Attendees: Kate Zane, Hongwei Li, Frank Palacat, Nick Logue, Kahea Tani, Sam Craddock, Laura Sue

Guests: Dorene Niibu

Meeting called to order at 10:08 am

I. Approval of minutes from 5/7/2015
   • Sam moved to approve, Nick seconded. Motion approved.

II. Budget Report
   • Sam suggested looking at how other schools appropriate grant money for group grants, would be good to bring in speakers, which would benefit many people
   • It would be good to publicize the group grants
   • Committee could research what kinds of things we could bring in, include outcomes of what you will get out of workshops
   • Dorene offered to contact other Chancellor assistants to see what other campuses are doing
   • Kate moved that $12,000 be allocated to individual grants, and $2,000 for group grants and workshops. Sam seconded. Motion approved.

III. Subcommittees
   • Members volunteered to be chairs/coordinators of various subcommittees, and can check with workshops/huis/MentorNet to see what support they may need from the Staff Development Committee, and update the committee
   • Grants
     o Kahea (chair), Sam, Kacie
     o Nick nominated Sam, Kahea, and Kacie to the Grants Subcomittee. Kate seconded. Motion approved.
   • Workshops
     o Coordinator: Nick
   • Hui
     o Coordinator: Kahea
     o Dossier, Pet, RAD, Elderly Whine (Paul Briggs), Zumba
   • MentorNet
     o Kate, Hongwei, Nick
     o Will be working with Ardis to discuss a tea mixer for anyone interested in being a mentor or mentee
     o Sam said people may have things to offer but don’t realize it
     o We could each ask people to be mentors if they’ve helped us in the past
SDC can be talent scouts

IV. Workshops
   • Grant Application Tips
     o Nick, Sam, and Frank volunteered to be presenters
     o To be held on 9/22/2015 at 2:30
     o Laura to send email to past awardees to invite them to present at the workshop, and remind them to submit grant reports
     o Grants Subcommittee should be there to help answer questions about the application
     o Should also have completed applications with supporting documentation and completed reports so that people can see how to fill them out
     o Laura to ask Kacie about an available room.
   • Technical workshops
     o Laura
     o Michael – Mac security and spam awareness (Laura to confirm)
     o Tara – Google Docs (Laura to confirm)
     o Frank – clicker use in the classroom
   • People have asked about innovative teaching strategies
     o Nick and Lance are doing an alternate reality game for their Frosh Cohort and would be willing to do a workshop
     o Everyone should be on the lookout for workshop ideas

V. Approval of recommended grant award proposals:
   • Desi Poteet
     o $1,000
     o Requesting conference fees, hotel, airfare for RAD conference in Portland, OR
     o Will also receive funds from Chancellor since she will be a co-presenter
     o Hongwei moved to approve, Nick seconded. Motion passed.

Meeting adjourned at 10:55 am

Notes taken by Laura Sue