Staff Senate Executive Committee (SSEC) Meeting Minutes

January 26, 2016
9:30 a.m.
Airport Training Center 140 Iako Place, Building 52

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

Unable to attend: Stephanie Antolin, Peter Haliniak, Suzi Johnson, Cory Kumataka, Suzette Marushige

Guests: none

1. Meeting called to order at 9:38 a.m.

2. Guests Opportunity to Share – no guests attended

3. SSEC Member Reports

• Planning Council – Pearl
  Their first meeting will be this Friday, January 29, 2016. They last met in October 2015. Pearl passed out proposed budget timeline. Please submit your comments to her no later than Thursday, January 28, 2016 afternoon.

• Faculty Senate – Charles
  Goal is for 75% of students who score one level down will have opportunity to complete 100-level course in one semester. Goal is for 75% of students who score two or more levels below will have opportunity to complete 100-level course in two semesters.
  Need to identify placement criteria e.g. high school transcripts, etc.
  Working on catalog to rewrite the prerequisites especially if 100-level course is the prerequisite.
  Honolulu CC will be using AdAstra.
  Mike Meyer mentioned SharePoint as an alternative to Google Drive. There is ongoing discussion for how long to keep SharePoint data for a student once he/she separates from Honolulu CC.

• CLT – Amy
  We need to hire more security officers. We want to get seven, currently have three.
  If you are unable to contact Security, then call VCAS (is it cell and/or landline number?).
  You will be ticketed if you park in “do not park” areas and/or if you park in a spot not for your hang tag (exception is Staff may park in Lot 8).
Out of Darkness Wednesday, March 2, 2016 on campus to make awareness for Mental Health. Promote and sign up. Registration will take place on that day. Open House on Friday, April 1, 2016. There will be on-site admissions and it is open to the entire community.

• Staff Development - Kristen
  Soup Day is Thursday, January 28, 2016.

4. Review of Title IX Policy
   Reviewed EP 1.xxx – Policy on Consensual Relationships. The entire text may be read at http://www.hawaii.edu/uhtmfs/documents/2015_16/20151015_Proposed%20new%20Executive%20Policy%20-%20Consensual%20Relationships.pdf. The motion to approve draft policy was made by Charles. It was seconded by Pearl and vote was for unanimous approval.

5. Old Business - None

6. New Business

SSEC continues search for new sector members in Sector 4 and Sector 7 to replace Lore-An Alob and Jon Santos.

Hawaii Strategy Institute March 4-5, 2016. Discussion took place on how to encourage staff participation. You may review last year’s list of keynotes and topics by going to http://www.uhcc.hawaii.edu/OVPCC/achieving_the_dream/docs/hsi/2015/AchievingTheDream2015%20Program.pdf.

The Next Meeting will be Tuesday, February 16, 2016 at 9:30 am in Building 72B, Room 103.

Need to identify person to attend Monday, March 14 CLT for Amy.

W2 distribution will take place at Business Office on Thursday, January 29, 2016 and Friday, January 30, 2016. Cutoff time to pick up in person is 2:00 p.m. on Friday, January 29, 2016. W2s that are not picked up will be mailed to you.

7. Meeting adjournment at 10:32 a.m.

A presentation of the AERO program and tour of the facility followed.