Honolulu Community College
Committee on Committee’s
Annual Report
Fall 2013 – Spring 2014

Committee on Committee’s Members
Co-Chair Norman Takeya, Assistant Professor
Co-Chair Douglas Raphael, Instructor
Shioko Yonezawa, Assistant Professor
Mario Mediati, Assistant Professor

Committee topics covered and action taken:
1. On-Line Volunteer Survey. The committee voted to try a on-line volunteer survey for the first time this Spring semester. While the number of survey’s received was on the low side, there was overwhelming support of the new format. With the new format, in the event of a tie in selections, the committee took advantage of a time stamp feature. So ties were broken by who signed up first.
2. The committee decided to break up the workload by divisions, so that one person would not be burdened with everything. So each member was responsible for validating the faculty listing for their department and creating the required ballots for the division. This led to less errors and omissions.
3. Final compilation of votes were tallied and verified by committee members.
4. Committee assignments were issued.

Future Actions:
1. FSEC needs to have committee’s review their charters to update membership and reflect changes caused by the reorganization.
2. On-line voting for all elections is recommended for future elections.

All records, key to FSEC box, and thumb-drive were turned over from Norman to Douglas.