

**Campus Center Board**  
University of Hawai'i at Manoa  
General Meeting Agenda  
Monday, June 19, 2006  
6:00 p.m., CC220

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of Minutes
- V. Reports
  - a. Executive Committee
    - i. 2 applicants for Director of LD
    - ii. Committee goals
  - b. Office Manager
    - i. New Computers
      - 1. Each committee Chair has a computer they will share with another committee chair. All minutes and agendas and other committee info should be saved under the committee's account in the documents section. Please see Office Manager for passwords and attached map for computer assignments
      - 2. All other CCB members can use any computer under the Campus Center Board Account the password is CCB. This password should not be given out to anyone other than CCB members or directors/advisors.
      - 3. Also do not download ANY programs onto the computers as this slows them down. If you need a program please speak with office manager first to see if it is really needed. For any further questions see Melissa
      - 4. Make sure you log off when you are done using the computers and do not turn off any computers except between Friday 5pm-Monday morning. Most computer problems occur when we are loading or turning computers off.
    - ii. CCB member pictures for bulletin board
      - 1. Darrick
      - 2. K'ley
      - 3. Keith
      - 4. Tasha
      - 5. Elham
  - c. Activities Council
    - i. No Report
  - d. Budget & Finance Committee
    - i. No Report
  - e. Campus Relations Committee
    - i. Constituency Day Dates
      - 1. Wednesday September 20 12-1:30pm
      - 2. Tuesday October 31 12-1:30pm
      - 3. Wednesday December 6 12-1:30pm
    - ii. Welcome Back Day
      - 1. Monday Aug 21
  - f. Facilities Management Committee

- i. FM met last Friday and we began looking at the service areas' and tenants' needs and what we maybe able to accomplish with the new building. So we decided that to better get a feel for what each service area and tenant might need now, as well as in the future, we will be making a survey to all the tenants asking them what they do now as well as what they would like to do in the future and how we might be able to facilitate some of those plans.
- g. Membership Committee
  - i. No Report
- h. Rules & Policies Committee CCB
  - i. No Report
- i. Ad Hoc Presentation Committee
  - i. No Report
- j. Director's /Advisors' Report
  - i. Facilities –
    - 1. Recoating of stairway and walkway - the prep work is almost complete for the CC courtyard stairs. We will begin recoating in sections this area starting Tuesday, weather permitting.
    - 2. Bookstore Renovation - the exterior work is now completed pending grass fully growing back in the area. Phase 2 of this project which includes replacing the 2nd floor exterior doors will begin sometime June 12.
    - 3. Arcade Renovation - 2nd phase of this project which includes installing the electrical work will begin week of June 12. CC
    - 4. Renovation Project - We are starting preliminary information gathering with Intramurals, Facilities Planning, and CIP. We are proceeding with initiating request to have the project included in the UH Budget. Airhandler and re-roofing project - no change as planned.
    - 5. CC Meeting Room Partitions - we are obtaining quotes for this project.
    - 6. CCB Office Computers and Printer - Two of the computers now have increased memory. We have ordered 2 replacement computers and a network printer.
  - ii. Services –
    - 1. We are now of the summer schedule. The building is open from 6A - 5:30P, M-F. It is closed on Sat and Sun. All services will be open next week.
  - iii. Personnel –
    - 1. Shawn Kyono accepted the position of Associate Director of CC Operations and will officially begin on June 1. However, there will be a transition time as he moves from the Ticket and Information Service/Gamesroom services. Shawn will have oversight of MES and Facilities, and will oversee management of facilities maintenance and repair.
    - 2. Carl is the Associate Director for Programs and will continue to facilitate CC programming through the Activities Council. He will also develop and oversee training and evaluation systems of the Campus Center.
    - 3. Please welcome two facilities student associates –

- a. Reed and Reece Kaya who will be assisting with facilities projects.
- b. Irene Morrow recently came on as Manager for the Ticket and Information Office/Gamesroom.

- VI. Board Decisions
- VII. ACUI Presentations:
  - a. Anika
- VIII. Announcements
  - a. chair meeting
- IX. Adjournment