Coordinators’ Meeting  
1-13-2010  
HCC, BLDG 71A, Rm 8  
3:00p.m. - 5:00p.m.

Present: Bernadette Howard, Jamie Boyd, Gerri Kabei (for Jane Uyetake), April Sandobal, Mary Segura, Evelyn Sugihara, Pat Tamaye

Excused: Tom Doi, Mike Moser, Ryan Perreira

Announcements:

1. There will not be an All ETC meeting on 1-22-10. Instead, the faculty will meet to discuss the issues brought forward by the Faculty Senate during the ETC faculty meeting on 1/5/10.
2. Marketing news: April Sandobal met with WCC’s Marketing Coordinator Bonnie Beatson and Daniel of the Honolulu Advertiser. Daniel will be giving ETC free 30 day on-line advertising on the Advertiser's web pages. Target population is adults 20-50 years old. This strategy worked for WCC’s credit courses by an increase in enrollment. The strategy could work for ETC also per Daniel of the Advertiser. He said this is an innovative marketing tool. A website ad is cheaper than printed ads. They will utilize the current ETC design. WCC’s marketing department will pay $1200 per day for our website ad. It will ask for contact info, i.e. name, address, email and program of interest. All ETC programs will be listed. The contact info will go to the advertiser staff and they will forward it to ETC counselors. Bonnie will feature images of current adult students, dramatic photos for ICA & OAT & Office Skills for the ad. She wants a total of 3 photos. The 2nd week in February is the target date for the website ads. The bottom of the page will reference OWL for tuition assistance. The campus recognizes that they need to support ETC with marketing.
3. Bernadette said she still has not received any word about the $250K.
4. Bernadette met with Doug to go over our annual assessments. Doug was very thorough and had questions about them. She will sit down with the Coordinators or review them over the phone.
5. Last week we received a Perkins award to purchase NetBooks. These will give our students an opportunity to learn new technology and bring ETC into the 21st century. For students, netbooks works well with skill building. Faculty need to decide when is the best time to receive training in Laulima. Between now and March, all faculty should have received training in NetBooks for Laulima. This could be a topic for the faculty meeting on the 22nd. Some topics for that meeting could be: what we want on the website; how to set up the website; how to use discussions; using the grade book; using the mail room; how to put a lesson on the website; how to customize. Bernadette wants two separate lessons on the website for each program. Tests should be real, what you would use. Brian Richardson is available this Friday from 10:00am – 3:00pm for help with Laulima. He’s in the Hale A’o building. Brian is taking classes in Instructional Design at the UH. If we would like, he is willing to speak with his professor to see if their class could mentor ETC’s website as a project. We should let Bernadette know whether Brian should pursue this or not. Bernadette hopes our website will be done by March. By December 2010, it will be available to all of our programs. Laulima will make our reporting easier. We hope that OWL will pay for netbooks for students. We would add the cost to the tuition.
6. Regarding substitutes for vocational faculty: Evelyn Sugihara asked if it would be possible to use counselors as substitutes when instructors go on leave. Bernadette replied that not anybody can teach everything. Instructors should fill in for each other on the short term. Long term is defined as 2 weeks. Instructors should plan for leave and coverage. Bernadette is open to ideas. Getting qualified people for a pool of instructors is very difficult. Bernadette recommends instructors take vacation during non-instructional periods. Jamie Boyd asked about a pool of volunteers. Pat Tamaye said that for his programs, if something unexpected happened, it would be nice to have a pool of instructors whom we could call. Bernadette replied liability issues would need to be addressed. Most campuses, faculty help each other to cover lessons; they work it out amongst themselves.

7. Gerri Kabei, Jane Uyetake and Bernadette are on the Planning and Budget Committee. For the small items, culinary should use their foundation account. Also, the ergonomic chairs should be purchased now. Health and safety is a priority. TLC flooring will be replaced.

8. Regarding Bus passes: Mary will take pictures of our students and send them to Leslie Opulauoho in Student Services. Evelyn Sugihara will prepare a spreadsheet to give to Leslie of the students names and contact info. Once the students have an I.D. card, they can buy the bus passes. Lui Hokoana, Vice Chancellor of Student Services, will give us a machine to make I.D. Cards. We need to create a dummy number in banner for the students. The U-pass has to have an expiration date.

9. Val will be sending updated TFSF balance sheet to the coordinators.

10. Bernadette will be attending the Workforce Development Institute in Florida from 1/27 thru 1/29. She will also attend mandatory team training for an Evaluation Visit workshop in Los Angeles from February 3 thru February 7. Later in March, she will serve on the accreditation team to Palau.

11. Bernadette will check with Cliff Togo if he has the names and email addresses for ETC’s members of the Master Planning Committee.

12. Call Val if you need any changes to your cell phone.

13. Jamie and Mary are on the Master Planning committee.

14. We need to let Bernadette know if she needs to attend any meetings we’ve been invited to attend.

15. The Facilities Use Specialist position closed today.

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**Pat Tamaye**

1. Bruce’s & Joe’s YouthBuild classes will end February 2. Pat will be meeting with Pearle next week Wednesday about the next youth build class. He will find out what her plans are for the next class, how many students there are and if we can split the class.

2. Pat will represent us on a WCC campus walk-about. The State Hospital is planning to take back Iolani building. We’re hoping they’ll give us two of the barns in exchange for the building. The barns need quite a bit of fixing and cleanup; the UH System office might request funds for us to clean them. Mary Segura asked if the barns could be a site for live jobs. Pat said that some of the damage would be dangerous for the students, for example the roof repair but that they could do other things.

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**Evelyn Sugihara**

1. Business Tech is doing well so far. Office Skills is building back up. The first class was up 25%. OAT is doing quite well. 21 of the 25 openings have been filled. Many of the students are from OWL or private rehab agencies.
Tom Doi (presented by Mary Segura on behalf of Tom Doi)

1. ABRF had nine students projected to enroll but two had to be withdrawn and re-enrolled into Farrington HS so we now have 7 students. 3 of the 7 are self paying students. ABRF should be generating a little over $6000 in tuition revenues. A few students are pending for next intake.

2. OWL is requesting a general information meeting in February.

3. Derek Inafuku of HCC’s fiscal office is requesting that any future ETC student at the HCC campus who needs to buy a U-Pass should first obtain a Banner ID number from WCC. Tom believes that if our students can get a WCC campus ID, they would be able to purchase the u-pass from the bookstore.

Mary Segura

1. Essential Skills has 3 self-paying students; Social Studies has 8 students in the afternoon. Three of the eight will finish; we’ll be losing 5. Leslie Lyum has 15 students on the credit side.

April Sandobal

1. HCC held on to two DOE students who are continuing. WCC has 4 students but 1 will be going back to school so then there will be 3 in the current class.

2. 6 students are interested in the Art Pilot program at H. They will be taking the TABE test next week. They’re getting their TB clearance and MMR vaccinations.

3. Diane Nazarro is working on an ICA/WCC Pilot course for At-Risk Students.

4. Per Heipua, a lot of people who have been laid off from restaurants are at the Unemployment Office.

5. April told Tom Doi that she would contact Kaiser, Kalani and Kaimuki High Schools about our ICA programs. The school outreach counselors are saying that parents are willing to pay for the courses. Gerri Kabei asked if ETC made arrangements with the schools about accepting our hours for conversion to credits. April replied that the outreach counselors know. Students must go through their school counselors even though they are paying out of pocket.

6. If a student is a drop-out, he/she must provide documentation from the home school saying they are no longer enrolled. For every instance, DOE students must always be referred to our programs by their high school counselor.

Jamie Boyd

1. Jamie’s C.N.A. class has 8 students out of 10 maximum. The course is an 8 week session, M-Th, 8:30am-2:30pm. On Fridays she runs a class for Castle HS seniors. She’s offered this class for 3 years. This year she’s offering the Castle High School students a payment schedule. 6 Castle students are signed up. In the 2nd year, she enrolled 6 students and 5 finished the course.

2. Jamie just sent the 2nd year of 6 students to the RN program.

3. She is in negotiations with Chaminade to accept our students. She’s trying to arrange for $8100 per year tuition support for the students.

4. Jamie is developing an online Medical Terminology class. She will teach this course herself or with the Vet Tech instructor. He would like to offer that course on the credit side.

5. Last July, Jamie met with OWL & DOH and create a draft for a program. She still doesn’t have an agreement with them.

6. Three students didn’t pass last session but there are only 2 vacancies for the upcoming session.
7. Currently, there are 8 paying students in the S.N.A. class
8. Of the first cohort of 8 students sent to KCC, 5 failed. They were unable to do medical math, medical terminology and diseases. Three nurses from Kuakini Hospital are volunteering to teach on Wed & Thurs from 8am-11am.
9. C.N.A. students have a poor understanding of study skills. Darlene Jones offered a workshop on study skills for the C.N.A. students.
10. Kamehameha High School did a focus group and gave us a 3 page list of recommendations. As a result, Jamie will be changing her program in response to their recommendations. Once a week for 45 minutes, C.N.A. students will focus on study skills.
11. Jamie won a 2 year fellowship from the UH School of Medicine Native Hawaiian Center of Excellence. It is a healing garden research fellowship. It allows for 40% release time.
12. Jamie’s new clerical support, Julie Swartz, is super fabulous. She has a Masters in Philantropic Studies. She is high on customer service and does the work of four people single handedly.
13. The PCA course is finished. Eight signed up, 6 showed up and 6 finished. 30 students will receive free tuition ($600). Jamie will run the class again in March and again in April. The grant allowed $20,000 in tuition for 30 students. The PCA students took an end of course survey. The reported that they enjoyed the class. They took CPR & First Aide; they transfer patients and bathe them.

Gerri Kabei for Jane Uyetake
1. They are doing their best with their short staff.
2. Gerri asked for clarification about a get together with OWL to talk to them about our programs. Lunch will be catered. April Sandobal said that OWL is not referring clients to us and the referrals test poorly. Jamie Boyd said that the one OWL referral she has in her class is morbidly obese and can’t stand on her feet for very long. Dillingham OWL sent someone to WCC to get the C.N.A. schedule.
3. Gerri Kabei shared that she did not know that Chancellor’s Administrative Staff Notes were posted on the Web; this is one of the ways to learn about what’s going on at WCC and at Admin meetings. They can be found at the WCC Website: Governance & Offices, Committees, Chancellor’s Administrative Staff, Documents. Bernadette said that we should be putting the coordinators’ minutes on the WCC website. Val will check into posting them on the website.

Closed: 5:00p.m.