Staff Senate Executive Committee

Date: September 20, 2016

Time: 9:30 am - 11:00 am

Location: Room 6-101

Present: Amy Akana, Cory Kumataka, David Tanaka, Greg Kashigi, Kyle Higa, Layne Katsumoto, Mata Tufele, Nida Chock, Roxy Yamaoka, Stephanie Antolin, Suzette Marushige

Unable to attend: Hillary Brown, Jacob Choe, Lori Takamoto, Mike Willet

Guests: None

Agenda

1. Call to order at 9:35 am

2. Guest opportunity to share – no guests

3. Committee reports/appointments
   Prior to committee reports, Amy mentioned depending on your role you may also be a Staff voice. For example, David Tanaka as the Facilities Manager is an ex officio member of the ASG. While he is a member based on his office, he is also an APT which is a Staff position. At times it may not be optimal to wear two hats. SSEC will review its Charter and Bylaws this semester and update the documents as needed to actual membership on various committees. The meeting proceeded with committee reports, brief explanation of the committees and making appointments to committees. Kyle suggested representatives provide the Secretary a summary of the meetings they attended for inclusion in the minutes.

   a. Campus Council on Institutional Effectiveness (CCIE)
      Currently oversees the Accreditation and Assessment Task Force. Need to appoint an SSEC member to this committee.

   b. Administrative Services Group (ASG)
      David shared CLT was divided into two groups ASG (an informational not advisory group) and SSC. Depending on Agenda items, section heads e.g. David, Mo, etc. would attend. David can get notes from Lara K and share with the group. David and Stephanie will be SSEC representatives on ASG.

   c. Student Success Committee (SSC)
Need to appoint an SSEC member to this committee. This group will responsible for helping guide and implement the activities HCC has identified in our Campus Strategic Plan and our Pathways Project.

d. Campus Technology Committee (CTC)
SSEC wants to ensure we have tools we need. Suzette will be SSEC representative on Campus Technology.

e. Faculty Senate Executive Committee (FSEC)
SSEC has decided not to send a representative to this group.

f. Planning Council (PC)
Need to appoint a staff-at-large member to this committee. Good to be aware of multiple aspects of the school matters e.g. Budget, Strategic Initiatives etc. Also need to decide who on SSEC will attend.

g. Staff Development Committee (SDC)
Currently the committee has only three members – Mike M, Rae and Clara B as a holdover. Members will get compensatory time for serving on SDC. Greg and Nida will be SSEC representatives on SDC.

4. Old Business
   a. Amy still has a bowl from the cross over meeting.

5. New Business
   a. Officer appointments
Amy explained what the responsibilities of the different officers are.
   Roxy is the Archivist by acclamation.
   Amy is the Chair by acclamation.
   Kyle is the Secretary by acclamation

Amy will ask those not in attendance whether they want to serve as the Vice Chair or on committees still needing representation.

b. Goal setting for 16-17
Review the Bylaws and Charter
Look for People for CCLC and WOLC and PELP Chancellor’s Outstanding Service Award.
Look for people to be Union Stewards
Always looking to add to the list projects that will impact staff. This will be a standing agenda item.
c. AUW
Goal is $19,500. HCC has raised $4,500 to date with $15,000 more to go. There was a glitch on the online giving site. Chancellor’s goal is to get more participation, want to see percentage increase, not so much meeting the dollar goal which we always have met. Still have dust pans available. Bowling is next event. $25 bowling fee with $11.75 going toward AUW. Looking for volunteer to give out prizes that night. Amy will be the emcee. You can still donate toward raffle prizes.

d. Reminders
1. Building 6 Room 101 will be the meeting site. However, we can also visit on-site at different peoples site.
2. It was suggested that SSEC do something at each campus event to be more visible and show we are supporting the campus as a whole.
3. Forward out meeting minutes to your sector. See people face-to-face to communicate with them.
6. Adjournment
   a. Nida made motion, Mata seconded. Adjourned at 10:35 am. Next meeting: Tuesday, Oct. 18, 9:30 am