



UHM Staff Senate | Executive Board Meeting Minutes

Date October 5, 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 11:00 AM

II. Approval of Minutes

A. **Senate Meeting** (2022.09.14), view at: <http://go.hawaii.edu/X42>

1. Approved 10/05/2022

B. Exec Board Meeting (2022.09.07),view at: <http://go.hawaii.edu/24k>

1. Approved 10/05/2022

III. Discussion | Topics

A. Bylaw Changes - Discussion

1. Shared Governance committee proposed title changes for MSS Executive Board (i.e. Chair to President). Branding reasoning to name Manoa Staff Senate, similar to Faculty Senate. Will bring the topic up to full MSS for discussion and voting. Proposal also includes expansion of to include all committee chairs as voting members of the EB
 - i. Expanding EB could give others leadership opportunities which could result in future EB transitions
2. For now, since MSS is mid-year and not fully staffed. Suggestion is to invite committee chairs attend EB meetings with no voting rights and discuss again when senate membership grows
3. Proposal to change EB election process
 - i. Vice Chair would not automatically take on Chair role following year, all EB positions will be up for election every year
 - ii. If the process for vice chair/chair changes, it should change next term
4. Bring up with the Senate and have committee discussions. Think about timeline for changes to occur
 - i. Changing the titles of the MSS Officers
 - ii. Amend the term length of the MSS Officers
 - iii. Renaming the Executive Board to the Executive Committee
 - iv. Creation of a Treasurer position and establishment of policies and procedures for the office of the Treasurer.
 - v. Explore alternative processes regarding Election.
 - vi. Instituting Robert's Rules of Order

B. Senate Vacancy

1. Everyone should reach out to others to get more senators next year. No replacement for Senator Ward yet

C. Senate Resolution for Lori Ward

1. Will recognize Senator Ward in a newsletter and on the website rather than through an official resolution

D. Senate Resolution for EDEA issue - status

1. Chair Dionne will come up with language for testimony to present to board of regents

2. Will share resolution with Jan Gouveia ahead of quarterly meeting and discuss with her as well
- E. New Employee Welcome - Update
 1. Carl working on a welcome message for Communications
 2. General new employee orientation email (message 1)
 3. Welcome to Fall from MSS (message 2)
- F. All Campus Council of Staff Senate Chairs - Update
 1. Progressing well. Figured out major challenges. Fine details are being worked on
 2. Council has almost finished the charter and bylaws are getting resolved
 3. Send to the President and VP's for review by end of October
- G. MSS Budget Ad Hoc Committee - Update
 1. No submission but there will be an update by the next meeting
 2. Initial ask will be a bigger amount/an investment
 3. Committee reaching out to MFS on how to get funding
- H. Student Conduct Appellate Board Membership
 1. Email from Pualani Perreira. 2 people on board for new term but staggered with prior 2 members. Senator Nakasato and Senator Rote were the last members. Pualani said no one needs to replace Senator Rote and Senator Nakasato will resume when she returns from leave
- I. Strategic Planning Committee Staff Question
 1. Email from a staff member from Financial Aid. He voiced concerns about changes that could happen if campuses are combined instead of being separate
 2. Provide Chair Dionne any thoughts on the concern before a response is made to Financial Aid staff member
- IV. Agenda | Senate Meeting (October 12, 2022) -12:00pm - 1:00pm
- V. Other Business
 - A. Director of Advising committee was taken care of. 4 names were passed on to Kapā though no response as to who was selected for the committee
 - B. Work towards having a group picture to be taken in November. Communications will send out a Doodle poll to get a common date for a photo
- VI. Adjournment
 - A. The meeting was adjourned by Chair Dionne at 11:40 AM.

Respectfully submitted by Michele Inouchi, MSS Executive Board Secretary.
 Approved on 11/02/2022.