Announcements:

1. **Jerry Levinson** will do TABE testing for ETC; both pre and post testing.
2. We have a $257,000 MOU with OWL. Consequently, we have to change the matrix. We need to incorporate work readiness, customer service skills, competencies, and new pricing into the matrix. We can add the $300 cost of the netbooks into the tuition. **Mike Moser** asked if we’ve checked pricing for the netbooks. **Tom Doi** shared that we could probably purchase a similar product for less money. Everything should be ready to go by July. The money must be spent by June 30, 2011.
3. Accreditation Standards require that our courses be technology based so we have to add a technology component to them. Our students should be able to access the internet; find classes on-line. **Mike Moser** asked how we might incorporate a safety component in our classes. Every program should have an appropriate customer service skills component. We have to move quickly to prepare our catalog pages.
4. A faculty meeting will be scheduled next week to go over course curriculum and competencies.
5. We need to work with **Brian Richardson** to get 2 lessons on-line by the end of March.
6. ETC needs to come up with a formula for tuition.
7. We need to provide a HCC parking pass for **OWL** counselors.
8. The UH System office is looking for a Grants Writer and Financial Aid for non-credit offerings.
9. There is a meeting scheduled for next week about **Perkins** proposals. **Evelyn Sugihara** asked if money will be set aside for disabilities accommodations. There will be some grants for program improvement.
10. **Jan Lubin** will ensure that ETC is part of the self study. ETC faculty and staff are encouraged to sign up for something on the self-study. There are large committees for each item in the study.
**Mike Moser:**

1. **Youth Services** has 100-150 17-20 years old they want enrolled in Ecology studies or environmental stability. They don’t want catalog programs. They want something in the energy field. **Mike** will be working on a budget and course for the proposal. He’s thinking of project based learning. He doesn’t have a curriculum yet. The course would probably run 4-5 weeks max. Three weeks on environment green training and 3 weeks on work training. We could run 2 classes simultaneously. **Ryan Perreira** asked if Youth Services would pay for a school bus. The kids could spend 2 hours in the sustainability class then be bused to a job site to practice their skills.

**Jamie Boyd:**

1. Nine of **Jamie’s** past graduates from 2 years ago came to help out with testing today. They must be enrolled in college courses to volunteer here.

**Evelyn Sugihiara:**

1. **Evelyn** met with **Lui Hokoana, Gus Cobb-Adams** and **Leslie Opulauoho** to discuss I.D. cards for ETC students. Those of our students who don’t have I.D. cards are to fill out an application form and send it to **Evelyn**. She will send it to the Windward campus to get their I.D.s. Banner will be down from February 12 through March 1. The I.D.’s will be printed after that. The campus will help us through fall. From now until fall of this year we will be in discussion to develop procedures for ongoing I.D.’s for our students. They could give two of our counselors exact banner access to register our students. The ID number will follow them in the UH System when they leave ETC.
2. **Leslie** will research the old ID equipment to see if she can pass it on to us.
3. Thanks go out to **Joe Obrien’s class** for repairing the railings at the portable classroom at the HCC campus.

**Jane Uyetake:**

1. Hakuoh University Handbell Choir is back. Performances are set for 2/17/10, 10:00am and 7:00pm at the Paliku Theatre. Everyone is welcome to this free performance. 175 elementary school students will be coming to the 10:00am performance.

Meeting adjourned at 4:30p.m.