it necessary to keep evaluating lecturers with long records of satisfactory performance?
Deans and Division Chairs will meet to discuss this issue.

Next meeting is April 25, 2011, 11:30 a.m., 2-214.

James Niino, Recorder