Attendance: Tuti Sanborn, Rick Murray, Kehau Iwashita, Christy Lawes, Kacie Nishioka, Dayna Isa, Colleen Watanabe, Jamie Simao, and Dorene Niibu.

Excused: Bonnie Beatson, Trish Brubaker, Karen Cho, Woody Garrison, Elizabeth Hale, Tom Holowach, Michael McIntosh, and Kahea Tani

I. Meeting call to order.
   A. A Quorum was attained and the meeting was called to order at 11:07am in Alakai 118.

II. E hō mai
   A. Ho'olauna (Introductions)
      1. ‘O au ‘o (name) or ‘O (name) au.
      2. Translations: I am (name). or I’m (name)
         a) Example: ‘O au ‘o Kacie.

III. Approve July 28, 2015 Meeting Notes as amended. Moved by Rick, seconded by Christy, all in favor to approve 7/28/15 meeting notes.

IV. Update on Convocation Monday, Aug. 17, 2015
   A. Chancellor approved for a Staff Orientation for afternoon session.
   B. Subcommittee: Kacie Nishioka will create a subgroup.
      1. Volunteers: Rick and Dayna

V. General Membership Meeting (side bar to next meeting)
   A. Subcommittee: Trish Brubaker

VI. Other Subcommittees
   A. Campus Beautification Day - Bonnie Beatson
B. Campus Committees - Woody sent out an email about other committees. Please reply back to Woody.
   1. Woody or Michael to assist with an email list for Staff Senate. For now committee members can just copy and paste the members email list from what Woody sent prior.

C. Unions
   1. HGEA - Representative getting the word that other campuses are starting to form a Staff Senate or Council. HonCC, KapCC, & LCC
   2. UPW - (Side bar to next meeting)

D. Staff Development Activities - recommendations from Kehau and Tuti
   1. Workshops to partner with Staff Development Committee
   2. Activities to be spearheaded by committee
   3. Workplace Violence
      a) Campus Safety Committee working on bringing a workshop in October to support Domestic Violence Awareness.
      b) Partnership with Staff Development Committee for funds.
   4. Disaster Preparedness
   5. Essential Oils Making
   6. Google Docs

E. WCC Holiday Gathering - Christy
   1. Friday, Dec. 11, 2015 Akoakoa 101-105
      a) Room has been reserved and alcohol request was approved by the Chancellor.

F. Other (Side bar to next meeting)

VII. Guest Speakers

A. Invite Jeff Hunt for PBC Presentation
   1. Jeff is volunteering to give information about PBC. Invite him to Staff Senate’s Meeting on October 7, 2015, it will be approximately 15 minutes. He will do an overview about Planning & Budget Council.

B. Invite Faculty Senate Representative
   1. Floyd McCoy, Dorene will check with Floyd.

VIII. Other Business and Announcements

A. E-cigarettes not included in the Designated Smoking areas.
B. Kacie moving to Google Docs for Staff Senate Folder. Kacie will share Google folder with committee members.
1. Schedule a basic training with members.

C. Question on quorum: If there’s not enough members in attendance can we still hold the meeting? Answer: Members can only discuss and no voting can occur until a majority of members are in attendance.

D. Kacie will remind to RSVP or send a proxy for future meetings.

E. Kehau volunteered to take notes when Kacie is absent on 9/2/15 & 11/4/15.

F. LCC Mini Office Expo, car pool.

1. Please report back at next meeting.

IX. Meeting Adjourned - moved by Kehau and seconded by Rick, all in favor at 10:55am.