



Meeting | UHM Staff Senate

Wednesday, December 13, 11:00 am - 12:00 pm

Zoom and In-Person

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	Present
Jacob Choe	Senator	Present
Devon Gordon	Senator	Present
Aeza Hafalia	Senator	Present
Michele Inouchi	Senator	Present
Elmer Kaai	Senator	Excused
Reynold Kajiwara	Senator	Present
Nate Kinglsey	Senator	Present
Jaret Leong	Senator	Present - Zoom
Diane Nakashima	Senator	Present
Richard Okubo	Senator	Present
Andrew Sensano	Senator	Present
Sarah Simmons	Senator	Present - Zoom

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An Equal Opportunity/Affirmative Action Institution



Agenda

- I. Call to Order
 - A. The meeting was called to order by Chair Nitta at 11:05
- II. Recognition of Senator Nakashima on her retirement
- III. Approval of Minutes
 - A. **Senate Meeting** (2023.11.8), view at: [MSS | Minutes \(2023.11.8\)](#)
 - B. Minutes were approved: **2023.12.13**
- IV. Report from the Chair | **Chair Nitta**
 - A. No Provost Council Meeting for November and December (Provost was away on travel)
- V. Reports | Standing Committee Chairs
 - A. Communications | Senator Sesoko
 1. November met with Outreach, first of combined meetings
 - a) Testimony survey
 - b) Zoom meeting vs. Webinar
 - (1) All should have rec'd personal link from ITS
 - (2) Jan 10th
 - (3) EB has own link, MSS - panelists
 - (4) To create more security - no Zoom bombing
 - (5) Updated website
 - (a) All staff welcome, but need to register
 - B. Elections | Senator Sensano
 1. Based on election for treasurer,
 - a) Will be up for re-election for spring 2024
 - b) How to secure to EB positions when they are appointed but their term is up
 - c) Need to be clear about position descriptions
 - (1) To understand responsibilities
 - d) Hopefully release draft about membership and instances that are unique
 - e) Sen Halifia volunteered to join election committee
 - f) Possible Need to find a UH org to run election for us
 - g) Andrew working on the list for the election cycle everyone is on
 - C. Outreach | Senator Kai & Senator Oshiro
 1. Budget
 - a) What to use
 - (1) SWAG
 - b) Need to work with new treasurer - Michele Inouchi
 - (1) Met with Deb Ishii regarding vision for MSS
 - (a) PD

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- (b) Because funding will be with tuition funds
 - (i) Don't think we can get UHF account
 - (ii) What about donations
 - (a) Donations to be used directly?
- (2) Blood Drive - For the blood bank, it was a big success.
 - (a) Did we promote MSS?
 - (b) Sen Nakashima
 - (i) Good idea to continue as a promotion as MSS
 - (c) Should be MSS centric, rather than Blood Bank centric
 - (d) Sen. Oshiro - should be priority to get MSS name/purpose out there
 - (i) Get shirts for MSS for outreach events
 - (ii) Banner, tablecloth
- D. Shared Governance | Senator Ka'ai
 - 1. No report
- E. Mānoa Executive Search Advisory Committee(s):
 - 1. Dean | College of Tropical Agriculture and Human Resources (CTAHR) | Senator Dionne
 - a) Decision is with the Provost
 - (1) May hear by January
 - (2) In place by July 1st
 - 2. Dean | John A Burns School of Medicine (JABSOM)
 - a) Take off, Ellen Watkins - Done per Sen Dionne
 - 3. Assistant Vice Provost for Diversity and Inclusion
 - a) Running for over a year
 - b) Sen Sesoko - just completed the prospectus
 - (1) Efforts to promote
- F. Reorganizations:
 - 1. UHM Provost's Office - Institute for Sustainability and Resilience - Feedback submitted
 - a) Completed
 - 2. Center on the Family - Move from CTAHR to the College of Social Sciences - Feedback submitted by Senator Nitta
 - a) Completed
- G. **Mānoa College/School Staff Senates:**
 - 1. College of Education (COE) Senate | No Representative
 - a) Chair Nitta did reach out to see if anyone interested in serving
 - (1) Sen. Leong can serve temporarily
 - b) Early supporters of MSS
- H. **UHM Shared Governance | Representatives:**

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1. UHM Graduate Student Organization (GSO) | Graduate Student
 2. ASUH | Bronson Azama President
 3. Manoa Faculty Senate | Erin Senio
 - a) Chair Nitta in contact with Erin and John Kinder
 - (1) Same page regarding President search
- VI. Reports | Committee Representatives
- A. Mānoa Campus Climate Committee | **Senator Leong**
 1. No update
 - B. Mānoa Campus Fee Advisory Committee | **Senator Dionne**
 1. No update
 - C. Mānoa Office of Student Conduct | Student Conduct Code Appellate Board | **Senator Sensano**
 1. No update
 - D. Administration Meeting (President Lassner, VP Gouveia, Provost Bruno) | **MSS EB**
 1. Lassner will no longer be joining us
 2. Will continue with Jan Gouveia and Michael Bruno
 3. New Hire Orientation
 - a) EB Chari Nitta, Sen Sesoko, Sen Van Fossen met with Jan Gouveia and group Sheri Ching, Interim Asst. VP for Admin, Jordyn Saito, Business Analyst
 - b) Staff on-boarding training
 - (1) Early stages of planning
 - (2) Good start to discussion
 - c) Have faculty hire orientation
 - (1) More college specific
 - d) Orientation will g to put together for every employee
 - (1) Staff, faculty, Civil Service, etc.
 - e) Everyone gathered in person for orientation
 - (1) Flew in from other islands
 - (2) Helped for engagement, sense of belonging
 - f) Sen Sesoko
 - (1) Critical to the success of organization
 - (2) Sense of belonging, do we feel supported, meet in one space as a Manoa employee
 - g) Sen Sensano
 - (1) Plan to get input from other units?
 - (a) For more buy-in? Not feel left out.
 - (2) Work with Jordan Saito - analyst
 - E. UH Communicators Council | **Senator Baraquio**
 1. Commencement update

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- a) Archie Kalepa speaker
2. 586 million raised for the UHF campaign - more than halfway there
3. New style guide
 - a) Maybe by January
- F. University of Hawaii Staff Council (UHSC) Update | **Senator Leong**
 1. BOR meeting
 - a) Can request just before topic brought up
 - b) Need to let BOR secretary know before
 - c) Send out recap for Jan 4 special meeting
 - (1) Hoping oral and written testimonial
 - (2) Request for multiple seats for Manoa
 - (3) Who is official 4th seat delegate for
 - d) Trying to figure out how other campus getting funding for senate
 - (1) To get a budget for MSS
 - (a) KCC senate has funding from Chancellor
 - (b) In 2010 staff had a budget for PD
 - (c) Tom Apple gave budget to APTs for PD
 - (i) Conferences, travel
 - e) Focus is presidential search
 - f) BOR liaison for staff assigned
 - (1) Tochiki
 - g) We may have second staff employee for Professional Leave (Sabbatical)
 - (1) Faculty gets to do, not often staff
 - (a) Heather Saito in SOEST
 - (b) Possibly Chair Nitta
- VII. Discussion Topic(s):
 - A. Testimony - UH President search
 1. Had to sign in online
 2. Jan G felt Chair Nitta did a good job
 - a) Chair Nitta can do it again for Jan 4th
- VIII. Adjournment Time 11:47
 - A. *Next Senate Meeting: Wednesday, January 10, 2024 - Zoom*

Respectfully submitted by R.Van Fossen

Approved on:

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