



UHM Staff Senate | Executive Board Meeting Minutes

Date July 6, 2022
Time 11:00 AM
Location Virtual Meeting (via Zoom)

Members

Name	Role	Attendance
Carl Dionne	Chair	Present
Christie Nitta	Vice-Chair	Present
Jenny Chow	Communications Officer	Present
Michele Inouchi	Executive Board Secretary	Present
Sarah Simmons	Senate Secretary	Present
Jaret Leong	Past Chair	Present

I. Call to Order

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

II. Approval of Minutes

- Executive Board Meeting ([2022.06.01](#)) - view at <http://go.hawaii.edu/x7Q>
 - approved 7/06/2022.
- Senate Meeting ([2022.05.11](#)) - view at <http://go.hawaii.edu/x78>
 - approved 7/06/2022.

University of Hawai'i at Mānoa Staff Senate

Email: uhmstaff@hawaii.edu | Website: manoa.hawaii.edu/staffsenate

An Equal Opportunity/Affirmative Action Institution

- Senate Meeting ([2022.06.08](https://go.hawaii.edu/b7x)) - view at <http://go.hawaii.edu/b7x>
 - approved 7/06/2022.

III. Discussion | Topics

- A. Meeting with VP Jan Gouveia review on Jun 29, 2022
 - 1. Rumor of end of telework after Sept 1, 2022: this should not be true. Telework is a part of plan going forward and is key in recruitment & retention.
 - 2. Will continue these meetings with her.
- B. Filling of Last EB Position
 - 1. Michele Inouchi to fill remaining seat.
 - 2. Sen Simmons to take role of Senate Secretary
 - 3. Sen Inouchi to take role of EB Secretary
- C. ADA Compliance
 - 1. Spell out links using shortener at <https://go.hawaii.edu/>
 - 2. Post accessible pdf or word docs
- D. EB Committee Liaison Assignments
 - 1. Communications - Jenny Chow
 - 2. Elections - Carl Dionne
 - 3. Outreach - Christie Nitta, Michele Inouchi
 - 4. Shared Governance - Sarah Simmons
- E. MSS Standing Committee Assignments (July 1, 2022 - June 30, 2023)
 - 1. Communications
 - a) Chair & EB Liaison: Jenny Chow
 - b) Bernadette Baraquio
 - c) Laura Nakasato
 - d) Lori Ward
 - e) Aeza Hafalia
 - f) Jennel Sesoko
 - 2. Elections
 - a) Diane Nakshima
 - b) Jodee Chee
 - c) Destin Shigano
 - d) EB Liaison: Carl Dionne
 - 3. Outreach
 - a) Karen Blakely
 - b) Keiko Knudson
 - c) Eric Lopez

- d) EB Liaison: Michele Inouchi
 - e) EB Liaison: Christie Nitta
 - 4. Shared Governance
 - a) Elmer Ka'ai
 - b) Noweo Kai
 - c) Andrew Sensano
 - d) Jaret KC Leong
 - e) EB Liaison: Sarah Simmons
- F. MSS Meeting Introductions / New Senator Orientation Planning - 30 min before regular meeting
 - 1. Introductions
 - a) Senator self Introduction
 - b) Where they work at UH.
 - c) Why they wanted to serve on the MSS.
 - d) Fun fact about themselves
 - 2. Past, Present, Future
 - 3. Expectations
 - 4. Charter and Bylaws
 - 5. Questions and Answers (Q&A)
- G. 2022-2023 MSS Possible Priorities
 - 1. Telework
 - 2. Manoa Reorganizations
 - 3. Bylaw Changes
 - 4. MSS Budget
 - a) MSS Lead?
 - b) Request for Manoa budget allocation?
 - (1) Build proposal and determine when it needs to be submitted to Provost for inclusion & to BOR
 - c) Request for permanent space?
 - d) Treasurer in EB after approval. Committee also or report within EB?
 - 5. All Campus Council Representatives
 - a) First meeting to be called soon; determination on how to proceed without active campuses
 - 6. Others from MSS

IV. Agenda | Senate Meeting (July 13, 2022)

- A. 10:30am - 11:00am - Orientation
- B. 11:00am - 12:00pm - Regular Meeting
 - 1. Agenda - view here <http://go.hawaii.edu/E7x>
 - 2. Post zoom link to MSS meeting in UH Calendar

V. Other Business

- A. MSS Senator to assist in uploads and upkeep on the website; loading minutes & agendas etc

VI. Adjournment

- A. The meeting was adjourned by Chair Dionne at 11:54 AM.

Respectfully submitted by Sarah Simmons, MSS Executive Board Secretary. Approved on 8/3/2022.