Staff Senate
Wednesday, July 28, 2015
10:00 a.m. – 11:00 a.m.
Hale Alakai 118

Meeting Notes

Attendees: Bonnie Beatson, Trish Brubaker, Woody Garrison, Elizabeth Hale, Dayna Isa, Kehau Iwashita, Christy Lawes, Michael McIntosh, Dorene Niibu, Kacie Nishioka, Tuti Sanborn, Jamie Simao, Kahea Tani, and Colleen Watanabe

Absent: Karen Cho, Tom Holowach, and Rick Murray

Meeting called to order at 10:05am.
Quorum: At least 9 members in attendance.

Oli – Led by Tuti
 E hō mai
 E hō mai ka ‘ike
 Mai luna mai ē
 ‘O nā mea hūnā no‘eau
 o nā mele ē
 E hō mai
 E hō mai
 E hō mai ē

I. Review Approved Charter
   a. Doug Dykstra approves charter, see memorandum in Staff Senate Documents.

II. Review Handout re: Robert’s Rules
   a. Committee may read through hand out as a guide to assist with committee meetings.

III. Nominations and Elections of Officers
   a. Nomination for Chair – Dorene Niibu
      i. Majority vote, committee members appointed Dorene Niibu to be Chair.
      ii. Dorene Niibu accepts.
b. Nomination for Vice Chair – Christy Lawes, Kahea Tani, and Woody Garrison
   i. Committee members voted and majority vote appointed Woody Garrison to be Vice Chair.
   ii. Woody Garrison accepts.

c. Nomination for Recording Secretary – Kacie Nishioka, Trish Brubaker, Jamie Simao, and Tuti Sanborn
   i. Committee members voted and majority vote appointed Kacie Nishioka to be Recording Secretary.

IV. Response to Floyd McCoy, Chair of Faculty Senate
   a. Floyd’s Request: Have a Staff Senate representative sit on the Faculty Senate’s Meetings and a representative from Faculty Senate will sit on Staff Senate’s Meetings.
   b. Suggestion: Faculty Senate and Staff Senate representatives will be invited as a guest to sit in on a particular meeting, depending on the committee’s agenda. Each representative will stay in contact and communicate to each of the committees.
      i. Selected representative from Staff Senate committee will be determined at next meeting.

V. General Membership Meeting
   a. This general membership meeting will be open to everyone on campus, as well as faculty. Refreshments will be provided and will have one scheduled every semester. Incorporate Hawaiian Language and Culture to these meetings and activities.
   b. Trish volunteers to coordinate meeting and will form a subcommittee.

VI. Other Business and Announcements
   a. Leeward CC’s Annual Clerical Office Swap Meet on Thursday, July 30, 2015 at 10:00 am to 2:00 pm, Mini Expo of vendors from 10:00 am to 1:00 pm.
      i. Patti Kimokeo invited the Staff Senate committee members to the swap meet. If interested let Dorene know and will coordinate car pools.
   b. Convocation on Monday, August 17, 2015
      i. Introduction of Staff Senate Committee and Officers, Dorene will check with Doug if this can be announced.
ii. Suggest to the Administrative Team to add to the agenda a Staff Orientation for an afternoon session. Open to all staff and faculty members.

iii. The goal of the Staff Orientation is to help staff members get to know the different departments on campus, identify key contact individuals, possible campus tour, and identify other resources.

iv. Kacie has volunteered to coordinate and will form a subcommittee.

c. Beautification Day, date is to be determined.
   i. Recommend not doing on the same day of Convocation due to Financial Aid Staff and Admission and Records Staff will be busy with incoming students’ registrations.

d. Staff Senate Fundraising for Staff Shirts
   i. To be discussed further at next meeting.

VII. Committee Meetings
   a. Committee will meet every 1st Wednesday’s of the month at 10:00 am to 11:00 am in Hale Alakai 118.
      August 5, 2015
      September 2, 2015
      October 7, 2015
      November 4, 2015
      December 2, 2015
      January 6, 2016
      February 3, 2016
      March 2, 2016
      April 6, 2016
      May 4, 2016
      June 1, 2016

   b. Staff Senate Officers will meet at least one week prior to discuss agenda topics. The meeting agenda will be sent out after officers meet.

VIII. Meeting adjourned at 11:05am

Notes taken by Kacie Nishioka on 7/28/15
Approved on 8/5/15 by Staff Senate.