



## UHM Staff Senate - Meeting Minutes

**Meeting Date** March 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	Present
Aeza Hafalia	Senator	Present
Elmer Kaai	Senator	Excused
Noweo Kai	Senator	Present
Keiko Knudson	Senator	Excused
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** (2023.02.08), view at: <https://go.hawaii.edu/kpN>
  - 1. Minutes were approved 3/8/2023.

## III. Report from the Chair | Senator Dionne

- A. Working on presentation to BOR. Due date is 3/14/2023 and a copy will be circulated for comments before submission.
- B. Forwarded followup to all Manoa staff on telework and included the UH report to Ways & Means.

## IV. Reports | **Committee Representatives**

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
  - 1. No report.
- B. Mānoa Academic Procedures Committee (APC) | **Senator Dionne**
  - 1. No report.
- C. Mānoa Campus Climate Committee | **Senator Leong**
  - 1. No report.
- D. Mānoa Campus Fee Advisory Committee | **Senator Dionne**
  - 1. No report. No meetings have been scheduled.
- E. Mānoa Office of Student Conduct | Student Conduct Code Appellate Board | **Senator Sesoko, Sensano and Nakasato**
  - 1. No report.
- F. Mānoa Provost's Council | **Senator Dionne**
  - 1. Legislative update given by Sen Ka'ai
- G. UH Communicators Council | **Senator Baraquo**
  - 1. Discussion on Star Advertiser article on President Lassner. Noted strong Congressional support.
  - 2. 2 Graduation ceremonies scheduled for morning and afternoon. Volunteers will be needed.
- H. Mānoa Executive Search Advisory Committee(s):
  - 1. Assistant Provost for Global Engagement (APGE) | **Senator Simmons**
    - a) Campus visits with finalists underway.
  - 2. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | **Senator Dionne** - starting soon

3. Dean | John A Burns School of Medicine (JABSOM)
    - a) Elwyn Watkins & another staff member will serve on the SAC.
  4. Assistant Vice Provost for Diversity and Inclusion | **Senator Chow**
    - a) SAC formed and meetings to begin in late March.
  - I. Reorganizations:
    1. UHM Provost's Office - Institute for Sustainability and Resilience
  - J. Mānoa College/School Staff Senates:
    1. College of Education (COE) Senate | **Senator Knudson**
      - a) No Report.
  - 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. Give a UH Mānoa Staff Shaka 🙌
      - a) Rebranding the Staff Highlight to Give a UH Manoa Staff Shaka
      - b) Want to keep it light and easy to recognize staff members!
      - c) Hope to finalize and present at next meeting
    2. MSS Facebook
      - a) If you haven't followed or liked yet, please help us build our following!
      - b) <https://www.facebook.com/ManoaStaffSenate>
    3. MSS Mixer
      - a) Collaborating with Outreach Committee on MSS Mixer
      - b) Wednesday, March 29, 2023 from 11:30 AM - 12:30 PM in Hemenway Courtyard
      - c) [https://docs.google.com/forms/d/e/1FAIpQLSfHF2P\\_x4JDEpDQuePjHVoxhU0wcLu997BdbRT-2NzLVb0mGQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfHF2P_x4JDEpDQuePjHVoxhU0wcLu997BdbRT-2NzLVb0mGQ/viewform)
      - d) Christie will emcee event as Vice Chair since Carl is not available
      - e) MSS Senator RSVP via link below
        - (1) [https://docs.google.com/spreadsheets/d/1tm85lcxAtdRVXcglG5DH1Ob0\\_TVJF5Rq1nvy6\\_38qM/edit#gid=0](https://docs.google.com/spreadsheets/d/1tm85lcxAtdRVXcglG5DH1Ob0_TVJF5Rq1nvy6_38qM/edit#gid=0)
        - (2) Asking for donations - baked goods / giveaway items/swag
          - (a) Not required but highly appreciated!
  - B. Elections | **Senator Sensano**
    1. Will discuss using 'Survey Share' to conduct the election. EB has access to it now.
  - C. Outreach | **Senator Lopez**
    1. Sen. Nitta reporting.

2. 96 attendees for the last MSS Staff Forum.
  3. Coordinating with Communications committee on the MSS Staff Mixer coming up this month.
  4. Working on plans for the next events now.
- D. Shared Governance | **Senator Ka'ai**
1. Sen. Sensano reporting.
  2. No new updates on bylaws discussion. Will be working on bylaws at the next meeting of the committee.

## VI. Discussion Topic(s):

- A. Representation on Search Advisory Committees - next steps
1. For the future, could we work with BOR to help codify the role of shared governance?
  2. Can start looking to draft something toward this goal. May not complete this year, but can pick up on it again in the Fall.
- B. Bylaw Changes
- C. Telework
1. Forward any comments or issues to HGEA for inclusion in their efforts.
- D. MSS Staff Mixer
- E. BOR Presentation - March 23, 2023
1. Topics: What we have done; Highlights of efforts; Future plans;
- F. University of Hawai'i Staff Council (UHSC)
1. Executives reviewed the bylaws and only had one minor change request, which was subsequently approved by the UHSC working group.
  2. Waiting on final signature for formation now from the President and then will transition to a live body with leadership.
- G. MSS Budget Request - Meeting with Deb Ishii
1. Meeting to be held March 8, 2023 with the EB.

## VII. New Business

- A. Search Committee for the Athletic Director
1. Shared governance units are not on the search advisory committee. The SAC is of a non-traditional format for this position.
  2. President Lassner did commit to bringing in the shared governance groups as early as possible.

## VIII. Adjournment

- A. Next MSS Meeting
1. Next Senate Meeting: *Wednesday, April 12, 2023, TBD Zoom and/or In-Person*

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

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B. The meeting was adjourned by Chair Dionne at 11:35 a.m.

Respectfully submitted by Sarah Simmons, Mānoa Staff Senate Secretary.  
Approved on 04/12/2023.