Staff Senate Executive Committee (SSEC) Meeting Minutes
March 22, 2016
9:30 a.m.
Building 72B, Room 103

Present: Amy Akana, Kyle Higa, Cory Kumataka, Charles Miller, Suzette Marushige, Pearl Nakagawa, Mike Willet, Kristen Yamamoto

Unable to attend: Stephanie Antolin, Peter Haliniak, Suzi Johnson, Steven Shigemoto, Germaine Tsukamoto

Guests: none

Meeting called to order at 9:35 a.m.

Guests Opportunity to Share – no guests attended

SSEC Member Reports

Planning Council – Pearl
Meeting Feb 26, 2016. Budget Town Hall last week. SSEC will rank online. Expect enrollment to drop because of Rail. HART town hall April 12, 2016 from 1-2:30pm. New Strategic Plan was covered. Sustainability, going to open source textbooks. Had an Accreditation Town Hall. Opinion expressed by some faculty that maybe change Assessment Officer back to faculty from APT position.

Institutional Effectiveness Committee – Charles
Come up with a final definition of Effectiveness and it will be shared with the college. Revisiting focus of assessment.

Faculty Senate – Charles
Did not attend. Be on the lookout for minutes on the Intranet.

CLT – Pearl
Meeting on March 14, 2016.

ID badges
In 2009 there was a system-wide policy developed for student and faculty/staff IDs; Emily Kukulies is our campus point of contact for this committee. Those in charge of the new badges did not consult with Emily nor Irene Mesina, who also served on the committee. Some CLT members were concerned with the inclusion of Banner ID numbers on the badge, but the ID # is not confidential information like SSNs.

The original badge is what is needed for library use. Although it is not mandatory to wear the
new badge, admin and Security highly encourage everyone to wear it. Derek will bring back the issue to the next CLT meeting.

Communication has been a concern on our campus; this issue reinforces the concern. The decision should have been shared and discussed with campus committees. Erika's weekly email updates should help foster better communication on campus.

Security
Don Dawson was present to address campus security issues. Eric will be here until the end of March, and they expect another guard in early April. The security manager position is in the interview stage of the hiring process. The goal is to have 2-3 per shift because of upcoming construction and traffic issues. Parking will continue to be a problem as the bids for construction of the science building closes during Spring Break. Preliminary work will be shifted between student parking lots 1 and 1C (gravel lot) to alleviate the strain; work might begin as early as summer. Encourage students and late-arriving faculty/staff to park in Lot 8.

Parking will also grow tighter with the Rail construction approaching the campus.

Parking citations: please follow the directions printed on the back of your permit. Common complaint is that an individual feels her car is the only one ticketed, but the real story is not that simple. Cars come and go, and sometimes other individuals were ticketed, but the tickets were removed for payment. Don suggested taking photos with your phone and contacting Security if you feel unfairly targeted.

The visitor lot has been a challenge; Derek discussed the possibility of metered parking, and possibly bringing the guard back to monitor the visitor lot.

Staff Development – Kristen
Will be having learning sessions throughout the semester. Monthly tutorials scheduled both in the morning and afternoon.

Old Business - None

New Business

Review MOA about comp time for Staff Senate members
Currently an MOA with the chancellor covers both the amount and distribution of comp time awarded to SSEC members. We should look at the Memorandum Of Agreement (MOA) and see if it is still OK, or whether we need to change it. The URL is

https://drive.google.com/a/hawaii.edu/file/d/0B9C4Eid1NQUwNmNKdVhGWS1Jdms/view?usp=sharing
Will write up the agreements on comp time.
Elections need to replace Steven.

The next meeting is on Tuesday, April 26, 2016 at 9:30 a.m. in Building 72B, Room 103. Meeting adjourned at 10:25 a.m.