



UHM Staff Senate - Meeting Minutes

Meeting Date June 14, 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	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	Present

Guests: Senator-elect Devon Gordon, Senator-elect Nicole Hyde, Senator-elect Reynold Kajiwara, Senator-elect Nate Kingsley, Senator-elect Carol Oshiro, Senator-elect Joseph Peters

University of Hawai'i at Mānoa Staff Senate

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

An Equal Opportunity/Affirmative Action Institution

- 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** (2023.05.10), view at: <https://go.hawaii.edu/XBs>
 - 1. Minutes were approved 6/14/2023.

- III. **Report from the Chair | Senator Dionne**
 - A. Preparations for new Senator orientation.

- IV. **Reports | Committee Representatives**
 - A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
 - 1. No report. May not be an active committee going forward.
 - B. Mānoa Academic Procedures Committee (APC) | **Senator Dionne**
 - 1. No report. Meetings will begin in the Fall term.
 - C. Mānoa Campus Climate Committee | **Senator Leong**
 - 1. No report. Meetings will begin in the Fall term.
 - 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. Next meeting June 26, 2023.
 - H. UH Communicators Council | **Senator Baraquio**
 - 1. No report. Next meeting in August.
 - I. Mānoa Executive Search Advisory Committee(s):
 - 1. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | **Senator Dionne**
 - a) Ongoing work and will begin in late Summer.
 - 2. Dean | John A Burns School of Medicine (JABSOM) | **Elwyn Watkins**
 - 3. Assistant Vice Provost for Diversity and Inclusion | **Senator Chow**
 - a) Ongoing work and will begin in late Summer
 - J. Reorganizations:
 - 1. UHM Administration will reach out to MSS and other shared governance groups on campus for feedback and comments on any pending reorganization requests.
 - 2. Current Reorganizations:
 - a) UHM Provost's Office - Institute for Sustainability and Resilience

- (1) Feedback submitted in May.
- b) Center on the Family - Move from CTAHR to the College of Social Sciences
 - (1) Response due in June and it was referred to 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. Last campaign of the year was the 'UHM Staff Shaka' email campaign. Will continue to highlight staff members here throughout the year. Linked the campaign and staff bios to the MSS website here:
<https://manoa.hawaii.edu/staffsenate/staff-shaka/>

B. Elections | **Senator Sensano**

- 1. Elections went well and new members are here for this meeting today to meet everyone and have orientation.
- 2. Moving forward hope to streamline process with SurveyShare and get more staff members involved and grow our membership.

C. Outreach | **Senator Nitta**

- 1. Meeting next week to wrap up this year and begin new initiatives for the coming term.

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

- 1. Have been working on changes to the MSS Bylaws this past year.
- 2. Looking at possible report line changes for the MSS to the Provost potentially in the future and changes to the MSS committee structure.

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

A. Organization of the MSS for the new term

- 1. Senator Committee Assignments
 - a) Will poll all new and current Senators via google form shortly to give preferences on which MSS committees you would like to serve on. Form will include descriptions of committees and the type of work that they do and will also be discussed later during today's orientation.
 - b) Will also encourage all new and current Senators to think on what they would like to work on and if committees should be altered or amended.
- 2. Executive Board Elections
 - a) Elections needed today for MSS Vice Chair, Communications Coordinator

- (& Chair of Communications Cmte), Senate Secretary, EB Secretary
- b) Discussions within the MSS on the roles, how things may change in the futures with possible adoption of MSS Bylaw changes, and nominations.
- c) Nominations:
 - (1) Vice Chair: Sen Noweo Kai
 - (2) Communications Coordinator: Sen [Jennel Sesoko](#)
 - (3) EB Secretary: Sen Nicole Hyde
 - (4) MSS Secretary: Sen Raedelle Van Fossen
- d) All nominations were seconded and approved by voice vote by the MSS.

B. Telework Update

- 1. HGEA ratification open now for approval of the current telework agreement through the end of our 2025 contract. HGEA recommendation was to approve the amendment extension.

C. UH Admin / Football On-Campus Meeting, Monday June 26th

- 1. Will be meeting with Jan Gouveia and possible the new Athletic Director Craig Angelos.
- 2. Discussions will include Friday, September 1 football game to discuss the campus plan for parking and any early closure.

D. Welcome New Employees Email Update

- 1. ITS is working on a Kualii build form to capture new staff members hired in to UHM. This will allow us to send out a welcome email to them before they are automatically added to our all Mānoa staff list serv.

E. University of Hawaii Staff Council (UHSC) Update

- 1. President Lassner has signed off and officially formed the UHSC as of June 2, 2023. UHSC will also be on the official UH Organizational Chart.
- 2. Co-Chairs will be Jaret Leong and Blaine Bautista and Kesha Kubo will be Vice Chair.

VII. New Business

- A. MSS Orientation for new and returning Senators. Link to orientation:
https://docs.google.com/presentation/d/1J2evUpgc6gCVk7vOhhf2PzVmw4udQB4EMvpRshg-JBg/edit#slide=id.g21b4ff923c0_0_0

VIII. Adjournment

- A. Next MSS Meeting: *Wednesday, July 12, 2023, TBD Zoom and/or In-Person*
- B. The meeting was adjourned by Chair Dionne at 12:51 p.m.

Respectfully submitted by Sarah Simmons, Mānoa Staff Senate Secretary.

Approved on .

University of Hawai'i at Mānoa Staff Senate

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

An Equal Opportunity/Affirmative Action Institution