UHM Staff Senate | Executive Board Meeting Minutes

Date       June 1, 2022
Time       11:00 AM
Location   Virtual Meeting (via Zoom)

Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaret Leong</td>
<td>Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Carl Dionne</td>
<td>Vice-Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Lori Ward</td>
<td>Communications Officer</td>
<td>Excused</td>
</tr>
<tr>
<td>Christie Nitta</td>
<td>Senate Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Sarah Simmons</td>
<td>Executive Board Secretary</td>
<td>Present</td>
</tr>
</tbody>
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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 (2022.05.04) - approved 6/01/2022.
   ○ Senate Meeting (2022.05.11) - to be edited and forwarded to full MSS.

III. Discussion | Topics
   A. EB Elections (and Recruitment)
1. EB nominations are still open and in need of more applicants for open seats.
2. Chair Leong & Incoming Chair Dionne will reach out to encourage applicants for the open seats.

B. New Senator Orientation - planning
   1. Historically have scheduled for 1st regular scheduled meeting - so July 13, 2022 for this year - OK to extend Senate meeting and discuss bylaws & charter etc. Then, regular meeting with introductions and committee assignments.
   2. New Committee assignments - ok to send out survey again to everyone to rank assignment preferences before July 13th meeting.

C. MSS Standing Committee Assignments (July 1, 2022 - June 30, 2023)
D. Update to Bylaws - appointment to fill vacant senate seats
   1. No feedback from current MSS senators on current revision language proposal for appointments for vacant/vacated seats.

IV. Agenda | Senate Meeting (June 8, 2022)
   A. Certify Senate election results
   B. New committee assignments
   C. Proposed new Space Guidelines

V. Other Business
   A. HGEA consultation received for space guidelines.
      1. Should MSS look at a forum on this to get feedback from staff?
      2. Include in inquiry with Jan for clarification. Also clarify with HGEA if this is a working conditions negotiation?
      3. Is UHM already hesitating on providing space for new hires and allowing telework in preparation for new space policy and not wanting to remove office space?
   B. Questions for Jan Gouveia
      1. Previously received ones submitted.
      2. New question on space guidelines.
      3. Facilities issue - lack of transparency & some general office maintenance tasks not being completed.

VI. Adjournment
   A. The meeting was adjourned by Chair Leong at 11:55 AM.

Respectfully submitted by Sarah Simmons, MSS Executive Board Secretary.
Approved on 07/06/2022.