



UHM Staff Senate - Meeting Minutes

Meeting Date September 13, 2023

Meeting Time 11:00am

Location Zoom

Members

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

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Guests: President Lassner

I. Call to Order

- A. The meeting was called to order by Chair Nitta at: 11:05 am
- B. Chair Nitta shared she and Sen Dionne will need to leave meeting early
 - a. Vice Chair Kai will conclude the remaining portion of the meeting

II. Approval of Minutes

- a. Senate Meeting (2023.08.09), view at: [MSS | Meeting Minutes 8-9-2023](#)
 - 1. Minutes were approved 9/13/2023

III. Introductions (Special)

- A. Senators introduced themselves during roll call to President Lassner
- B. President Lassner
 - 1. Shared his history at UH
 - a) 45 years at UH
 - b) Was an APT
 - 2. Shared gratitude to senators for interest in serving on MSS

IV. Discussion Topics with President Lassner

- A. Survey to Manoa Staff regarding September 1, 2023 Football
 - 1. Outcomes for that day
 - a) President Lassner assured MSS results were seen and discussed by Provost Bruno, VP of Admin Gouveia, and himself
 - (1) Not enough time to respond
 - (a) Hoped that staff was able to work out issues with supervisors
 - (2) President Lassner appreciated the reach out to Administration
 - b) Sen Ka'ai reported that the community did not have any concerns or complaints
 - (1) Announcements to the community in advance allowed organizations and business time to provide options to prepare for possible traffic
 - c) Sen Oshiro added that the staff appreciated their voices being heard
 - 2. How we can utilize the Survey Share in the future
 - a) Shared with President Lassner, MSS would like to continue to provide opportunities for UH staff to share their concerns and voices and work on ways to help
 - 3. Question regarding future ESPN/national media outlet coverage similar to September 1st situation
 - a) UH will probably decline

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- b) September 1st game contract was already negotiated before the closure of Aloha Stadium

B. Adding HGEA and UPW - Civil Service Employees to our Staff Senate

1. They are currently a part of the System - Staff Council now, as approved earlier this year
2. Sen Nakashima shared that there were plans to include Civil Service in MSS previously
 - a) Set start and end times, and breaks were the issue regarding ability to participate in meetings
 - b) Issue should have been revisited two years after initial inquiry, but it has been longer than two years, time to revisit
3. Sen Leong shared past concern from supervisors before virtual meeting option
 - a) Commute time to MSS meeting location
4. Sen Ka'ai emphasized the importance of all staff representation
5. President Lassner was open to including Civil Service to MSS
 - a) Would need to check with HR and Provost's office
 - (1) Recommend that Civil Service workers would be able to participate at least one hour a month
 - (a) Avoid mandatory participation, but will encourage supervisors to allow employees to participate in monthly meetings and/or committee meetings
 - (2) Sen Dionne added that MSS meetings try to avoid intrusions as much as possible
6. Sen Sensano shared that support for MSS could influence dean and directors to buy-in volunteerism at UH. President Lassner could lay the groundwork for continued support from future presidents.
 - a) Sen Senano also mentioned representative model as a goal for MSS
7. Sen Leong added that a quote or testimonial showing support for MSS may help with the request to include Civil Service employees.

V. Report from the Chair | **Senator Nitta**

- A. Sen Nitta and Sen Dionne to leave early to attend CTAHR meeting
(No Report)

VI. UHM Shared Governance | Representatives

- A. No updates. Chair Nitta will reach out to the following organizations again:
 1. UHM Graduate Student Organization (GSO) | TBD
 2. UHM Associated Students of the University of Hawaii (ASUH) | TBD

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3. Manoa Faculty Senate | TBD

VII. Reports | Standing Committee Chairs

A. Communications | Senator Sesoko

1. Reminder to MSS: Group and individual photos scheduled during the next MSS meeting.
 - a) Possible coordination of outfits - color? By committee?
 - b) Biographies still needed from some MSS senators. Mahalo to those who did send them in.
 - c) Mahalo to Sen. Kajiwara for MailChimp email template

B. Elections | Senator Sensano

1. Preparing for Spring elections with committee
 - a) Checking dates

C. Outreach | Senator Kai & Senator Oshiro

1. Planning to meet
2. Possible events/activities
 - a) Blood Drive
 - b) Social media post about MSS support

D. Shared Governance | Senator Ka'ai

1. Announcement to move committee meeting to 3rd Thursday of month
 - a) 11:00 am - 12:00 pm
2. MSS Treasurer follow-up
 - a) Changes will be submitted to EB for approval to proceed
 - b) Working on procedural rules, protocols, better definition of roles as officers

VIII. Reports | Committee Representatives

A. Academic Excellence and Student Success Committee (AESSC) (Formerly known as Mānoa Academic Procedures Committee (APC) | **Senator Nitta**

1. No report

B. Mānoa Campus Climate Committee | **Senator Leong**

1. Oli every Monday, 10:00 am, Front Lawn of Hawai'i Hall
2. Link to campus climate committee shared:

<https://manoa.hawaii.edu/campusclimate/campus-climate-committee/>

C. Mānoa Campus Fee Advisory Committee | **Senator Dionne**

1. No report

D. Mānoa Office of Student Conduct | Student Conduct Code Appellate Board | **Senator Sesoko, Sensano and Nakasato**

1. No report

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- E. Administration Meeting (President Lassner, VP Gouveia, Provost Bruno) | **MSS EB**
 - 1. No report
 - F. UH Communicators Council | **Senator Baraquio**
 - 1. Sen Sesoko shared minutes via email for UH Communicators meeting
 - a) AUW campaign kickoff
 - b) Recruitment mini-con success
 - c) Jose Magno at Marketing
 - (1) offering two days worth of photo shoots for each college or school - not departments
 - (2) Photos for college/school use
 - G. University of Hawaii Staff Council (UHSC) Update | **Senator Leong**
 - 1. Issues to be worked out for Charter and By-laws
 - 2. New Chair to present at next BOR meeting in October at Leeward CC
 - 3. October meeting held on Kauai
 - a) Sen Leong will attend
 - H. Mānoa Executive Search Advisory Committee(s):
 - 1. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | **Senator Dionne**
 - a) No report. Sen Dionne excused early to attend CTAHR commitment
 - I. Mānoa Reorganizations:
 - 1. No updates for the following:
 - a) UHM Provost's Office - Institute for Sustainability and Resilience
 - b) Center on the Family - Move from CTAHR to the College of Social Sciences
- IX. Discussion Topic(s):
- A. Appointment of one (1) of two (2) Vacant MSS Seats
 - 1. Sen Oshiro reached out to one person who declined
 - B. Addition of EB Treasure to Bylaws
 - 1. Will need simple add-on to by-laws with description of position
 - 2. Position will be on the Executive Board
 - a) Will need to be more consistent/institutionalized position
 - (1) 1 year term is not enough in light of the training needed
 - C. EB Treasure logistics in Procedures
 - 1. Current Year
 - 2. Additional Verbiage of Dual EB Role
 - D. Update on UH Admin / Football on Campus

1. Sen Kaai shared the community was well prepared
 - a) Some schools gave option to leave early
 - b) No issues with traffic
 - c) Brought up question regarding

E. Telework

1. No input

X. **Other / New Business**

- A. None

XI. **Adjournment**

- A. Next MSS Meeting: *Wednesday, Oct 11, 2023 , Zoom and/or In-Person*
- B. The meeting was adjourned by Vice Chair Kai at 12:17 p.m.

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

Approved on .