UNIVERSITY of HAWAI'I® MĀNOA

STAFF SENATE MEETING MINUTES

Date: December 4, 2019

Time: 11:00am – 12:00pm

Location: HH 309

Members:

Name	Role	Attendance
Wendi Vincent	Chair	Present
Jaret Leong	Vice-Chair	Present
Jenny Chow	Senate Secretary	Present
Laura Nakasato	Executive Board Secretary	Present
Ann Sakuma	Communications Officer	Excused
Karen Blakeley	Senator	Present
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Present
Conrad Mostiller, Jr.	Senator	Present
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	Excused
Destin Shigano	Senator	Excused
Sarah Simmons	Senator	Present
Tina Tauasosi-Posiulai	Senator	Absent
Michele Tom	Senator	Excused
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	Present

I. Call to Order

A. The meeting was called to order by Chair W. Vincent at 11:00 AM.
   1. The Executive Board (EB) is discussing whether Robert's Rules of Order will be utilized in the future. The EB wants to create a structure that works for this governance group.

II. Membership Update

A. Jarren Miki has withdrawn from service on the Staff Senate for the 2019-2020 term.

III. Mission and Organizational Values

A. The Senate reviewed and unanimously approved the mission and organizational values drafted following the Senate launch sessions.

IV. Vision

A. The Senate reviewed the vision statement drafted following the Senate launch sessions. Minor edits were suggested, which the Chair will be responsible for finalizing.
B. The Senate unanimously approved the vision statement.

V. Bylaws

A. The Senate unanimously approved to adopt the bylaws drafted by the working group.
B. Bylaws will be reviewed annually.

VI. Norms

A. The Senate reviewed and unanimously approved the group norms that were drafted following the Senate launch sessions.
B. Norms are for internal Senate use.

VII. Senator Expectations

A. The EB is responsible for providing structure to the Senate in its formative years.
B. To help promote a common understanding of what is expected of senators, the EB drafted additional guidelines/expectations, which were reviewed with the Senate for feedback.
   1. Communication Protocols
      a) Senators do not represent any specific constituency and are not speaking on behalf of any specific group.
         (1) While it is understandable that senators will bring unique perspectives based on their lived experiences, senators must act in the interest of the collective staff community.

b) If senators are asked about issues that have not been addressed within the Senate, they should advise the inquiring party to contact the Senate via its email address or advise that someone from the Senate will get back to them. The senator should always contact the EB via the Chair to keep them apprised.
c) Only the Senate Chair is authorized to issue requests and official communication on behalf of the Senate.
    (1) Any inquiries from UH Administration (Deans, Directors, and above) should immediately be referred to the Chair.
    (2) Any press or legislative inquiries (internal or external) should immediately be referred to the Chair, who will coordinate with the Communications Officer.
d) The Senate email account is being utilized for general inquiries. This account is maintained by the Executive Board, most notably the Communications Officer.

2. Meetings
    a) Staff Senate meeting dates, times, and locations will be posted on the Staff Senate website.
    b) Agendas will be posted to the website prior to meetings.
    c) Meeting minutes will be sent out to the Senate as a Google Doc and there will be an opportunity to submit comments for accurate record keeping.
    d) Senators are expected to review the minutes so they can be efficiently approved at the following meeting.
3. Absences
    a) Senators should notify the Chair via email the day before the meeting if they know ahead of time that they will be absent.
        (1) In the case of emergencies or unexpected illness, notifications should be made as soon as possible.
    b) For standing committee meetings, notify the committee chair ahead of time.
    c) Provide any comments regarding agenda items to the chair the day before the meeting to ensure they are represented in the discussion.
    d) Business will continue despite absences. Senators are expected to respect and honor the decisions of the group.
4. Disciplinary Measures
    a) The Senate will follow a general three-strikes policy if a senator repeatedly disregards or violates the Senate's rules:

(1) If an infraction occurs, a collegial conversation will occur between the senator, Senate Chair and at least one other member of the Executive Board.
(2) If a second infraction occurs, a warning will be issued in written form.
(3) If a third infraction occurs, the senator may be dismissed from service.

b) When infractions occur, the Executive Board will discuss the broad issue with the full Senate to promote shared understanding.
c) The attendance policy outlined in the bylaws will be observed. Two unexcused absences will result in the senator being removed from service.

5. Issues Not Outlined in the Bylaws
   a) Issues may arise that are not explicitly addressed in the bylaws. The Executive Board is responsible for addressing these issues, which may include a broader discussion with the full Senate.
   b) The Board is committed to directing the business of the Senate in a fair and objective manner and senators should feel free to bring issues, questions and ideas to the board at any time via the Senate Chair.

VIII. Executive Searches

A. The Staff Senate will be the official mechanism on the Manoa campus to provide staff names to the Provost's Office for any search advisory committees.
B. The Executive Board has developed an initial process in relation to the upcoming search for the Dean of the School of Nursing and Dental Hygiene.
   1. The Board will discuss this process further with the Senate at a future meeting.

IX. Commuter Services Task Force

A. A request has been made to the Task Force Chair to list the Senate representative as a "Manoa Staff Senate representative" rather than an "APT representative."
B. The Senate unanimously approved the appointment of Conrad Mostiller, Jr. as the Senate representative to the Task Force.

X. Standing Committees

A. The Executive Board has determined there will be four committees in the Senate's first year. Committee descriptions were previewed and further discussion will occur at the next meeting on December 18.
B. Committees
   1. Communications
   2. Outreach
   3. Elections

4. Shared Governance

C. Senators were asked to think about their preferences for service.
D. The Outreach Committee will be asked to determine whether it makes sense for the Senate to volunteer at future commencement ceremonies.
E. The Senate was challenged to pursue efforts that staff would not have been able to engage in before a Staff Senate was created. It is important to consider the Senate's role as change agents and help develop leadership opportunities on campus, in addition to being service-oriented.

XI. Ideas Raised for Future Action

A. Consider having the Communications Officer attend the Mānoa Communicators Council Meetings.
B. Develop rules for guests at Senate meetings.
C. Monitor the number of committees senators are serving on and provide a cap as needed.
D. Establish guidelines for senators serving on campus committees.

XII. Adjournment

A. The meeting was adjourned by Chair W. Vincent at 12:00 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on December 18, 2019.