Attendees: Sam Craddock, Frank Palacat, Hongwei Li, Heipua Kaopua, Jan Lubin, Kacie Nishioka, Sarah Hodell, Kate Zane, Laura Sue

Guests: Alexandra Mayo Otis

Meeting called to order at 10:08 am

I. Approval of minutes from 9/4/2015
   • Sam moved to approve, Hongwei seconded. Motion approved.

II. Budget Report
   • Grant fund balance – $13,000

III. Subcommittees
   • Grants
     o No applications to review.
   • Workshops
   • Hui
     o No update.
   • MentorNet
     o Kate, Hongwei, Nick, and Laura to meet with Jenny Webster and Ardis on Thursday 10/8 to discuss a tea for mentors/mentees.
     o Jenny is part of the CCLC (Community College Leadership Champions), and they are doing research on mentoring programs. Their goal is to provide a framework, which each campus can adapt and “make their own”.

IV. Sarah’s Garage
   • People have dropped off a lot of stuff in the last couple days, so the room is looking a lot more full.
   • Items have been mostly sorted, but still need to be priced.
   • Laura had price signs printed at the Media Center and will pick up after the meeting. They will be posted around the room so that shoppers can quickly see prices and we don’t need to price every single item. Will also have some price sheets to hand out to shoppers.
   • Sarah has signs to put up on Saturday morning to direct people to the sale, Frank to help with setup.
   • A group of Staff Development Committee members will work on setup after this meeting.
V. Workshops

- Completed workshops
  - 9/18/2015 – Document Formatting
    - Laura did two workshops – one for Windows and one for Mac. Attendance was pretty low but attendees seemed to think it was helpful.
  - 9/22/2015 – Grant Application Tips
    - Kahea explained the application form and process. Sam Craddock, Kathleen Baxter, Carolyn Kaichi, Nick Logue, and Toni Martin presented about their experiences. Attendees were able to ask questions and learn about this opportunity.

- Future workshops
  - Michael – Mac security and spam awareness (Laura to confirm)
  - Tara – Google Drive (Laura to confirm)
  - Frank – clicker use in the classroom
  - SLO workshop to help people write good SLOs – could be combined with the Curriculum Committee and IEC

VI. Grant Applications:

- Make a flier to advertise grant opportunities.
- Applications typically trickle in slowly at the beginning of the academic year and gradually increase as many conferences are held during the summer.

VII. Excellence in Education Day

- Need to check with Doug to see whether we should have an event here.
- HSI and Wo are teaming up again.
- HSI has kind of taken over Excellence in Ed Day, and they don’t have a lot of things appropriate for non-academic staff, so either they need to do that or we should have an Excellence in Ed Day for everybody.
- It was difficult to plan last semester’s Excellence in Ed Day.
- Maybe we should get together with other campuses to discuss what kinds of workshops would be appropriate for non-academic staff.
- Our staff probably wouldn’t go to another campus for a whole day, so maybe excursions (1-2 hours) and/or an Imaginaria show would be better.

VIII. Next Staff Development meetings (first Friday of each month, 10-11 am, Palanakila 117)

- November 6, 2015
- December 4, 2015

Meeting adjourned at 10:40 am

Notes taken by Laura Sue