Mark Silliman called the meeting to order at 10:01 a.m. Everyone took a moment of silence for Jeff Uyeda. A few people shared their thoughts and stories of Jeff.

**Repair, Maintenance and Improvement Projects:** Bldg. 2's roof will be repaired and the building will also be repainted.

**Safety Priorities for Fall 2008:** Department of Health requires record keeping of all hazardous materials disposals. Make sure the reports are done and keep copies of all the disposals. A new computer software for record keeping of hazmat disposals is being looked into.

**Lorri Taniguchi**

The HCC Emergency Planning Subcommittee Report Handout will be posted on the internet and intranet.

Chulee introduced Jon Santos (daytime UH Security Officer) and asked Jon to give out the cellular number to everyone.

**Kyle Higa**

The Health and Wellness Subcommittee’s primary activity for the Spring 2008 Semester was the WILD Day afternoon activities which included health and wellness sessions.
such as food demos, arts and crafts and boat rides. HCC employees also participated in the Visitor Charity Walk in May and a ukulele making class in June.

The Health and Wellness team assisted with registering HCC employees at the Emeritus College Summer Lecture Series workshop entitled “Active Aging - Eat Healthy and be Active” in celebration of their 20th Anniversary. The Ice Cream Day Social was co-sponsored with the Staff Development Council.

There are a number of activities planned for the Fall 2008 Semester including a Healthy Cooking session and a Campus Art tour. The committee is working to finalize the calendar of events for this semester. The committee meets on the second Wednesday of each month at 2:00 p.m. at Apprenticeship, Bldg. 4, Room 18. Everyone is welcome to attend.

**Chulee Grove**

Chulee invited everyone to take a look at the Emergency Action Plan (EAP) binder. Chulee sent out an e-mail to the campus to encourage each unit to develop a Departmental Emergency Plan. A guide on how to respond was attached from the Emergency Action Plan, Appendix A.

Everyone spent five (5) minutes to fill out the Departmental Emergency Planning questionnaire. All of the handouts will be posted on the Intranet.

**Concerns and Discussions**

Mary-Jayne Militante (ASUH) commented on the following:

- Little or no lighting in Parking Lot #1
- Golf Carts going too fast on the mall

Jon Santos (Security) informed everyone that there are two (2) escorts posted between Bldgs. 2 and 7 from 6:30 p.m. to 9:00 p.m. for evening students.

Burton Chang informed everyone that he got stuck in the outside elevator of Bldg. 7 between 3-1/2 and 4th floor. There was no number posted in the elevator on who to call and the telephone box knob was removed.

A handout was distributed to everyone to discuss and provide suggestions for the HCC Standard Operating Procedures: Emergency Response Operations.

The meeting was adjourned at 11:00 a.m.