UHM Staff Senate | Executive Board Meeting Minutes

Date: May 3, 2023
Time: 11:00 AM
Location: Virtual Meeting (via Zoom)

Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Dionne</td>
<td>Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Christie Nitta</td>
<td>Vice-Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Jenny Chow</td>
<td>Communications Coordinator</td>
<td>Present</td>
</tr>
<tr>
<td>Sarah Simmons</td>
<td>Senate Secretary</td>
<td>Excused</td>
</tr>
<tr>
<td>Michele Inouchi</td>
<td>Executive Board Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Jaret Leong</td>
<td>Past Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Elmer Kaai</td>
<td>Shared Governance</td>
<td>Excused</td>
</tr>
<tr>
<td>Andrew Sensano</td>
<td>Elections Chair</td>
<td>Present</td>
</tr>
</tbody>
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I. Call to Order
   A. The meeting was called to order by Chair Dionne at 11:02am.

II. Approval of Minutes
A. Exec Board Meeting (2023.04.05), view at: (https://go.hawaii.edu/bRX)
   1. Approved 5.03.2023

III. Discussion | Topics
A. MSS Elections Review
   1. 12 self nominated for the elections
   2. 3 people from Lyons Arboretum, 3 people from CTAHR
   3. MSS now has access to Survey Share
B. Shared Governance
   1. Prepare a draft response to enshrine shared governance permanently through BOR
C. Bylaw Changes
   1. Add details from Charter into bylaws about two-thirds (versus simple majority) voting. Andrew sent out bylaws and charter and it doesn’t have to be exactly as it is out of the charter. Something in bylaws which gives guidelines on voting on various topics that cross through the Senate.
D. UH Foundation Account possibility
   1. Communications/Outreach in discussion about the topic. Maybe the (future) treasurer can look into and consider fundraising possibilities for discretionary funds.
E. Welcome New Employees Email Update
   1. Jeff Long provided a response there is a possibility to provide information to MSS for new hires
F. Personal Success Institute | Staff Professional Development Opportunity Proposal
   1. Program that a couple senators have experienced. It is a good professional development opportunity but is pricey. It is a leadership development program.
   2. The Outreach committee can get more details and work on a proposal
G. University of Hawaii Staff Council (UHSC) Update
   1. No update
H. Budget Request Update
   1. Will need to look at details for budget, add clarification and justification
   2. Schedule meeting with EB to discuss budget
I. New Senator Orientation Planning
   1. 2-hour session with old senators/new senators. Discuss expectations, potluck.
   2. June 14th - possible meeting date
   3. Suggested to include a keynote speaker (President or Provost)
J. MSS Google Drive Reorganization
1. Chair Dionne and Vice Chair Nitta will meet and discuss the drive

IV. Agenda | Senate Meeting (May 10, 2023) -11:00am - 12:00pm

V. Other Business
   A. None

VI. Adjournment
   A. The meeting was adjourned by Chair Dionne at 11:35am.

Respectfully submitted by Michele Inouchi, MSS Executive Board Secretary. Approved on 6/07/2023.