Staff Senate Meeting
Wednesday, January 13, 2016
10:00 a.m. - 11:00 a.m.
Hale Alaka’i 118

Meeting Notes

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

Excused: Tom Holowach

Guest(s): Doug Dykstra, Nalani Kaun, Jan Lubin, Jeff Hunt

I. Meeting called to order
   A. A quorum was attained and meeting was called to order at 9:59 am.

II. E hō mai led by Elizabeth Hale

III. Review and Approve Meeting Notes for Oct. 7, 2015 - Motion to review and approve meeting notes by Elizabeth and seconded by Kahea. Meeting notes approved as written.

IV. Review and Approve Meeting Notes for Nov. 4, 2015 - Motion to review, amend, and approve meeting notes by Elizabeth and seconded by Kahea. Meeting notes approved with amendments.

V. Review and Approve Meeting Notes for Dec. 2, 2015 - Motion to review and approve meeting notes by Elizabeth and seconded by Trish. Meeting notes approved as written.

VI. Ho’okipa (Welcome) Committee - Dorene Niibu
   A. Sub-committee is established to welcome all new employees (administrators, faculty & staff)
1. Tuti, Kahea, and Karen volunteered to serve on the sub-committee.
2. Faculty Senate has an Aloha committee that recognizes births, marriages, bereavements and retirements on behalf of WCC.
3. Ho’okipa sub-committee will do a meet and greet to new hires at WCC.
4. Karen Cho will provide a list of new hires to Staff Senate on a monthly basis.

VII. WCC Strategic Plan - Dorene Niibu
   A. Doug sent out an email to faculty and staff on January 5, 2016 asking for Faculty Senate, Staff Senate, and Ke Kumu Pali to review the Strategic Plan and submit edits by March 4, 2016.
   B. Sub-committee formed to review Strategic Plan
      1. Bonnie, Trish, and Elizabeth are on the sub-committee.

VIII. Unit Presentation for Chancellor’s Office - Doug Dykstra
   A. Chancellor’s Report
      1. Planning & Budget Council (PBC) website
         https://windward.hawaii.edu/ir/PBCouncil/PlanningBudgetMenu.php
         a) PBC started 6 years ago with 25 campus representatives on committee. PBC meets on Fridays as scheduled.
         b) PBC reviews and has presentations and discussions to determine prioritization of PBC requests. A survey which lists all requests is sent to voting members. Upon completion of their votes, PBC Rating Survey is reviewed and discussed. Chancellor has final decision and submits his report to PBC to inform them of what is approved accordingly.
         c) Tuition and fees support the purchases of equipment and other expenses (including part of employees’ salaries).
      2. Statement of Purpose of Chancellor’s Office “The Chancellor’s Office provides the college with chief executive leadership mediated by deft administrative assistance to assure productive relations with the campus community, general public and university hierarchy.” refer to page 7 in Chancellor’s Annual Department Report.

Doug introduced and acknowledged his staff for the services provided to the campus:
3. Process Outcome Statements “Students, staff and faculty will identify the Chancellor’s Office as a service site that hears concerns and directs them to the process, policy or office/official that directly addresses their concerns. The Chancellor’s relations with faculty/staff, students and the broader public will build the conviction that the college is a stable, responsive and innovative institution.” Summary of Program Status for Leadership functions for External and Internal groups are noted on pages 7 and 8 in report. Additional discussion as follows -

a) Credit Enrollment is 10% down but notice the non-credit enrollment is 65% up.
   (1) An observation, if the economy declines, there is lower enrollment on the credit side and a boost in the non-credit enrollment, specializing in workforce enrollment for short-term certifications.

b) In 2018, the campus expects to have the ACCJC accreditation team visit again.

c) Every 3 years, WCC does a mid-term report, the Chancellor should be hearing back from ACCJC this Spring 2016. Anytime there’s a change in operations, we have to notify and submit a report to ACCJC.
   (1) Example is the Vet Tech program adding the program to Maui College. ACCJC approved it and will be conducting a site visit.

d) Program Reviews, Learning Outcomes, Non-instructional Staff should be doing Process Outcomes, are all part of the accreditation report.

4. Measurable Outcomes. Chancellor connects to the community and is a member of several community boards including State Hospital Citizen’s Advisory Board (CAB), Pacific American Foundation (PAF); Hawaii Council for the Humanities (HCH), Kaneohe Business Group (KBG); Kailua Chamber of Commerce (KCO); for more information (refer to pages 9 and 10). Doug also works
closely with KC Collins, UH Foundation for private fundraising (refer to pages 33 - 37).


IX. Other Business & Announcements
   A. Campus Security Authority - Rick will be providing a training/workshop in the upcoming month or next month (Feb.). Workshop is intended for anyone that’s considered to be a Campus Security Authority.
   B. Mahalo to Karen Cho for organizing & presenting the Employee Orientation at Spring Convocation.
   C. 2016 Dual Holiday Observance. Good Friday and Prince Kuhio Day will be observed on the same day, March 25, 2016. HGEA has this addressed in their contracts. Any employee (Unit 3 and 8) may select any day between January 2, 2016 through December 31, 2016 to observe as their 2nd holiday, subject to mutual agreement between the employee and his/her supervisor.
      1. Unit 3 employees have a deadline to submit his/her request for the 2nd holiday selection by mutual agreement to his/her supervisor by January 25, 2016 (60 calendar days prior to March 25, 2016). Information from HR will be going out to Supervisors.

X. Motion to adjourn the meeting at 11:17am by Rick and seconded by Dayna.

Meeting notes taken by Kacie Nishioka.