



University of Hawai'i at Mānoa

Board of Publications

1755 Pope Road, Bldg. 31-A, Rm.12

Honolulu, Hawaii 96822

(808) 956-7043

Board of Publications General Meeting

Tuesday, October 20, 2009 ♦ 5:30 PM ♦ CC Dining Room 203E

1. Convene

Called to order at 5:39 p.m.

Attendance

Board Members Present: Devika Wasson, Azti Nezia Azmi, Henri-Lee Stalk, Cassandra Harris, Ronald Gilliam, Anthony Talat, Joaquin Villarreal, Yang Ming, Marlene Mattos

Absent: R.K Jayanth Kumar

Guest:

Program Heads: Present -- Mark Brislin, Stephanie Mizushima, Chad Fujihara

Support Staff: Present—Jay Hartwell, Addy Mattos, Bob Dusterhaus

Meeting Secretary: Joaquin Villarreal

Devika mentioned that she would like to keep this evening's meeting to the scheduled 7:30 p.m. close date.

2. Approval of September Minutes

- a. Before a motion to accept the September minutes was made, Marlene called to have the minutes changed before accepting them as follows:

-- Changing the minutes to say term instead of fiscal year as corrected below.

-- To appoint Chad Fujihara as Ka Lamakua EIC 2009-2010 term and to appoint Stephanie Mizushima as Hawai'i Review EIC for the 2009-2010 term.

- b. Anthony moved to accept the changes to the September minutes. Seconded by Joaquin.

-- Motion passed by acclamation

3. Committee Reports

- a. Executive Committee

- i. Devika stated that her committee report was submitted to Google Groups and is on file. She asked if there were no objections or questions she would like to move the proposal she has in her report to the New Business section of the agenda. Proposal was moved to New Business.

b. Planning and Finance Committee

- i. Ron stated that the P and F Committee report was submitted to the Google Groups and asked if there are no questions that his proposal included in the committee's report to be moved to New Business. Proposal was moved to New Business.

c. Personnel Committee – Nezia

- i. Went over issues and concerns that the committee had about the hiring process. Jay went answered questions about this process that came up.
- ii. Why the board interviewed in front of the board was discussed.
 - 1. Ongoing process.
- iii. Online survey. Looking at what was done last year and develop on that. for new
- iv. For Hawaii Review and Ka Lamakua, there is to be no mid semester evaluation because the positions are still new.
- v. Jay-What it means for Chad and Stephanie is that the people working with them will be able to evaluate them as well as they themselves through a Surveymonkey evaluation form. This will give the EICs a chance to see how people perceive them.

d. Rules Committee-Henri-Lee

- i. Submitted report online
- ii. Would like mention that she will be contacting committee chairs to edit their description to make it more comprehensive than the current ones.
- iii. Also will be working with the board's chair to include a welcome from the BOP to new members as a welcome to them. Would like for chairs to refer to the BOP manual for guidance when coming up with the new description to limit edits.

e. SDC Committee-Nezia

- i. Status updates on the projects that were started or discussed by the last committee was discussed at the meeting. Some projects listed below:
 - 1. Bulletin board.
 - a. Taking a picture today of Board to put on the bulletin board.

- b. Idea to Feature: Poetry featured of Hawaii Review poets.
 - c. Help publicize Ka Lamakua.
 - d. Would like to make it obvious that the board is around by providing a better presence through the bulletin board.
2. Monitoring Ka Leo Distribution
 - a. Will be getting reports to figure out what the distribution is like for this publication to develop a better plan for the publication.
 3. Strategic session
 - a. Student fee increase—would like to help with this project instead of having a strategic session.
 4. Revise Planner.
 - a. Possibility of cosponsoring a student planner was considered.
 - b. Work with UHM Bookstore because they publish a print version of the planner and possibly add pages to the bookstore's planner mentioning the BOP. Would like to get the space for free.

Q: Bob – Maybe the board should decide to do the strategic planning meeting?

A: Nezia – Mentioned that this meeting was still up for discussion and whether or not to eliminate this meeting is something that was still being debated.

Marlene said that there are the same things being discussed about finance, marketing, and quality at these development meetings.

Bob mentioned that maybe a good idea to have the planning session so that the new board members can add their input and update it.

Devika – It might not be a bad idea to have it again to give the new members an opportunity to participate in this meeting and maybe change the goal of the meeting.

Bob – If not the meeting, then maybe the the information can be provided to the new members so they can see it.

Anthony – Nice to take a look at older stuff to get new ideas.

Nezia – Seems as if there should be a new session to discuss:
 Have new members look at vision and mission that has been established
 Come up with new strategies.

Went over when and how the Strategic planning session will be planned.

Ron – Regarding the bulletin board -- Submit an outline of what is going to be posted on the board and the agenda involved in the planning of what will happen with the board was mentioned?
If there is a need to print a design, there is money to get that printed for the bulletin board in our budget.

f. Screening Committee

- i. Joaquin stated that there was not a monthly meeting because there was nothing to meet for.
- ii. The Executive Committee wanted this committee to submit a report of anything that has been conducted and to have any positions that are open mentioned.
- iii. Promote new positions that are being made available. Ask about any new
- iv. Email correspondence with the members should be made if there is no need for a meeting.
- v. Enter a report to know of any spots that are open.

4. Staff Report

a. Addy Gilliam

Report is on file through email. Any questions?

Ronald – Has there been any advancement into the Ad-manager position?

Addy - Position has been posted and will be closing at the end of early November so the screening process will be starting soon.

How long will the screening process take if there are any qualified applicants?

It really depends, but it would probably take a couple of weeks.

A casual coverage option is being looked at as an option if the regular position is not filled.

b. Jay Hartwell

Report is on file. Since then, there have been some problems with the server.

Parts need to be replaced. There is some development happening in trying to form a contract with ITS to try to get the ITS to cover some things that are not currently covered.

g. Bob

Full time ad manager process was explained and that the Department Committee was described.

Wanted to let anybody know that there is a temporary position available and a permanent one and would like anybody that knows somebody interested in these positions to be directed to them.

5. Program Head Reports

a. EIC Ka Leo—Mark

Report is on file. Any questions?

Ronald- One not related to the report concerning Chris Mikesell.

A copy of the email correspondence was passed around.

Friend was attempting to get publicity through the Ka Leo for an event and was treated poorly by him through the inquiry. Ronald asked if Mark can explain any steps taken to counter Chris's unprofessionalism in the emails.

Mark—He was not aware of this specific case and would like to let everybody know that he does get many emails that are concerning events.

Ronald – Would like there to some professionalism in the way that emails are answered by the staff. Maybe a workshop is needed.

JAY – Already had a meeting. Talked with him, but there is not much that can be done except for explain to the people. Chris needs to work on this.

MARK – Chris is one of the strongest editors.

Raising the bar for emails is something that needs to addressed at Ka Leo.

b. EIC Hawaii Review

Report is on file which includes an addendum regarding the amount of distribution that is.

Shintaro Okinaka – is going to be the designer.

Anthony asked how much more is color printing going to be.

Marlene said that there is no way to know the cost of printing without the specifics being worked out first.

400-500 Printed issues for the last copy of last year's Hawaii Review.

Both books were black and white in the past.

No color bids were allowed last year due to the page count.

Request for quotation after the page count is in.

Color copy online was suggested.

Maybe some copies in color and some in black in white?

In the past, print count was too much in the past which ended in there being a lot left over.

Putting it online would require some more usage rights to be discussed with the artists. Law school may be source for copyright experts to tap into.

c. EIC Ka Lamakua

Report online. – Technical difficulties.

Timeline of ideas:

Get the website—maybe have it completed by the end of the week.

There is content that needs to be taken care of.

Chad would like to have the site up by Friday for the Spanish poet event.

Would like to stream to the existing website from building 6.

This is a good opportunity to let people know about Ka Lamakua being re-launched.

Get 1-2 more dedicated staff members.

This will occur in the next week or so.

By November, Chad would like to get all the archives moved over on the website and set up an event.

Cassandra- Twitter and Facebook account and delivering press release to KTUH to explain the Ka Lamakua and Ka Leo.

One hard copy by the spring?

Make sure that if you are posting any employment, that it be sent out and that it be posted on the BOP website.

Concentrations that will be considered to cover are campus events, etc.

6. Approval of Hawaii Review Staff

Chad Scott as Assistant Editor

Jared Lee as Poetry Editor

Krystle Yanagihara as Copy Editor

Shintaro Okinaka as Designer

Any questions? No and they are.

Marlene moved that we accept Stephanie's Hawaii Review staff for fall semester.

Seconded by Henri-Lee.

Motion passes by acclamation.

7. Old Business

a. Committee Descriptions

Henri-Lee sent the committee chairs a description of their committees. She would like the description to be developed so that the BOP manual can be done after the end of the year.

Henri-Lee would like the committee's descriptions to have this done by the next executive committee by November 19th.

Bob would like to remind the board not to have the descriptions disagree with the BOP charter which can be found online.

Had a break to take a quick picture because Cassandra had to leave.

b. Group Photo for Bulletin Board

The group picture moved to the previous agenda item due to the circumstance.

8. New Business

Purchasing and Finance Committee

Ronald proposed the purchase of the domain of *www.boardofpublications.org*. And in doing so would like to propose a reallocation of \$100.00 from other supplies to a new budget category entitled Website Hosting.

Ronald moved that the BOP will purchase the domain name of *www.boardofpublications.org* with the reallocation of \$100.00 from Other Supplies (currently \$3400 in Program Administration) to a new budget category entitled Website Hosting. Seconded by Anthony.

Passed by acclamation.

Ronald would also like to propose a December meeting for the BOP in order to report to the board our fee increase proposal in order to get feedback before these are presented.

Q: When will this take meeting take place?

A: Meeting of less than an hour in December. December 8th is the last week of instruction and December 1st will be fine.

Ronald moved that we have a general meeting on December 1st in order to address the Planning and Finance Committee's fee increase proposal from 6:00 pm – 7:00 pm. Seconded by Marlene.

Motion passed by acclamation.

Ronald mentioned that the board will be acting as a mock panel for the presentation being created.

Jay mentioned a session by the CCB to celebrate the BOP's move to Hemmenway hall which was sent to Devika.

Executive Committee

The "Protocol for Committee Meetings" was read by Devika.

Devika just wants to set a standard for committees

Jay mentioned that anybody can book a room as long as they do not have an account set up with the appropriate section. Meeting rooms have to be public.

Whenever there is a BOP function, there is no charge.

The buildings are being closed over any holidays and whenever school is not in session. The booking of a room during this time might be scheduled, but it is not known

Q: If reports are not submitted by the executive committee, are we accepting it this semester?

A: Yes, but it is set as a guideline.

Q: Is there anybody to compile all of the reports and send out one document?

A: This can be talked about in the Executive Committee.

9. Open Forum

Jay would like to mention that he thought the meeting moved along. As a comment, deferral of reading the report is something that can be done.

10. Adjourn

Motion to adjourn by Ronald. Seconded by Marlene. Adjourned at 7:38 PM.



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STRATEGIC DEVELOPMENT COMMITTEE MEETING REPORT

COMMITTEE MEMBERS IN ATTENDANCE

Nezia Azmi, Henri-Lee Stalk, Marlene Mattos, Joaquin Villarreal

ABSENT

GUESTS

Jay Hartwell, Anthony Talat

This was the last meeting of the semester.

AGENDA ITEM 1- FINALIZE SDC DESCRIPTION

The meeting attendees began with the current description in BOP records. Some felt that the description could be modified such as to include expectations that have been set for the committee. Overall attendees agreed, but some also noted for the description to not be too specific such as it would need to change too often. Ideas were brainstormed. The finalizing of the description will take place online using Mindmeister.

AGENDA ITEM 2- PRELIMINARY PLANNING FOR THE STRATEGIC PLANNING SESSION SPRING 2010

The group discussed briefly possible times during the semester during which the session can be scheduled. It was suggested that finalizing of the date be done as an agenda item during the next general meeting on November 24. Henri-Lee who is also Vice Chair took note of this to include in the upcoming general meeting agenda.

AGENDA ITEM 3- FEEDBACK ON BOP BROCHURE DRAFT

Marlene emailed to the team and old work-in-progress electronic version of the brochure. It had too much text and could do a lot of reworking. Nezia suggested that she will sit down with Ron to come up with a modified version to be usable for the Spring 2010 student orientation. Before anything is used for release to public, the brochure will always first be circulated amongst the Board for feedback and approval.

AGENDA ITEM 4- UPDATED STATUS REPORT: KA LEO DISTRIBUTION MONITOR PROJECT

Bob and team are still inputting the vast amount of data to come up with an updated report – what Marlene could gather so far was a 17% return rate, which is above the target 10% rate. We will need to wait until the report is done to decide on next steps. However, regardless of the report results, it is agreed that there are two new potential locations for KaLeo to be distributed to: Burns Hall and Yogurtland.

AGENDA ITEM 5- UPDATED STATUS REPORT: BULLETIN BOARD

The bulletin board is looking quite nice. Two additions suggested for the meantime are the picture group taken of the Board at the last general meeting and a big sign that has the URL of the BOP website.

AGENDA ITEM 6 – DECIDE ON CO-SPONSORSHIP

The team feels that overall this is still something the committee should continue to pursue as one of its projects. Jay suggested that it would be good to touch base with the Manoa Alcohol Project for another planner project, keeping in mind what can be improved from the previous collaboration (for e.g. having a design that would be appealing to a wider student audience, and giving buyers access to certain software/online apps related to electronic organizers such as iPhone etc). Joaquin suggested for us to also add downloadable calendar items on our BOP website itself. Toni also suggested that BOP could also find a presence through the MyUH portal. Jay noted that it is important that when we take on the steering of these projects to leverage student staff.



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Personnel Committee Minutes

Monday, Nov. 09, 2009 At 4:30pm

Cassandra Harris, Azti Nezia Suri Azmi Hemenway Hall 204

Attended

Azti Nezia Azmi, Cassandra Harris, Advisor Jay Hartwell, Lori Ann Saeki, Jayanth Kumar

Agenda Item 1- BOP Midterm Evaluation Surveys

Each semester the Board of Publications (BOP) sends out a survey to members of its publications so as to evaluate the program heads, advisers and the BOP. To assure confidentiality for our survey respondents, no names or private information was used in the evaluations.

After review and with majority vote via email, the Personnel Committee found the current BOP Midterm Evaluation Surveys to be acceptable for reuse for the 2009 Fall Semester BOP Midterm Evaluations. Following vote, the surveys were disrupted through the online survey tool Survey Monkey, and collected. The survey results were impute into individual description based matrixes. The matrixes were thus shared with the appropriate program heads and advisors.

Overall survey results were positive.

Agenda Item 2- Review and edit committee description for the BOP Manual.

The Committee reviewed and made edits to the committee description for the BOP Manual. The description is to be based on previous BOP descriptions and a collaborative online committee mind map via online tool Mindmeister.com.

Committee Description:

The Personnel Committee main duties include: establishing application procedures, recruiting, and recommending candidates for open BOP program head positions. Further, the committee also evaluates the performance of all BOP program heads and advisors, informs the BOP of any and all emerging personnel issues, and seeks to improve and further streamline the hiring process experience.

Members of the Personnel Committee are expected to attend and actively participate in board and committee meetings. In addition members attend and take a participatory role in the program head interviews.

Agenda Item 3- Spring semester scheduling

The committee also discussed next semester scheduling. It was suggested that the committee might want to start advertisement for program heads in February. This will be discussed at another point in time, through email.



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Board of Publications
Co-curricular Activities, Programs, and Services
1755 Pope Road, Bldg. 31-D
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PLANNING & FINANCE COMMITTEE MEETING MINUTES MONDAY, NOVEMBER 16 2009 AT 18:00 BOP BUSINESS OFFICE

COMMITTEE MEMBERS IN ATTENDANCE:

Ronald Gilliam (Chair), Marlene Mattos, Joaquin Villarreal, Yang Ming, Cassandra Harris, Anthony Talat

ABSENT:

None

GUESTS:

Jay Hartwell, Bob Duesterhaus

MEETING CALLED TO ORDER AT 18:05

COMMITTEE DESCRIPTION

At the October General Meeting, the Rules Committee asked the Planning & Finance Committee to write a description of our committee:

The Planning & Finance Committee assists the Treasurer, who acts as the Chair, in preparation of each fiscal year budget. The committee also initiates, reviews, and recommends on all the issues pertaining to the appropriation of board funds.

This includes but is not limited to: accepting and making proposals to allocate and reallocate funds, assessing existing programs, aiding in the creation of new programs, reviewing and approving stipend schedules, and seeking ways to generate new revenues. Annually, the committee conducts a mid-year review of expenditures and revenues and holds a separate budgetary workshop to streamline the budget making process. This workshop also provides a forum for programs to share goals for next fiscal year and informs the committee on how funds should be allocated. The committee circulates proposals for financial action(s) by the board at its general meetings. Further, the committee maintains interaction with the board and its committees to provide guidance on new programs, jobs, etc.

Committee members are expected to attend meetings as requested by the Treasurer. More importantly, they are expected to plan and participate in an annual budgetary workshop. This requires members to understand the current fiscal year budget, to read and be familiar with committee reports and understand the current financial situation of each program administered by the Board of Publications.

BOP PROMOTIONAL ITEMS

Due to the importance of the committee description, this item was tabled until our January 2010 meeting.

BOP SECRETARY/WEBMASTER STIPEND PROPOSAL:

The Planning & Finance Committee recommends the following proposal to the Board:

The role of Board Secretary will be merged with a newly created Webmaster position and will result in the payment of \$50.00 per month as long as the individual in this position abides by the rules set forth in the BOP Manual.

MEETING ENDED AT 19:50

***NEXT MEETING OF THE P&F COMMITTEE WILL BE ON NOVEMBER 30 @ 6:00 PM
IN THE BOP BUSINESS OFFICE***



University of Hawai'i at Manoa

Board of Publications

Co-curricular Activities, Programs, and Services

1755 Pope Road, Bldg. 31-D

Honolulu, Hawai'i 96822-2290

SCREENING COMMITTEE MEETING MINUTES Tuesday, 11/17/2009 AT 5:30 PM CC-306

COMMITTEE MEMBERS IN ATTENDANCE:

Joaquin Villarreal (Chair), Ming Yang.

ABSENT:

Devika Wasson, Jayanth Kumar

MEETING CALLED TO ORDER AT 5:48 PM

SCREENING COMMITTEE DESCRIPTION

The committee description was briefly discussed. For further review and last touch ups it was agreed that a copy of the description be sent out to the members for any additional portions to be added to the description.

CURRENT OPEN POSITIONS

Open positions were discussed and some solutions as to how to strategically provide a recruiting plan for the board.

One recruitment strategy that was discussed is to provide a flier to remind members about the current positions available that are also posted on the website as to provide a reminder to help recruit for any currently vacant positions.

Another discussed strategy discussed was that a link of the currently open positions be emailed to other organizations on campus such as other CSO and clubs. For instance, the Campus Center Board would be a good organization to email the open positions to in the case that they have available applicants that would be more appropriately suited for our board instead of theirs. A concern of confidentiality of how to email these documents out was discussed and more information was to be acquired. Which organizations are to be included in the email and how to come about the organization emails was also discussed.

The committee decided to ask that the board members try to come up with any recruitment ideas that they might think will help fill any of the open positions. Any ideas

can be emailed to Joaquin joaquin2@hawaii.edu for discussion by the committee and implementation.

MEETING ENDED AT 6:47 PM.

NO FUTHER MEETINGS ARE SCHEDULED FOR THIS SEMESTER.



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Board of Publications

Co-curricular Activities, Programs, and Services

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Honolulu, Hawai'i 96822-2290

Rules Committee Meeting Minutes

Tuesday, November 17th, 2009

17:30 HMY 215

Attended: Henri-Lee Stalk, Ronald Gilliam, Ming Yang

AGENDA

Discussion of New Chapters Drafter

The following chapters were completed BOP History, Responsibilities of New Members and How to Chair a Committee. Editing of the chapters will take place next semester.

Review Committee Descriptions:

We have received descriptions from P&F and Personnel. We await descriptions from the SDC and Screening Committees.

Assignment of Editorial Tasks:

Henri-Lee Stalk will continue to work on the Robert Rules of Order Chapter. Ming Yang will be handling the Who's Who section and Ronald Gilliam will oversee editing when needed. As part of the Who's Who section, we will be asking all BOP members (voting and non-voting) to send Ming a favorite jpeg of themselves to be used in the manual. This request will be raised at the Nov. 24th general meeting.

Open Forum:

It was suggested that the Business Manager, Media Director and Editorial Advisor create descriptions of their perception of their job role and future directions they may want their position to take, loosely following the outline for the Committee Descriptions.



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Ka Leo O Hawai'i

November 17, 2009

Mark Brislin

Production:

Production has been running smoothly and we have been meeting deadline on all 8-page issues and most 12-page issues. Since the last report there have been two days when we have gone over the 6 p.m. deadline, but we sent in whatever was completed at that time so the Honolulu Advertiser printing department could begin to review the pages instead of waiting for us to send them in all at once. All pages for those issues were sent in no later than 6:15 p.m.

We are planning for the graduation special issue on Dec. 14 and Thanksgiving content for the Nov. 25 issue.

Staff:

To date, there will be four vacated editor positions to fill before the start of the spring semester: associate opinions editor, associate features editor, associate news editor and video editor. We are planning to advertise the openings in a house ad in the print edition on Nov. 23 and 25, and Dec. 2 and 3, and on the BOP and Ka Leo web site. Deadline for applications will be 4:30 p.m. Friday, December 4.

Hiring:

There have been no new hires since the last report.

Website Development:

We are working toward transitioning kaleo.org from College Publisher to Word Press. Jay Hartwell suggested in an email to Web Editor Michael Oshita that we could use the old hawaii.edu/kaleo web site as a test site. I plan to meet with Michael and Associate Web Editor Robert Morris about the web site change after Robert returns from the mainland. Michael and I have made preliminary plans to begin the transition over Winter break. Michael told Jay that it will take about a week to develop a new Word Press site using components from the current web site.

Questions/Comments/Concerns:

My biggest concern is as the Ka Leo staff has grown, so has the total budget. We are now consistently going over the \$927 budget on most 12-page issues by \$13 to \$90, but fortunately we have been under budget by \$80 to \$150 on most 8-page issues to offset the overages. As of Sept. 14, we had a budget surplus of \$674.50 for the semester. There are things that could be done to decrease the total budget, and I will talk to the staff to see if they have any suggestions at the next editor's meeting.



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Ka Lamakua

November 17, 2009

Chad Fujihara

Production:

After a number of helpful meetings with advisor Jay Hartwell and a more realistic view of the steps needed to bring a website back from the brink it has been decided that production will begin in earnest as early as the winter break or at the very latest before the start of the Spring 2010 semester. By either of these points the website should be accessible to myself and any other Ka Lamakua staff which will facilitate a healthy production cycle.

Staff:

As of current I am still the only member on staff for Ka Lamakua, but this will hopefully be addended prior to the end of the semester. With the help of Mr. Hartwell I am gaining a better understanding of what I have taken on with this position as well as a number of strategies in accomplishing my goals.

Hiring:

As of this writing I have submitted for approval and posting three positions that I am actively seeking for my staff: managing editor, copy editor, and general content creator(s). While the editor positions are singular the content creators are to Ka Lamakua more akin to contributing writers for Ka Leo. My hope is that there will be enough enthusiastic applicants that I will be able to hire a quality staff before the end of the semester.

Questions/Comments/Concerns:

There are currently a number of web entities that bear the name Ka Lamakua, such as a Gmail account and a Facebook account. I plan on contacting whomever these happen to belong to and see if they'd be willing to turn control over to me or be willing to cooperate with the relaunch of the website.

Otherwise, I am truly beginning to understand that no matter what format the publication you are working for is, be it print or digital or something else, a great deal of work goes into the position of Editor in Chief. I hope that I will not let anyone down in the coming months. Ka Lamakua is something unique and I intend to let people know that it is something that deserves to flourish, not languish. Thank you again for your support.

Hawaii Review

University of Hawai'i at Mānoa

c/o English Department
1733 Donaghho Road
Honolulu, HI 96822
(808) 956-3030

HAWAII REVIEW

Tuesday, November 17, 2009

STEPHANIE MIZUSHIMA

PRODUCTION:

We expect to be done with the design process for HR 71 by Friday—currently we are waiting on responses from our art contributors. The selection process for 72 is going smoothly.

STAFF:

We have met with several new volunteers: Nathan Harold, Rachel Wolf, and Megan Wharton.

HIRING:

We will be looking for a copyeditor and a designer for the Spring Semester. I should be able to email Ron the details by the end of the month.

QUESTIONS/COMMENTS/CONCERNS:

The promotional items for Hawaii Review have come in and look great. We will be handing them out at class speeches, etc.

We hope to start moving the website in December.



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Editorial Adviser

November 16, 2009

Jay Hartwell

Production:

I have begun planning for the January 17-18, 2010, training for Ka Leo editors (Sunday) and staff (Monday) that will incorporate team building and spring planning for editors; modules for staff that will share what Junghee Lee learned at the Austin, Texas, conference of the Associated Collegiate Press; video training for the website; and meetings with professionals for each desk. It's possible we may collaborate with UH system community college newspapers on this. There is not enough money in the budget for workshop food.

I am developing plans to generate one day of training for UH system literary journal editors to learn from professional journal designers and editors about their work and how it may be applied.

I am assisting Michael Oshita in his effort to develop a test site at www.hawaii.edu/kaleo for a WordPress version of kaleo.org, now at College Publisher. I transferred all Ka Lamakua files to an external hard drive for Joaquin Villareal to help develop a WordPress template for Ka Lamakua.

I am helping the Hawaii Publishers Association with its planning for the annual high school newspaper competition that culminates in an awards banquet on April 28. My hope is to increase the visibility of UH system student newspapers and journals as recruitment for high school students who may be considering attending our schools.

Staff:

I provide 30 to 45-minute critiques/training of three Ka Leo issues at each Thursday staff meeting. I remain available for appointments and walk-in visits from and consultations with students and staffers. Since the BOP's October meeting, I have had a dozen meetings that have lasted anywhere from 15 to 90 minutes. In addition, I also have attended BOP committee meetings and met with BOP Personnel Committee chair.

Hiring:

I worked with the Personnel Committee this month to update and implement the semester survey that assesses how well program heads and advisers are doing. I met Friday, November 13, with Ka Lamakua editor Chad Fujihara to discuss steps for defining job descriptions for staff and advertising and hiring a staff before Winter Break. I also met with Ka Leo editor Mark Brislin to discuss filling anticipated vacancies before exams.

Questions/Comments/Concerns:

Noche Bohemia, co-sponsored by Hawaii Review and a Spanish honor society, was held Friday, October 23 at Building 6. The 200 attendees exceeded the building's capacity, but there were no problems with the event. Organizers said, "Noche Bohemia was a huge success thanks to the collaboration with Hawaii Review."

Plans to stage an undergraduate theater club's performance of Persian Theater during the Thanksgiving week were cancelled because of staff concerns about uses of the building for which it was not designed, program and CSO liability, and our inability to staff the event. Efforts were made to provide alternative spaces at Campus Center and we suggested a partnership with Activities Council.