



UHM Staff Senate - Meeting Minutes

Meeting Date July 12, 2023

Meeting Time 11:00am

Location Zoom

Members

Name	Role	Attendance
Christie Nitta	Chair	Present
Noweo Kai	Vice Chair	Present
Jennel Sesoko	Communications Officer	Present
Raedelle Van Fossen	Senate Secretary	Present
Carl Dionne	Past Chair	Excused
Bernadette Baraquo	Senator	Excused
Karen Blakeley	Senator	Excused
Devon Gordon	Senator	Excused
Aeza Hafalia	Senator	Present
Michele Inouchi	Senator	Present
Elmer Kaai	Senator	Present
Reynold Kajiwara	Senator	Excused
Nate Kinglsey	Senator	Present
Keiko Knudson	Senator	Present
Jaret Leong	Senator	Present
Diane Nakashima	Senator	Present
Carol Oshiro	Senator	Present
Joseph Peters	Senator	Present
Andrew Sensano	Senator	Present
Sarah Simmons	Senator	Excused

University of Hawai'i at Mānoa Staff Senate

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

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Guests: none

I. Call to Order

A. The meeting was called to order by Chair Nitta at 11:03 am

II. Approval of Minutes

a. **Senate Meeting** (2023.06.14), view at: [MSS | Meeting Minutes 6-14-2023](#)

1. Minutes were approved 7/12/2023.

III. Discussion Topic(s):

A. Sen. Ka'ai made a motion to amend the agenda and move item #VI; motion was seconded by Sen. Sensano.

1. To ensure items listed in discussion will be given enough time to discuss

2. All present voted affirmative (13); None voting no (0). The motion to amend the agenda to move item VI (Discussion topics) up passes.

B. Confirm Executive Secretary Seat

1. Sen. Carol Oshiro was nominated

a) Proposal made by Sen. Nakashima, Sen. Ka'ai seconded the motion

2. Sen. Oshiro accepted EB Secretary seat

C. Confirm Committees

1. Chair confirmed committee assignments

a) Sen. Van Fossen and Sen. Sensano inquired about Elections Committee placement

(1) Both Senators will return to Elections Committee

b) Members can join more than one committee

D. Bylaws and voting for changes/timeline

1. Sen. Ka'ai reported that Shared Governance will create the bylaw changes

a) Agreed it would be a good idea for EB to set a timeline

E. Update on UH Admin / Football on Campus

1. Question from Sen. Kai regarding Admin leave for staff unable to telework.

a) Similar question brought up regarding cashiers and parking availability

2. Email sent directs staff to inquire with department supervisors

3. Questions and concerns can be emailed to news@hawaii.edu

4. Discussion regarding MSS role to facilitate discussions regarding staff concerns for this event

a) How can MSS be the vehicle to voice staff concerns in a timely and effective manner?

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- b) MSS roles should not to voice complaints but rather be seen as a valuable partner to support staff and be proactive for the greater good of campus
- 5. Feedback button on MSS website can be used to gather information from staff
 - a) Concerns and suggestions provided using
 - b) Use of Survey Share
 - (1) Original intent was for elections
 - (2) Chair to follow up with Sen. Dionne if it is in place
 - (a) Access suggested for Chair, Co-Chair, Communications, and Elections Chair
 - (3) Chair to work with Sen. Sesoko to draft email message about concerns, questions, and suggestions to move forward
 - (a) Short deadline to be given

F. Upcoming meetings

- 1. Invite President Lassner as a Guest
 - a) Chair to reach out the President Lassner to attend August 9th meeting
 - (1) Meeting would be in-person
 - b) Suggestion by Sen. Sesano to invite Provost Bruno
 - (1) Separate meeting from President Lassner
- 2. In-person meetings
 - a) Planned dates for in-person meetings
 - (1) August 9, 2023
 - (2) October 11, 2023
 - (3) December 13, 2023
 - (4) February 14, 2024
 - (5) April 10, 2024
 - (6) June 12, 2024
 - b) Zoom will be an option for in-person meetings
 - c) Location will be Hawai'i Hall
 - (1) Previous discussion about holding meetings in different locations
 - (a) May be too confusing
 - (b) If in Hawai'i Hall, easier for Administration to attend

IV. Report from the Chair | Senator Nitta

- A. Chair Nitta attended Provost Council meeting on 6/29/2023
 - 1. Former Chair Dionne introduced Chair Nitta
 - 2. Will be attending monthly meetings
 - 3. 2023-2024 enrollment is good
 - 4. September 1 campus closure was discussed

V. Reports | **Committee Representatives**

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
 - 1. Confirmed to delete for August 9, 2023 Agenda
- 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 | **Chair Nitta**
 - 1. To be deleted and moved to Chair update
- G. Periodic Meeting with Manoa Admin (VP Gouveia) | **MSS EB**
 - 1. Have not met
 - 2. May meet quarterly, dates tbd
- H. UH Communicators Council | **Senator Baraquio**
 - 1. Sen. Baraquio or Sen. Sesoko to lead?
 - a) Sen. Sesoko to confirm with Sen. Baraquio
- I. Mānoa Executive Search Advisory Committee(s):
 - 1. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | **Chair Nitta**
 - a) Advertisement extended for a little more than a month
 - 2. Dean | John A Burns School of Medicine (JABSOM)
 - a) Sen. Sesoko shared that a prospectus was developed for this position
 - 3. Assistant Vice Provost for Diversity and Inclusion |
 - a) **No report**
- J. Reorganizations:
 - 1. UHM Provost's Office - Institute for Sustainability and Resilience - Feedback submitted
 - 2. Center on the Family - Move from CTAHR to the College of Social Sciences - Feedback submitted by Senator Nitta
- K. Mānoa College/School Staff Senates:
 - 1. College of Education (COE) Senate | **Senator Knudson**
 - a) Sen. Knudson will be transferring to Social Sciences
- L. UHM Shared Governance | Representatives:
 - 1. UHM Graduate Student Organization (GSO) | **TBD**
 - a) No update - no representative named.

2. Chair to reach out to ASUH, Faculty Senate, and GSO
 3. Suggestion that they are allowed to report early in the agenda to allow them to leave if necessary
 - a) Before or after Chair report
- M. Suggestion by Sen. Ka'ai regarding providing new senators background information about committee reps

VI. Reports | [Standing Committee Chairs](#)

- A. Communications | **Senator Sesoko**
 1. TBD
- B. Elections | **Senator TBD**
 1. TBD
- C. Outreach | **Senator TBD**
 1. TBD
- D. Shared Governance | **Senator TBD**
 1. TBD

VII. Other/New Business

- A. Sen. Ka'ai to start working on funding from Administration for treasurer position for MSS
 1. Will discuss in two meetings
 - a) Introduction to treasurer role and responsibilities
 - b) MSS to vote
- B. Welcome to new senators!

VIII. Adjournment

- A. Next MSS Meeting: *Wednesday, August 9, 2023, Hawai'i Hall and Zoom*
- B. The meeting was adjourned by Chair Nitta at 12:04 p.m.

Respectfully submitted by Raedelle Van Fossen, Mānoa Staff Senate Secretary.

Approved on .