Present: Mike Barros, Farah Doiguchi, Brian Furuto, Monir Hodges, Ralph Kam, Erika Lacro, Femar Lee, Billie Lueder, Lianne Nagano, James Niino, Jim Poole, Marcia Roberts-Deutsch, Jerry Saviano, Eric Shaffer, Bert Shimabukuro, Maggie Templeton, Russell Uyeno Preshess Willets-Vaquilar

Absent/Excused: Kaiulani Akamine, Jon Blumhardt, Lynn Inoshita, Ken Kato, Emily Kukulies, Irene Mesina, Jolene Suda, Guests: Jennifer Higa-King, Mike Meyer, Rosemary Sumagit

Meeting convened at 12:00 pm.
Minutes from Oct. 17, 2011, corrected and approved.

I. Updates and Announcements

Faculty Development Committee - Monir Hodges
The Faculty Development Committee purchased a best-selling training program which utilizes stunning photography and powerful dialogue to “Celebrate What’s Right With The World”. The Committee will present an inspirational workshop open to all HCC offices and departments. Two dates are available, Thursday, Nov 17th, 2:30pm, in Bldg.2-514 and Friday, Nov 18, 9:00am, also in Bldg. 2-514. The program video is engaging and features work from a photographer who has worked for National Geographic. Discussion will follow the video.

II. Banner Waitlist Feature - Erika Lacro
HCC will wait until Fall 2012 to implement the Banner Waitlist feature. Erika will work with Kelly So to obtain more HCC data, which courses have multiple hits, etc. We need to be careful that classes using the waitlist and overrides do not exceed the course cap. The Banner Advisory Committee has data showing that 30% of students’ system-wide used the waitlist, and it seems to work well. Due to the short amount of registration time between Fall and Spring, the waitlist allows students a 24 hour turn-around period. However, since there is a longer registration period between Spring to Fall, the turn-around time is lengthened to 48 hours. The System as a whole is still working on how to best use this feature. Erika is aware of additional data requested and will provide feedback to the CLT when available.

III. Chancellor Search Update – Jennifer Higa-King
Jennifer has been appointed Coordinator of the Chancellor Search Advisory Committee (CSAC). Nominees to serve on CSAC have been selected and will be final by this week Friday, 11/4/2011. It is expected to have CSAC meetings during regular working hours. The process is going smoothly so far. Jennifer is meeting with John Morton and expects the CSAC to start meeting soon. The tentative time line is as follows:
• Ad will be out early January 2012
• Initial Screening to start in mid-February, 2012
• Final candidates will be on campus for interviews mid to late April, 2012
• Candidate recommendation to Board in May, 2012
• Person selected to start on July, 2012

IV. ITC Update for VOIP – Mike Meyer
Plan is on schedule for HCC’s move to Voice Over Internet Protocol (VOIP). Starting Wednesday, Nov. 2nd new phone instillation will begin. They will be placed in offices but will not be active until a later target date close to November 11th. Forty people are listed to attend four training sessions on how to use the phones. Training starts Monday, Nov. 7th in bldg. 2-201, will start with basic capabilities similar to what is already in place, and move to more complicated features at a later date. Select people will have larger phones based on their work requirements and a few of these will also be available at the planned trainings. Instruction will also be available on the Intranet with videos and other types of training tools.

V. Update - New Wireless Network – Mike Meyer
To keep up with current technology, HCC will be changing the network. This will make logging in more accessible while at another campus among other improvements. There are some security issues that we need to be aware of with using an open network, and training will be provided. There is no set date at this time, will be after VIOP this semester and carry over to Spring, 2012. Mike will keep us posted.

VI. Update - Help Desk – Mike Meyer
Vern Takebayashi has been working with existing Student Assistants; the unit will be implementing many changes next semester. At the end of Fall, 2011, all Student Assistants will have their jobs terminated and the Center will upgrade new student employment standards. To be hired in Spring 2012, potential Student Assistants will need to meet rigorous criteria, including passing an exam to be hired.

VII. Schedule for Sabbatical Application Review – Marcia Roberts-Deutsch
The Sabbatical Committee needs to change the timing of sabbatical request reviews and approvals if possible. Currently, there is a conflict with Divisions having to schedule courses before knowing whether or not faculty will be available the following semester. Erika will discuss with Clara and try to resolve this timing issue.

VIII. Reverse Transfer – Erika Lacro
Automatic Admissions is offered to HCC students close to completing their Associates degree in Liberal Arts, CENT, OESM, and ECE, via their hawaii.edu e-mail and STAR. Students are invited to apply to one of the baccalaureate campus (Mānoa, Hilo, West O‘ahu). Auto Admit saves the student the Application fee normally charged ($70 UHM). To accept the offer of admission, the student must log on to STAR and click on the "Automatic Admission" button and select the campus they wish to attend. This has been a fairly successful program. If a student is left out but eligible, HCC Counselors may add them thru STAR.
**Reverse Transfer** is another program being developed that calculates when a student who has transferred to a baccalaureate UH system campus without earning a degree from a UH-CC, has met the requirements to obtain the Associate in Arts degree. Erika is leading this discussion and will gather information from other key players. Some of the campus numbers seem low, for example, Hon CC has only 7 students identified. The FSEC has unanimously endorsed John Morton’s proposal to assist students by not charging them excess fees within the UH system for degrees and certificates earned. It’s better to have a degree than no degree, and some students stop out before earning the Bachelor’s degree or higher. There is concern by the group who met last week from different UH campuses regarding the student’s right to accept the offer in place of it appearing on their transcripts unless they notify the campus to opt out. One of the reasons for this concern was due to the unexpected consequences that might occur with student loans and financial aid.

**IX. C3T Grant – Erika Lacro**  
The Community Colleges were awarded 24.6 million dollars thanks to a grant Erika’s office was key in writing. Mike Rota was the P.I. on the grant, it services the entire UH Community College System. Scott Murakami, past HCC PCATT Director is working with in John Morton’s Office with Peter Quigley on Workforce Development. Scott has been charged with leading and implementing the activities written in the grant. The grant focuses on three themes, agriculture, health and sustainable energy. The Grant is long over the course of three years. Although it will run out of HCC, it is in coordination with the System. Main items will be updating skills of people already in the workforce, or who need training to obtain future employment. Part of this will focus on essential skills in reading, writing, and math. HCC will benefit in several areas, essential skills and sustainability. Hawaii is the only State who received everything the grant requested, and the entire amount of funding as well. Ralph acknowledged Erika’s hard work on the grant. The CLT congratulated Erika on an outstanding job that will benefit our campus and State. Erika will serve as the Liaison for Academic Affairs and the Advisory Committee.

Respectfully submitted,

Maggie Templeton