



UHM Staff Senate | Executive Board Meeting Minutes

Date August 3, 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 Coordinator	Present
Sarah Simmons	Senate Secretary	Present
Michele Inouchi	Executive Board Secretary	Present
Jaret Leong	Past Chair	Present

I. Call to Order

A. The meeting was called to order by Chair Dionne at 10:30am.

II. Approval of Minutes

A. **Senate Meeting** ([2022.07.13](#)), view at: <http://go.hawaii.edu/AA2>

1. Approved 8/03/2022

B. Exec Board Meeting (2022.07.06), view at: <http://go.hawaii.edu/2AG>

1. Approved 8/03/2022

III. Discussion | Topics

A. September Manoa Staff Senate (MSS) Meeting

1. Suggestion for in-person meeting at Hawaii Hall
2. Senator Simmons will place reservation for HH309

B. New Employee Welcome

1. Communications/Outreach to create and send after approval by MSS
2. Request monthly list of new hires from OHR (name, college, email)
3. Executive Board (EB) should have a line/connection to OHR Director (Jeff Long) or Associate Director (Nicole Ogawa)
4. Vice Chair will work on memo to OHR, via Provost
5. Communications committee will work on draft email with Chair's message

C. Agenda/Minutes Schedule

1. MSS Agenda and Minutes to be posted Friday before meeting
2. Zoom links should be public is on MSS calendar, linked to Mānoa website
3. Communications committee will post meetings on announcements section

D. All Campus Council of Staff Senate Chairs (ACCSSC)

1. ACCSSC working group meeting 8/09/2022
2. Draft charter, draft bylaws will be the biggest challenge
3. Faculty Senate has a lot of school/college senates with good representation on the Mānoa campus
4. Propose total number of staff members and create proportional split
5. Revisit every 2 years if numbers change, could change number of representatives
6. Timeline to get areas decided by Fall 2022, and everything active by Spring 2023

E. MSS Budget Ad Hoc Committee

1. Senator Leong will chair the committee along with Senator Simmons
2. What will the budget include: funding, space, student assistant, or compensation for chair position?
3. Need to ask committee chairs, what resources are needed
4. Timeline to have the request ready by Fall 2022

F. Bylaw Changes - Shared Governance

1. Adhoc working committee will allow former senators and MSS working group individuals to join
2. Some bylaw changes could get senate approval quickly, others like elections might take longer
3. Need to think about increasing the number of senators from 20 to 25 so the senate can grow slowly at the right pace

4. Regarding filling senator vacancies, the goal will be for Shared Governance to submit 3 names, and the Chair would select an individual for Senate approval
- G. Committee Chairs Meeting
1. Senator Ka'ai suggested more involvement from chairs in creating policies and governance
- H. ADA Compliance Training, Grackle and Adobe
1. Run Grackle (add on for Google Docs) tool to scan docs and also run Adobe Acrobat for the minutes and agendas
 - i. Open Google Doc/Extension/Launch. Document Title (Google Doc Name). Change from Normal text to Heading 1 or Heading 2. Doesn't like all caps. Go through the list and make changes. Do not export to PDF but close and print
 2. Check document in Adobe - in Adobe under Tools/Accessibility Check, start checking, fix issues

IV. Agenda | Senate Meeting (August 10, 2022) -11:00am - 12:00pm

A. 11:00am - 12:00pm - Regular Meeting

1. Agenda - view here <http://go.hawaii.edu/2Jn>
2. Took off Senator Ward for Communication Council
3. Listed new committee chairs
4. Still confirming the Outreach Chair. Could switch someone from another committee if there's interest for the Outreach Chair position
5. Add new request for telework on agenda

V. Other Business

VI. Adjournment

- A. The meeting was adjourned by Chair Dionne at 11:25am.

Respectfully submitted by Michele Inouchi, MSS Executive Board Secretary.
Approved on 9/07/2022.