



## UHM Staff Senate - Meeting Minutes

**Meeting Date** April 12, 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	Absent
Karen Blakeley	Senator	Present
Aeza Hafalia	Senator	Present
Elmer Kaai	Senator	Present
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	Absent

**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 Vice Chair Nitta at 11:00 am

## II. Approval of Minutes

- a. **Senate Meeting** (2023.03.08), view at [MSS | Meeting Minutes 3-08-2023](#)
  1. Minutes were approved 4/12/2023.

## III. Report from the Chair | Senator Dionne

- A. MSS Presentation to the BOR went well and seemed well received from comments by Administration and others.
- B. Reorganization comments for Institute for Sustainability and Resilience are due shortly and will be discussed in MSS today.

## 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
- 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. No report at this time due to vacation absence
- G. Periodic Meeting with Manoa Admin (VP Gouveia) | **MSS EB**
  1. No report
- H. UH Communicators Council | **Senator Baraquio**
  1. No report
- I. Mānoa Executive Search Advisory Committee(s):
  1. Assistant Provost for Global Engagement (APGE) | **Senator Simmons**
    - a) 4 Finalist visits have concluded and the decision is with the Provost now.
  2. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | **Senator Dionne**
    - a) To begin in Fall

3. Dean | John A Burns School of Medicine (JABSOM)
4. Assistant Vice Provost for Diversity and Inclusion | **Senator Chow**
  - a) To begin soon

J. Reorganizations:

1. UHM Provost's Office - Institute for Sustainability and Resilience
  - a) Senator Ka'ai working to get additional details. Written response is due by April 17.

K. Mānoa College/School Staff Senates:

1. College of Education (COE) Senate | **Senator Knudson**
  - a) No report

L. 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. MSS Mixer
  - a) Rescheduled for Wednesday, April 19th due to weather
  - b) 11:30 AM - 12:30 PM
  - c) Hemenway Courtyard
  - d) Please RSVP if you are able to attend:  
<https://docs.google.com/forms/d/e/1FAIpQLSdufiAODaoyySRmGWwTj7L4qbTKRyb02pHvjKU5HVPsKq91sg/viewform>
2. Give a UH Mānoa Staff Shaka 🙌
  - a) [https://docs.google.com/forms/d/e/1FAIpQLSfvNMsRY199iJCN7z6CYZu02F0HdaRup52I\\_sMTJabpdHGdDw/viewform?pli=1](https://docs.google.com/forms/d/e/1FAIpQLSfvNMsRY199iJCN7z6CYZu02F0HdaRup52I_sMTJabpdHGdDw/viewform?pli=1)
  - b) Please give a shaka to any staff member you think is/are deserving!
  - c) We are looking to build a bank of staff to feature, will do an email campaign and create a page on the MSS website
3. MSS LinkedIn Group
  - a) We created an MSS LinkedIn Group - please join us so we can grow the network!
  - b) <https://www.linkedin.com/groups/14218021/>
4. Possibility of creating video message content to send out to Mānoa staff.

B. Elections | **Senator Sensano**

1. Today April 12th is official opening of self-nominations via form for candidates. Self nomination period runs from April 12 - 26, 2023.
2. Revisit use and purchase of SurveyShare.

C. Outreach | **Senator Lopez**

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1. Senator Nitta reporting.
2. Working with Communications cmte on planning of the upcoming MSS Mixer.
3. In next committee meeting they will discuss Chair Lopez as Chair and may replace if he can no longer serve.

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

1. Missed meeting last month due to work conflicts.
2. Will be meeting this month to finalize the open issues the committee is working on.

**VI. Discussion Topic(s):**

A. Representation on Search Advisory Committees - next steps

1. Follow up for MSS Shared Governance issues (for Search Advisory Committees and reorganizations). How to proceed?

(1) We need to work to have a role, as these issues impact our Mānoa Staff and students in our programs. Perhaps an Ad Hoc committee to work on the issue.

(2) The issue is also a future priority for UHSC.

B. Bylaw Changes

1. Need to pursue an update to Bylaws by including language on voting in amendments. It is currently in the MSS Charter, section 10, as needing a 2 week notice and  $\frac{2}{3}$  vote to amend, but nothing is noted in Bylaws which could mean a majority vote for amendment.
2. Also need to determine if the proposed changes from Shared Governance should be done as a vote on the full changes proposed or separate by line items for voting on proposed amendments.
3. Previous discussions were had on procedure to bring proposals for Bylaws changes to full MSS via a 2 month process. In that process Shared Governance would bring out the proposals to each MSS committee chair and they would explain to their members. This would help bring all members up to speed on the proposed changes ahead of time.

a) Could we incorporate ability to separate out line items in proposed changes if that will help ensure the remainder of the amendments pass without holdup?

C. Telework

1. HR offices across the system met with OHR recently. Telework is to continue and HGEA has approved of updates to policy.
  - a) Emphasis on consistency of 3 month evaluations and ensuring all units are following the policy uniformly.
  - b) Out of state telework policy to be completed soon.

- c) Telework over 2 days per week will still require Provost review. Consistency & fairness should be applied across the unit when Dean/Director's review these requests. Denials must have clearly defined reasoning.
  - d) Look at how telework could impact or be incorporated with in person meetings of the MSS.
- D. BOR Presentation - March 23, 2023
- 1. Maybe have slides and presentations be done on a test run before the meetings to have a more polished presentation. Could incorporate this for MSS Forums as well.
- E. University of Hawai'i Staff Council (UHSC)
- 1. Near to final approval.
  - 2. Leadership team nominations and transition to be implemented.
- F. MSS Budget Request - Meeting with Deb Ishii
- 1. Need to have a follow up meeting to go over additional justification and reasoning required for some line items.

## **VII. New Business**

- A. For future meeting, look at MSS onboarding and meetings for after the next election.

## **VIII. Adjournment**

- A. Next MSS Meeting
  - 1. Next Senate Meeting: *Wednesday, May 10, 2023, TBD Zoom and/or In-Person*
- B. The meeting was adjourned by Chair Dionne at 12:02 p.m.

Respectfully submitted by Sarah Simmons, Mānoa Staff Senate Secretary.  
Approved on May 10, 2023.