



## UHM Staff Senate | Executive Board Meeting Minutes

**Date** April 6, 2022  
**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 Meeting ([2022.03.02](#)) - approved 4/06/2022.
- Senate Meeting ([2022.03.09](#)) - to be edited and forwarded to full MSS.

### III. Discussion | Topics

#### A. MSS Resolution | Allyson Tanouye

1. Has some edits in for discussion. Ok to forward to full MSS for review and discussion.

#### B. AP 8.851 - Employee Out of State and Intra State Travel

1. Removes travel advances on travel requests; Could lead to hardship on staff in funding some portions of the travel before reimbursement after the fact.
2. Policy on hold currently for review. HGEA is watching the policy also.
3. Issues arose during the pandemic with canceled travel and UH employees having difficulty reimbursing UH for travel advances.

#### C. MSS Group Picture

1. From Communications Cmte to load onto website. Ok to forward to the full MSS for discussion.

#### D. UH Telework Policy (Long-Term)

1. HGEA is officially filing a grievance for violation of the supplemental agreement. Have heard some APT are being denied the “sniffles” policy telework for up to 5 days also.
2. Watch for communications on how telework will be evaluated and when and how they will take new applications for continued telework into summer and fall.

#### E. Search Advisory Committee:

1. Executive Director of Equity Assurance (EDEA)
  - a) Position will now be under PV Administration Gouveia, and will need to be redescribed and reposted;
  - b) MSS had submitted names for the 2 seats previously; Have not heard back from those named as of now.
  - c) How to proceed? Ask if we will still have 2 seats and if nominations process will change.

#### F. Reorganizations

1. School of Communication and Information (SCI)
  - a) With MSS Shared Governance now. Ok to submit letter to Dean asking for more time to review? Checking with status with Shared Governance.
2. College of Education (COE) | COE Research Institute (CERI)
  - a) Complex issue;
  - b) Dean has it on hold for now, but is still requiring the unit’s faculty to find teaching positions within other departments also, which would potentially leave only support staff in the unit.

c) MSS EB will continue to follow the issue and report back;

G. Committees

1. Academic Procedures Committee (APC)

a) MSS had requested a representative member;

b) Co-Chairs responded that they are reworking their charter and will add MSS for a representative seat later in the Fall.

H. BOR new members

1. Send something to welcome the 2 new regents being named, once they are official, and introductory in nature to inform them on the MSS.

2. Will bring up during full MSS meeting for discussion.

**IV. Agenda | Senate Meeting (April 13, 2022)**

A. MSS Resolution

B. Telework

C. Search Advisory Committees

D. Reorganization

E. Introduction of MSS to new BOR members

**V. Other Business**

A. CTAHR Dean Comerford retiring

**VI. Adjournment**

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

Respectfully submitted by Sarah Simmons, MSS Executive Board Secretary.

Approved on 05/04/2022.