



## UHM Staff Senate - Meeting Minutes

**Meeting Date** May 10, 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	Excused
Aeza Hafalia	Senator	Present
Elmer Kaai	Senator	Present
Noweo Kai	Senator	Present
Keiko Knudson	Senator	Present
Erik Lopez	Senator	Absent
Laura Nakasato	Senator	Present
Diane Nakashima	Senator	Present
Andrew Sensano	Senator	Present
Jennel Sesoko	Senator	Present
Raedelle Van Fossen	Senator	Excused

**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** (2023.04.12), view at: <https://go.hawaii.edu/PgX>
    - 1. Minutes were approved 5/10/2023.
  
- III. **Report from the Chair | Senator Dionne**
  - A. No report.
  
- 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 until Fall.
  - 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.
  - 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) Brent White selected and will start June 15.
    - 2. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | **Senator Dionne**
    - 3. Dean | John A Burns School of Medicine (JABSOM)
    - 4. Assistant Vice Provost for Diversity and Inclusion | **Senator Chow**

J. Reorganizations:

1. UHM Provost's Office - Institute for Sustainability and Resilience
  - a) Feedback submitted.
2. Center on the Family - Move from CTAHR to the College of Social Sciences
  - a) Response due in June and it was referred to the Shared Governance committee.

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) A great hit!
  - b) Sen. Sesoko took some great videos and photos which are posted on our FB page!
2. Give a UH Mānoa Staff Shaka 🙌
  - a) Give a UH Mānoa Staff Shaka 🙌 :  
[https://docs.google.com/forms/d/e/1FAIpQLSfvNMsRY199iJCN7z6CYZu02F0HdaRup52l\\_sMTJabpdHGdDw/viewform?pli=1](https://docs.google.com/forms/d/e/1FAIpQLSfvNMsRY199iJCN7z6CYZu02F0HdaRup52l_sMTJabpdHGdDw/viewform?pli=1)
  - b) <https://manoa.hawaii.edu/staffsenate/staff-shaka/>
  - c) Will be sending out this campaign soon, please encourage submissions!
3. Year End Email
  - a) Finalizing draft of year end email which includes Chair's message, new senator announcements, aloha to outgoing senators, mixer recap and staff highlight!
  - b) Sending out mid-May 2023

B. Elections | **Senator Sensano**

1. See report below.

C. Outreach | **Senator Nitta**

1. Collaboration with the Communications committee on the Staff Mixer event was great. Very good turnout and energy from those that attended.
2. Several attendees from the Mixer event self nominated to run for MSS.
3. Will look at trying to hold more of these types of in person events in the future.

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

**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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1. Working on finalizing the Bylaws amendments proposal to send out to all Senators for review.
2. Looking at changing our meeting time to not conflict with other MSS committee meetings. This would allow other Senators to be able to attend for Bylaws reviews and other collaborative measures.

## VI. Discussion Topic(s):

### A. MSS Elections Review

1. Deb Ishii agreed to fund the MSS use of SurveyShare, so moving forward we have that paid for to run elections.
2. Big Mahalo to all on MSS that assisted.
3. Had 12 self nominations. Bylaws do not require us to take only a certain amount of Senators, so we wanted to accept all that self nominated even though we only had 10 seats up for reelection.
4. Next steps: Chair to send out note to all Mānoa staff to congratulate new senators and an email to welcome those that are now elected.
5. In the future, may need to look at Bylaws to outline exact figures and representation of Senators to better outline the makeup of the MSS.

### B. Bylaw Change Vote

1. Proposed Change:

#### **ARTICLE VIII. AMENDMENT OF THE BYLAWS**

Bylaws will be reviewed annually to determine if amendments are needed and may be proposed at any time during the course of the Senate year. Amendments to the bylaws may be proposed by any member of the Senate. To be considered, proposed amendments must be sent to all Senate members via the Executive Board Chair at least fourteen days prior to a vote. Amendments to the bylaws shall become effective upon approval by the Senate with a two-thirds vote affirmative by Senators present.

2. Sen. Ka'ai made a motion to approve the Bylaw amendment and the motion was seconded by Sen. Sensano.
3. Senators Dionne, Chow, Inouchi, Leong, Nitta, Knudson, Ka'ai, Sesoko, Hafalia, Nakasato, Nakashima, Simmons, Baraquio, Kai, and Sensano all voting in the affirmative (15); None voting No (0). The motion to amend the Bylaws by the proposed language passes.

### C. New Senator Orientation Discussion

1. Idea to hold next month's meeting for a longer duration and invite all the incoming Senators; possibly make it a potluck and welcome new Senators and discuss expectations, etc.

2. Next month's meeting is set for June 14. Look to propose some dates and times for all current and incoming Senators and poll everyone for availability.
  3. Looking at Staff retreat and program for orientation.
- D. Personal Success Institute | Staff Professional Development Opportunity Proposal
1. Aligns with Provost's office direction of promoting staff development. Could be held on campus as an option for Mānoa staff.
  2. Maybe pilot this summer for 5-10 staff and look at continuing and scaling up in the future.
  3. Link to site that hosts: <https://psiseminars.com/basic/> Costs can be around \$750pp but fees do lower with more enrolling as a group. There are multiple upcoming dates for sessions to be held at Hilton Hawaiian Village.
- E. UH Foundation Account possibility - open the door to fundraising generation
- F. University of Hawai'i Staff Council (UHSC) Update
1. There was a small issue brought up from UH General Counsel, but it is proceeding.

## **VII. New Business**

- A. OHR new hire listings - do we want APT, civil service, and others? Will be able to generate lists of all new staff to reach out for communications and introductions.

## **VIII. Adjournment**

- A. Next MSS Meeting
1. Next Senate Meeting: *Wednesday, June 14, 2023, TBD Zoom and/or In-Person*
- B. The meeting was adjourned by Chair Dionne at 12:00 p.m.

Respectfully submitted by Sarah Simmons, Mānoa Staff Senate Secretary.

Approved on June 14, 2023.