



UHM Staff Senate - Meeting Minutes

Meeting Date September 14, 2022

Meeting Time 11:00am

Location 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
Bernadette Baraquio	Senator	Present
Karen Blakeley	Senator	Present
Jodi Chee	Senator	Present
Aeza Hafalia	Senator	Present
Elmer Kaai	Senator	Present
Noweo Kai	Senator	Present
Keiko Knudson	Senator	Present
Erik Lopez	Senator	Present
Laura Nakasato	Senator	Excused
Diane Nakashima	Senator	Present
Andrew Sensano	Senator	Present
Jennel Sesoko	Senator	Excused
Destin Shigano	Senator	Present

Lori Ward	Senator	Resigned/Retired
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Guests: None

I. Call to Order

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

II. Approval of Minutes

- a. **Senate Meeting** (2022.08.10), view at: <http://go.hawaii.edu/X82>;
1. Minutes were approved 9/14/2022.

III. Report from the Chair | Senator Dionne

- A. Attended Provost's Council meeting.

1. Dan Meisenzahlzal from UH Communications gave presentation to Deans on their efforts on behalf of campus and want units to reach out to them for assistance as required.
2. COVID numbers are going down and watching Monkeypox cases.
3. Faculty: faculty classification system changes coming to S-Faculty positions;
4. UHM Strategic Plan - review UH's proposal and comment as needed. Hoping to approve by Nov/Dec 2022.

IV. Discussion Topic(s):

- A. Executive Director of Equity Assurance (EDEA) issue.

1. MSS Senate Resolution - <http://go.hawaii.edu/2RX>
2. Emails sent to MFS, GSO, ASUH to make them aware of issue and see if they are interested in joining us in a joint resolution or an action in support.
 - a) GSO and ASUH are in support and plan to bring it up at an upcoming meeting they have with UH Administration.
 - b) MFS is aware of the issue and shares our concerns. They will review our resolution
3. Plan would be to complete our resolution & share with other Shared Governance groups.
4. Would send a completed and passed resolution to President Lassner & Administration and post on MSS website. Then submit to BOR.
5. MSS Resolution process:
 - a) MSS EB discussed and thought to draft a resolution on the issue.
 - b) Draft was created and circulated within the MSS EB.

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- c) Draft resolution was brought to the full MSS for review, discussion and approval.
- d) The resolution was amended by the MSS.
- e) The amended draft resolution was brought forward for approval by Sen Kaai and seconded by Sen Nakashima to move for a full vote of the MSS.
- f) The resolution passed the MSS with a vote of: 18 votes in favor, 0 votes opposed, and 0 abstentions.

V. **Reports | Committee Representatives**

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
 - 1. No update
- B. Mānoa Academic Procedures Committee (APC) | *TBD*
- C. Mānoa Budget Team with Consultative Bodies | **Senator Leong**
 - 1. No update
- D. Mānoa Campus Climate Committee | **Senator Leong**
 - 1. No update
- E. Mānoa Campus Fee Advisory Committee | **Senator Chee**
 - 1. No update
- F. Mānoa Commission to Address Racism and Bias | **Senator Ward (replacement TBD)**
 - 1. No update
- G. Mānoa Office of Student Conduct | Student Conduct Code Appellate Board | **Senator Sesoko and Leong**
 - 1. No update
- H. Mānoa Provost's Council | **Senator Dionne**
 - 1. No update
- I. Periodic Meeting with Manoa Admin (VP Gouveia) | **MSS EB**
 - 1. No update
- J. UH Communicators Council | **Senator Baraquio**
 - 1. No update
- K. UH System Strategic Plan (2023-2029) Steering Committee | **Senator Leong**
 - 1. Draft of new strategic plan emailed to all of UH for review now. Please review.
- L. Mānoa Executive Search Advisory Committee(s):
 - 1. Assistant Provost for Global Engagement (APGE) - No update
 - 2. Dean | College of Tropical Agriculture and Human Resources (CTAHR) - No update
- M. Reorganizations:
 - 1. College of Education | CERI (COE Research Institute) - No update
 - 2. UHM Student Housing - No update
- N. Mānoa College/School Staff Senates:

1. College of Education (COE) Senate | **TBD**
- O. UHM Shared Governance | Representatives:
 1. UHM Graduate Student Organization (GSO) | **TBD**

VI. Reports | **Standing Committee Chairs**

- A. Communications | **Senator Chow:** update provided by email
 1. 2022-23 Committee Priorities:
 - a) Maintain and update MSS website as central information hub for members of the Manoa staff community
 - b) Develop and publish semesterly MSS newsletters to Manoa staff community
 - c) In consultation with Executive Board (EB), plan, develop and execute MSS welcome email to new Manoa staff hires
 - d) Explore expansion and reach strategies of MSS communications to Manoa staff community
 - e) Develop committee standard operating procedures
- B. Elections | **Senator Chee**
 1. No update
- C. Outreach | **Senator Lopez**
 1. No update
- D. Shared Governance | **Senator Ka'ai:** update provided by email
 1. Roles and Responsibilities of the Committee Members
 2. Identify and Prioritize Goals and Issues
 - a) Review all consultation requests to the MSS and provide recommendations.
 - b) Maintain and manage the MSS Charter and By-Laws
 - c) Assist with the All-Campus Staff Senate Initiative
 3. Review and assess priorities and task currently within the committee.
 4. Assigned Senator Sensano to review and provide recommended changes to the By-Laws
 - a) Changing the titles of the MSS Officers
 - b) Amend the term length of the MSS Officers
 - c) Renaming the Executive Board to the Executive Committee
 - d) Creation of a Treasurer position and establishment of policies and procedures for the office of the Treasurer.
 - e) Explore alternative processes regarding Election.
 - f) Instituting Roberts Rules of Order

VII. Discussion Topic(s):

- A. Executive Director of Equity Assurance (EDEA) issue.
 1. Issued was moved up in agenda to be discussed earlier in agenda item IV.

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- B. All Campus Council of Staff Senate Chairs - Senator Leong
 - 1. Progressing well. Meetings are ongoing and progress in working group is being made.
- C. MSS Budget Ad Hoc Committee
 - 1. Communications Committee sent in some recommendations and the Ad Hoc committee had some as well.
 - 2. Will meet to review and come up with a suggested budget for the full MSS to review.
- D. Bylaw Changes - Ad Hoc Working Group Status
 - 1. Review is ongoing.
 - 2. Some changes are more simple, example would be MSS leadership title changes, and some much more complex. Discussions are ongoing.
- E. Framework for the Future (Space Guidelines) - no update.
- F. Telework Policy (COVID and Long-Term)
 - 1. Sen Inouchi provided previous telework statistics from March 2022.
 - 2. HGEA is working on a class grievance on the issue.
 - 3. MSS will continue to follow the issue and push for details and a more consistent approach across units. Please continue to send in any concerns or things you hear in your units.
 - 4. New request for telework, starting September 1, 2022 for 1 year period were being reviewed.
- G. MSS 2022-2023 Priorities
- H. YouTube MSS Meeting Recordings
 - 1. Is this something we would want to do as a senate? Please think on it and we can discuss at our next meeting.

VIII. Other Business

- A. Zoom brown bag for Fall 2022
 - 1. Guest speaker planning? HGEA Mark Yap or Watkins would be good options.
- B. Blood drive planning in MSS Outreach Committee for a November event is ongoing.
- C. SAFPB emailed in search of representatives to serve. Not a mandatory committee for MSS to be involved in. If anyone is interested please reach out to MSS Chair.
- D. Senate vacancy: Sen Ward retired. If you have anyone interested please send in names to MSS Chair or Shared Governance committee for recommendation.
- E. SAC for Dir. of Advising: Sen Nakashima was invited to be on SAC. They were not aware of needing to involve shared governance, and were advised that it is not necessary for a position of this level.

IX. Adjournment

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A. Next MSS Meeting

1. Wednesday, October 12, 2022, 11:00 to 12:00 PM, TBD Zoom or in-person

B. The meeting was adjourned by Chair Dionne at 12:22 pm

Respectfully submitted by Sarah Simmons, Mānoa Staff Senate Secretary.

Approved on 10/12/2022.