



UHM Staff Senate | Executive Board Meeting Minutes

Date September 1, 2021
Time 11:00 AM
Location Virtual Meeting (via Zoom)

Members

Name	Role	Attendance
Jaret Leong	Chair	Present
Carl Dionne	Vice-Chair	Present
Lori Ward	Communications Officer	Present
Christie Nitta	Senate Secretary	Present
Sarah Simmons	Executive Board Secretary	Present

I. Call to Order

A. The meeting was called to order by Chair Leong at 11:00 AM.

II. Approval of Minutes

- Executive Board ([2021.08.04](#)) approved unanimously 09/01/21; to be finalized for posting on MSS website.
- Senate Meeting ([2021.07.14](#)) - REVISED
- Senate Meeting ([2021.08.11](#)) - forthcoming

III. Discussion | Topics

A. WASC Visit Schedule (November 9, 2021 at 4:30 pm) and Accreditation Institutional Report (email from Wendy Pearson)

1. Please hold time for the WASC visit. The MSS EB will have a virtual/hybrid session with WASC committee to discuss staff questions they may have.
2. MSS is encouraged to review and comment on the [WASC Draft Review DOCS](#).

B. Updates on the recent SACs:

1. UHCC Director
 - a) They will grant 2 seats for staff; 1 for RCUH and 1 APT.
 - b) Not setting a precedent for RCUH inclusion, but they will consider if the search unit has a large amount of RCUH employees.
2. VPAS
 - a) All active system staff councils are being allowed to elect a representative to attend this search cmte. Senator Simmons volunteered to be appointed.
 - b) Encouraged to reach out to other campuses to help them initiate staff councils so that a system-wide all campus council can be created.
3. Exec Dir of Equity Assurance - no word on recruitment yet.

C. Mānoa FAQ - only MFS was consulted?

1. Asking UH Communications team if MSS can be consulted for future feedback and revision requests.

D. Impact on Football at Mānoa Ohana

1. No fans currently per Honolulu guidelines.
2. Jan Gouveia wants to schedule regular quarterly updates with us beginning in October.
3. MSS still pushing for a meeting after the first game with fans to review. MSS Outreach Cmte is drafting questions and may link a form to our website for questions/concerns to be submitted.

E. Invitation to COE Senate Meetings

1. Includes COE Faculty and Staff.
2. Invite is no see if a member of the MSS would be interested in attending to report to them with any issues/events of importance. Meetings are 2nd Friday of the month from 12-2pm. Report time is around 12:30pm.
3. MSS Chair to attend the 1st mtg on 9/10, and Senator Ward to attend thereafter.

F. Request from Laura Lyons and Aedward - Volunteers?

1. Request for volunteers to work at COVID testing on Saturdays

2. Not as an email coming out from MSS, but the administration can send out a request.
3. What is the coverage per HGEA on volunteering for campus events, if an event occurs that affects your paid position?

G. Return to Campus - Survey?

1. Should we survey UHM staff to see how back to campus has been for Fall term and see what issues and comments they have?
2. Feedback button on website to gather comments & issues

H. One-Page Communication Press Release

1. This publication should come from MSS EB.
2. Discussion for clarification ongoing for responsibility for creating content for items sent out to staff from MSS; Suggestion: Outreach Cmte to determine content and Communications Cmte to assist in sending and keeping up with methods for publications.

I. Fall 2021 MSS Update (September 29, 2021)

1. Would highlight & discuss the main issues and comments from the UHM staff survey sent out.
2. Maybe reach out to Provost of Campus Services to see if they have a representative they would like to attend for Q&A.

J. Provost's Council

1. Senator Ka'ai now attending the meetings for his position.
2. Have not heard of any pending changes for the office staffing levels at UHM.

IV. Agenda | Senate Meeting (September 8, 2021)

- A. Updates on: All-campus Council of staff Chairs, Impact of Football at Manoa,
- B. Fall 2021 MSS Update Event (September 29, 2021)
- C. Safe Return to Campus

V. Other Business

VI. Adjournment

- A. The meeting was adjourned by Chair Leong at 12:20 PM.

Respectfully submitted by Sarah Simmons, MSS Executive Board Secretary.
Approved on 10/6/2021.