Staff Senate Executive Committee Meeting Minutes  
October 20, 2015  
9:30 a.m.  
Building 72B, Room 103  

Present: Amy Akana, Kyle Higa, Suzette Marushige, Charles Miller, Pearl Nakagawa, Steven Shigemoto, Germaine Tsukamoto, Mike Willett, Kristen Yamamoto  

Unable to Attend: Lore-An Alob, Stephanie Antolin, Peter Haliniak, Cory Kumataka, Suzi Johnson, Jon Santos  

1. Meeting called to order at 9:36 a.m.  

2. Guest Opportunity to Share - No guests attended  

3. SSEC Member Reports  
   
   Planning Council - Charles  
   - A lot of talk about the Budget Process. Need to link budget items to the ARPD. All computer purchases for classrooms need to have approval from Mike Meyer. $5,000 limit on equipment requests. Can bundle separate $5,000 requests into a single request.  
   - Katy spoke about software initiatives. STAR – students see where they are at and then register. VELOCITY – looks for barriers for students ADAstra – analyze room and scheduling requests to make it more efficient. Predictive Analytics.  
   - Erika talked about Strategic Plan. Submitted on October 15, 2015 to ACCJC.  

   Campus Leadership Team - No report.  

   Campus Council on Institutional Effectiveness - Charles  
   - New Chair is Steven Shigemoto.  
   - Mike Meyer is setting up the Sharepoint space for Institutional Effectiveness.  
   - Discussion on how to do assessment. There is a three-tiered structure for learning outcomes – Course-Program-Institution.  

4. Search for New Vice Chair  
   - Suzi Johnston has resigned from Vice Chair position but will remain on SSEC. Amy Akana nominated to be Vice Chair, unanimously elected.  

5. Old Business - None  

6. New Business
• Membership drive for Health and Wellness (H&W) Committee. Charles informed SSEC of recruitment of staff. Discussion of goals, objectives and merits of H&W committee took place. Charles will email staff the next scheduled meeting date for H&W committee.

• Request time off from supervisors for committee work. Charles will meet with Chancellor to reiterate the benefit of staff participation in college matters. Committee work is a primary method of participation.

7. Adjournment

• The next meeting will be Tuesday, November 17, 2015. It will begin at 9:30 a.m. in Building 72B, Room 103.

• Due to no further business, the meeting was adjourned at 10:45 a.m.