



UHM Staff Senate | Executive Board Meeting Minutes

Date April 6, 2023
Time 11:00 AM
Location Virtual Meeting (via Zoom)

Members

Name	Role	Attendance
Carl Dionne	Chair	Excused
Christie Nitta	Vice-Chair	Present
Jenny Chow	Communications Coordinator	Excused
Sarah Simmons	Senate Secretary	Present
Michele Inouchi	Executive Board Secretary	Present
Jaret Leong	Past Chair	Present
Elmer Ka'ai	Shared Governance Chair	Excused
Andrew Sensano	Elections Chair	Present

I. Call to Order

A. The meeting was called to order by Vice Chair Nitta at 11:04 AM.

II. Approval of Minutes

A. Exec Board Meeting (2023.02.01), view at: (<https://go.hawaii.edu/efX>)

1. Approved 4.06.2023

III. Discussion | Topics

A. Shared Governance - Next Steps

1. Communications will help to draft resolution

B. Bylaw Changes

1. Suggested line item for each change and getting agreement/disagreement for each area
2. Time consuming to introduce one change at a time
3. Committee would like to present the changes as a whole
4. MSS needs to be notified 2 weeks prior and do a Google Form for $\frac{2}{3}$ vote.
Discussed to use Survey Share but it's not set up yet. Another possibility is Google Form but not sure if it's secure enough
5. Present suggestions to MSS at the upcoming meeting, which will be the 2 weeks notice.

C. MSS Staff Mixer

1. Original date was canceled due to flash flood warning.
2. New date Wednesday, April 19th

D. BOR Presentation - March 23, 2023 review

1. Chair Dione and Vice Chair Nitta attended and Chair Dione presented. Once a year, all shared governance groups present to BOR

E. University of Hawaii Staff Council (UHSC) update

1. No update

F. Budget Request - status

1. Need a follow up with Deb Ishii to decide which items to move forward with. Will need to provide more information

G. New Senator Orientation Planning

1. In person meeting at the start of the appointment. Location on campus
2. Provide a handbook
3. Introduction to bylaws, Robert's Rules
4. Have a keynote speaker (Lassner or Bruno)
5. Presentation from former committee chairs to help with committee assignments

H. MSS Google Drive Reorganization

1. Organize the drive better and simplified
2. Complete before new year
3. Google is not good for accessibility. Complicated and it doesn't make sense.
4. Google Doc document is not accessible. PDF is okay

Agenda | Senate Meeting (April 12, 2023) -11:00am - 12:00pm

IV. Other Business

A.

V. Adjournment

A. The meeting was adjourned by Vice Chair Nitta at 11:45AM

Respectfully submitted by Michele Inouchi, MSS Executive Board Secretary.
Approved on 5/03/2023.