Staff Senate Meeting  
Wednesday, September 2, 2015  
10:00 a.m. – 11:00 a.m.  
Hale Alakai 118

Meeting Notes

Attendance: Bonnie Beatson, Woody Garrison, Trish Brubaker, Christy Lawes, Colleen Watanabe, Elizabeth Hale, Kahea Tani, Dorene Niibu, Dayna Isa, Rick Murray, Jamie Simao, Tuti Sanborn

Excused: Karen Cho, Tom Holowach, Kehau Iwashita, Michael McIntosh, Kacie Nishioka

Guest: Carolynn Yamada (Proxy for Kacie Nishioka)

I. Meeting call to order at 10:02 a.m.
   A. A quorum was attained and the meeting was called to order at 10:02 a.m. in Alakai 118.

II. E hō mai
   A. E hō mai led by Tuti.
   B. Ho’olauna (Introductions)
   C. How do you feel today? He (verb) au.
      1. Example: He maluhiluhi au (I am tired), He pololi au (I am hungry), He hau’oli au (I am happy), He pa’ahana au (I am busy), He wela au (I am hot), He maika’i au (I am fine).
   D. Who we are and where we are will also be introduced in future meetings.

III. Approve August 5, 2015 Meeting Notes
   A. Meeting notes approved as amended.
   B. Moved by Trish, seconded by Kahea.

A. Staff Orientation Workshop had 6 people in attendance, (1) Security Officer, (3) Staff members from Ready to Grow, (1) HR staff, and (1) Media Tech. staff.

B. Overall orientation went well from the evaluations.

C. Comments/Feedback - There was an agreement that there needs to be an HR orientation for new staff members and not just a campus resource orientation. Quite a few questions about HR issues and benefits was requested.

D. Suggestion - This will be in discussion at future Staff Senate meetings to schedule an HR orientation for all Staff members relating to various topics. Staff Senate will work with HR on scheduling this for the Fall and Spring Semester.

V. Follow Up Reports on Sidebar Topics

A. General Membership Meeting paired with Beautification Day. Trish confirmed Friday, October 16, 2015 as the day for both.
   1. Staff Senate General Membership Meeting to begin at 9:00 a.m.
   2. Venue to be determined.
      a) Tuti to check on availability of Hale A'o.

B. Beautification Day Target Areas: Alaka'i Front Entrance, Tombstone Sign
   1. Beautification Day to begin at 9:30 a.m. until noon.
   2. Lunches will be provided for volunteers.
   3. This project is open to everyone; including faculty and administrators.
   4. Committee members asked for signage where work will be done. Bonnie responded that anything like that will have to be brought before the Aesthetics Committee.

C. Campus Committees. Woody was pleased to report that everyone responded to his inquiry on what other committee(s) the Staff Senate members participate on.
1. There needs to be representation on IEC (Institutional Effectiveness Committee). Dorene will follow up with Jan Lubin.

D. LCC Mini Office Expo was attended by Kehau Iwashita, Jamie Simao, Colleen Watanabe, Wendy Yamamoto, and Dorene Niibu.

VI. Unions
   A. HGEA representative will be invited to speak to the committee to share updates and encourage members to be active. Rick Murray attended the last Unit 8 meeting.
   B. UPW - per Jamie there is no assigned union representative at this time (position is vacant).

VII. ERS Brown Bag Session
   A. The committee agreed that an in person session would be great. Dorene to follow up with Karen Cho.

VIII. Online Staff Resource
   A. Woody shared instructions on how to create a “group” (Staff Senate) in your individual email account.

IX. Other Topics
   A. September is Campus Safety Awareness Month
   B. There will be a 4-hour Domestic Violence Workshop on October 23, 2015 with Steve McLaughlin.
   C. Jeff Hunt is confirmed to present an overview of PBC (Planning and Budget Council) at our next meeting.

X. Next Meeting on Wednesday, October 7, 2015 at 10:00 a.m.
   A. Meeting was adjourned at 11:00 a.m.
      1. Chair requested for a motion to adjourn.
      2. Moved by Tuti, seconded by Bonnie.

Notes taken by Kahea Tani on 9/2/15