



UHM Staff Senate | Executive Board Meeting Minutes

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

Members

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

I. Call to Order

A. The meeting was called to order by Chair Dionne at 11:02am.

II. Approval of Minutes

University of Hawai'i at Mānoa Staff Senate

Email: uhmstaff@hawaii.edu | Website: manoa.hawaii.edu/staffsenate

An Equal Opportunity/Affirmative Action Institution

- 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.