Attendees: Sam Craddock, Kahea Tani, Hongwei Li, Kate Zane, Teena Michael, Laura Sue

Meeting called to order at 8:42 am

I. Approval of minutes from 10/2/2015
   • Sam moved to approve, Hongwei seconded. Motion approved.

II. Budget Report
   • Grant fund balance – $13,000
   • UH Foundation – $3,020.25

III. Subcommittees
   • Grants – See below
   • Workshops – See below
   • Hui – No update
   • MentorNet – See below

IV. Sarah’s Garage
   • Raised a total of $1,202.46 to be deposited in UH Foundation account
   • We had a constant flow of customers

V. Workshops
   • Completed workshops
     o 10/29/2015 – CollegialiTEA
       ▪ Well-attended, people had lots of good questions and seemed to enjoy
         the decorations and refreshments
       ▪ Turned into more of a talk-story session, which is a good way to build
         long-term relationships
       ▪ The committee should take more responsibility for publicizing the
         leadership opportunities, like CCLC (Community College Leadership
         Champions), because people don’t really know much about them

     • Future workshops
       o Michael – Mac security and spam awareness (Laura to confirm)
       o Tara – Google Drive (Laura to confirm)
       o Frank – clicker use in the classroom
       o SLO workshop
       o Financial planning – Would be good to have a general financial planning
         workshop as well as one that is specific to the UH System. Kahea to ask Karen
Cho about who we could invite to come and give a workshop. We should get specific information about what they would talk about so that we can inform potential attendees.

VI. Grant Applications:
   • Mariko Kershaw
     o $179 (increased from original request to include supplies)
     o Joint HLA HASL Conference – Honolulu, HI (UH Manoa)
     o Mariko attends this conference each year, but this year she will be a presenter
     o Sam moved to approve, Kahea seconded. Motion passed.
   • Kathleen French
     o $1,000
     o Hawaii Sociological Association Conference – Hilo, HI
     o Kathleen is one of the organizers of the event, and will be hosting the keynote speaker
     o Laura moved to approve, Kate seconded. Motion approved
   • Ka’ala Carmack
     o $1,000
     o Society for Ethnomusicology Annual Conference – Austin, TX
     o Hongwei moved to approve, Kate seconded. Motion passed.

VII. Excellence in Education Day
   • Laura to check with Doug about doing Excellence in Ed Day
   • Even though HSI plans to have sessions for staff, our staff are unlikely to leave campus for a whole day
   • People really liked the excursions
   • Potential workshops: Microsoft Office, Financial Planning, Massages

VIII. Next Staff Development meetings (first Friday of each month, 10-11 am, Palanakila 117)
   • December 4, 2015

Meeting adjourned at 9:23 am

Notes taken by Laura Sue