



## UHM Staff Senate | Executive Board Meeting Minutes

**Date** September 7, 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	Excused

### I. Call to Order

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

### II. Approval of Minutes

A. **Senate Meeting** ([2022.08.10](#)), view at: <http://go.hawaii.edu/X82>

1. Approved 9/07/2022

B. **Exec Board Meeting** ([2022.08.03](#)), view at: <http://go.hawaii.edu/28k>

1. Approved 9/07/2022

### III. Discussion | Topics

#### A. Senate Vacancy

1. Filling vacancy that ends June 30, 2023. Chair emailed Mark Yap to inquire if anyone from College of Ed would like to fill Senator Ward's spot so there can be a full Senate
2. Senate Resolution for Lori Ward. Present Senator Ward with service resolution for her work with UH. The resolution could be done for retirements

#### B. Senate Resolution for EDEA issue

1. Continue to edit. No immediate urgency to send the resolution. Need MSS to be agreeable to resolution. Will discuss at next MSS meeting
2. Letter to MFS Chair will be emailed by Chair Dionne. Will report response to the senate

#### C. New Employee Welcome - Update

1. Welcome letter from MSS chair to be drafted before next Communication meeting for new employee welcome
2. Will include any outreach events in Fall Semester welcome newsletter

#### D. All Campus Council of Staff Senate Chairs - Update

1. No update - next meeting 9/13/2022

#### E. MSS Budget Ad Hoc Committee - Update

1. Budget draft is ready for upcoming budget, activities, promotion, etc
2. Will not include student assistant budget requests at this time. Lines of supervision is not clear according to the bylaws as it's currently written
3. Committees can send any budget requests to Senator Simmons and Senator Leong and copy Chair Dionne

#### F. Bylaw Changes - Update

1. No update
2. Shared governance - Senator Sensano is working on revisions

#### G. Telework Question - Senator Sensano

1. Chair will provide Senator Sensano some information
2. Suggestion to have Mark Yap, Elwin Watkins or HGEA discuss the telework issue at a meeting

### IV. Agenda | Senate Meeting (September 14, 2022) -11:00am - 12:00pm

1. Goals and objectives for each committee to be asked at next meeting

### V. Other Business

1. GSO/ASUH representatives - Chair Dionne will send out initial/introduction emails and will ask for representatives
2. AUW - Chair not sure if MSS should have its own drive. Departments have their own drives. Outreach to discuss at the next meeting but nothing was done in the past. Outreach will follow up with AUW
3. Communications request to record MSS meetings on YouTube, not livestream, along with minutes. YouTube request to be discussed at MSS meeting

VI. Adjournment

- A. The meeting was adjourned by Chair Dionne at 11:32am.

Respectfully submitted by Michele Inouchi, MSS Executive Board Secretary.  
Approved on 10/05/2022.