



## UHM Staff Senate - Meeting Minutes

**Meeting Date** February 8, 2023

**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	Excused
Aeza Hafalia	Senator	Excused
Elmer Kaai	Senator	Excused
Noweo Kai	Senator	Present
Keiko Knudson	Senator	Present
Erik Lopez	Senator	Absent
Laura Nakasato	Senator	Present
Diane Nakashima	Senator	Present
Andrew Sensano	Senator	Present
Jennel Sesoko	Senator	Present
Raedelle Van Fossen	Senator	Present

**Guests:** none

**University of Hawai'i at Mānoa Staff Senate**

Email: [uhmstaff@hawaii.edu](mailto:uhmstaff@hawaii.edu) | Website: [manoa.hawaii.edu/staffsenate](http://manoa.hawaii.edu/staffsenate)

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- 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** (2023.01.11), view at <https://go.hawaii.edu/v6k>
    - 1. Minutes were approved 2/8/2023.
  - b. **Senate Meeting** (2022.12.14), view at <https://go.hawaii.edu/k6u>
    - 1. Minutes were approved 2/8/2023.
  
- III. **Report from the Chair | Senator Dionne**
  - A. See below
  
- IV. **Reports | [Committee Representatives](#)**
  - A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
    - 1. No report.
  - B. Mānoa Campus Climate Committee | **Senator Leong**
    - 1. Last meeting cancelled. Main discussion topic was the renaming of the Life Science Building.
  - C. Mānoa Campus Fee Advisory Committee | **Senator Dionne**
    - 1. Seeking combined fee for all majors to cover technology replacement. Finalized memo for BOR on new fee proposal.
  - D. Mānoa Office of Student Conduct | Student Conduct Code Appellate Board | **Senator Sesoko, Sensano and Nakasato**
    - 1. No report
  - E. Mānoa Provost's Council | **Senator Dionne**
    - 1. UH Foundation campaign discussed. Campaign is half way to \$500M goal. Public campaign launching soon.
    - 2. Student Life: Manoa Experience, new accepted student receptions
  - F. Periodic Meeting with Manoa Admin (VP Gouveia) | **MSS EB**
    - 1. See below
  - G. UH Communicators Council | **Senator Baraquio**
  - H. Mānoa Executive Search Advisory Committee(s):
    - 1. Assistant Provost for Global Engagement (APGE) | **Senator Simmons**
      - a) Campus visits with finalist will begin in March
    - 2. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | **Senator Dionne** - starting soon

3. Dean | John A Burns School of Medicine (JABSOM)
  - a) MSS was not initially included for timely naming of candidates for the search committee. MSS did work with the unit and nominated Elwyn Watkins and a second will be chosen from among other names nominated.
4. Assistant Vice Provost for Diversity and Inclusion
  - a) MSS nominated Michelle Inouchi & Jenny Chow to serve on SAC as a part of that unit.

I. Reorganizations:

1. No active reorganizations

J. Mānoa College/School Staff Senates:

1. College of Education (COE) Senate | **Senator Knudson**
  - a) Passed resolution to approve with reservation the Snyder Hall move proposal.

K. UHM Shared Governance | Representatives:

1. UHM Graduate Student Organization (GSO) | **TBD**
  - a) No update - no representative named.

V. **Reports | Standing Committee Chairs**

A. Communications | **Senator Chow**

1. Senator Van Fossen's senator profile has been updated to MSS website
2. Finalizing new hire email, working with Chair to develop the process in which to send these emails out
  - a) Discussion and vote during new business
  - b) Emailed HR Director to discuss process
3. Should have received the email this morning for Spring/Spring Forum
4. Collaborating with Outreach Committee on a Brown Bag lunch event in March
5. Our main priority this semester will also be our UH Mānoa Staff Recognition & Appreciation Nominations - we plan to start highlighting staff on the website and possibly email blast. Would love to accept any nominations!
6. [https://docs.google.com/forms/d/e/1FAIpQLSfvNMsRY199iJCN7z6CYZu02F0HdaRup52l\\_sMTJabpdHGdDw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfvNMsRY199iJCN7z6CYZu02F0HdaRup52l_sMTJabpdHGdDw/viewform)

B. Elections | **Senator Sensano**

1. Submitted updated dates for elections and updates to self nomination form to Communications committee for website updates.

C. Outreach | **Senator Lopez**

1. Sen. Inouchi confirmed they are working on a timeline for Spring Forum. Sen Lopez reached out to Hawaii Blood Bank for potential new event dates.

D. Shared Governance | **Senator Ka'ai**

1. See Bylaw discussion below.

## VI. Discussion Topic(s):

### A. Shared Governance, February 6th meeting with UH Admin

1. Attending President, Provost, & VP Gouveia
2. President does not want to dictate how his VPs complete their hiring processes.
3. Provost noted he always incorporates shared governance units with Academic EM searches.
4. VP Gouveia is not in support of having a MSS nominated member on her search committees and will not make that commitment.
5. MSS emphasized that UHM Staff need to be included in the process earlier and will be beneficial to the overall process. MSS will continue to advocate for inclusion on these EM hiring committees.
6. MSS will look at drafting a potential BOR resolution toward a mandate for Staff to be included in search committee hiring processed for EM and Directors at UHM.
7. Discussion on Parking issue for UHM Football games in Fall. Plan for Friday night games still in development.

### B. Bylaw Changes - Review of Proposal from Shared Governance

1. Highlights in proposed changes: changing name of MSS Executive Board to Executive Committee; Changing officer titles; Making all officers elected each term, including the President/Chair position; creation of Treasurer position in Executive Committee; Changes to be made effective for next term.
2. Discussion: Concerns raised on continuance of MSS institutional knowledge if Vice Chair to Chair succession is not incorporated. Explanation on the reasoning behind the name and title changes included.
3. Measure tabled to be brought up again next meeting. Senators asked to send in comments on proposed changes to Shared Governance committee. May ask for changes to be broken up for voting.

### C. Telework Update - Next Steps

1. Telework still approved for up to 2 days by your Director, and additional days by Provost approval.
2. HGEA contract negotiations on this issue are still ongoing.

### D. MSS Staff Forum - February 22, 2023

1. Email invite to all staff went out today.

### E. New Hire Email

1. Feedback being accepted by Communications committee on draft email.
2. Waiting on response from Jeffrey Long at OHR on how to email new staff.
3. With no objections, the email draft is approved to send out once emails can be secured.

F. BOR Presentation - March 23, 2023

1. Will help draft presentation and take feedback & suggestions from all Senators.

G. All Campus Council of Staff Senate Chairs - Update

1. OHR came back with a short edit to outline the separation of union from the shared governance organization.

H. MSS Budget Ad Hoc Committee - Update

1. Memo draft prepared.

**VII. New Business**

- A. None

**VIII. Adjournment**

- A. Next MSS Meeting

1. Next Senate Meeting: *Wednesday, March 8, 2023, TBD Zoom and/or In-Person*

- B. The meeting was adjourned by Chair Dionne at 12:04 p.m.

Respectfully submitted by Sarah Simmons, Mānoa Staff Senate Secretary.

Approved on March 8, 2023.