



STAFF SENATE MEETING MINUTES

Date: December 18, 2019

Time: 11:00am – 12:00pm

Location: HH 309

Members:

Name	Role	Attendance
Wendi Vincent	Chair	Present
Jaret Leong	Vice-Chair	Present
Jenny Chow	Senate Secretary	Present
Laura Nakasato	Executive Board Secretary	Present
Ann Sakuma	Communications Officer	Excused
Karen Blakeley	Senator	Present
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Present
Conrad Mostiller, Jr.	Senator	Present
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	Excused
Destin Shigano	Senator	Excused
Sarah Simmons	Senator	Present
Tina Tauasosi-Posiulai	Senator	Absent
Michele Tom	Senator	Excused
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	Present

- I. Call to Order**
 - A. The meeting was called to order by Chair W. Vincent at 11:01 AM.

- II. 12/04/19 Meeting Minutes**
 - A. The Senate reviewed comments that were posted on the 12/04/19 meeting minutes.
 - B. The Senate unanimously approved to adopt the 12/04/19 meeting minutes.
 - 1. Adopted minutes will be posted to the Staff Senate website.
 - 2. Agendas for future Senate meetings will be posted to the website.
 - 3. Senators were reminded that the review of the minutes should not take up a significant amount of meeting time. Senators are expected to post comments prior to the meeting.

- III. Membership Update**
 - A. Wendi contacted Tina Tauasosi-Posiulai after the 12/04/19 Senate meeting to advise that her absence was unexcused. Tina responded that she does not currently have time for Senate duties. Tina was informed that her response was considered her resignation. She has been removed from the Senate roster.

- IV. Senator Expectations**
 - A. Senators were asked if there were any questions or concerns regarding the draft expectations that were shared by the Executive Board (EB).
 - 1. No questions or concerns were raised.
 - 2. Senators were advised that the expectations are now in effect. As these are expectations created by the EB, no vote is needed.
 - B. A shared drive for resources will be created for senators. This will be discussed at the next EB meeting.

- V. Campus Reorganization Efforts**
 - A. The first phase of the Mānoa reorganization established a President/Provost model for UHM. David Lassner is the President of UH System and CEO of UHM. Michael Bruno is the Provost of UHM.
 - 1. A question was raised as to what the difference is between the current Chancellor model and this new Provost model.
 - a) The major difference is that the Provost oversees academics and research while administrative matters fall under the purview of the President/CEO. Under the Chancellor model, all of these areas are the responsibility of the Chancellor.
 - 2. The second phase of the reorganization establishes structures for the Vice Provosts' offices and the units that fall under them.
 - B. Phase II Design Teams
 - 1. The Staff Senate Working Group was asked to put names forward so there could be staff representation on the five design teams.
 - 2. Design teams have been meeting since the summer and were tasked with creating functional statements and organizational charts for their assigned areas.
 - 3. The working group members that were selected to serve on these design teams are representing UHM staff at-large and paying attention to how

changes may impact staff. Some team members are representing both the Senate and their own units.

4. Concerns have been raised from some of these representatives regarding terms that have been used in design team discussions such as “re-tooling” and “duplication of services.”
5. Several major and recurring questions have arisen during this process.
 - a) How do these reorganization efforts tie into the university’s vision? How do these efforts tie into the UH strategic plan?
 - b) How can this reorganization promote the campus working together and break down silos?
 - c) Why is this the most effective model for the campus? How does this differ from what is already in place at UHM?
 - d) Why are the design teams following different processes? Will this hurt the overall effort?
6. Team Updates
 - a) Educational Excellence
 - (1) Senate representative: Wendi Vincent
 - (2) Leads: Christine Irvine and Laura Lyons
 - (3) The first meeting was held on 06/08/19. Meetings were held weekly beginning 07/01/19. This team has met the most out of any of the design teams.
 - (4) This is one of the most complex areas of the redesign.
 - (5) The full team met with the heads of all of the units that potentially could be brought under the VP EE. In some instances, staff were also included in these consultations. For the most part, the team met with people who were already serving on the EE design team.
 - b) Student Success
 - (1) Senate representative: Jenny Chow
 - (2) Leads: Lori Ideta and Laura Lyons
 - (3) Meetings were generally held every other week but have not occurred since 10/10/19.
 - (4) Academic advising will remain decentralized. However, whether units such as the Mānoa Advising Center and Student Athlete Academic Services belong in Student Success or Educational Excellence has been a major topic of discussion.
 - (5) First-Year Programs, Student Support Services, Civic and Community Engagement, and International Student Services were invited to speak with the team.
 - (6) A question was raised from the Senate as to whether there have been any discussions about the Student Success Center in Sinclair Library and how this affects the Student Success box. The design teams have generally not discussed physical spaces and resources.
 - c) Enrollment Management
 - (1) Senate representative: Laura Nakasato
 - (2) Leads: Christine Irvine and Roxie Shabazz
 - (3) Enrollment Management is the least impacted area.

- (4) The only major change being proposed is the creation of a new unit focusing on graduate recruitment and admissions. These functions currently reside in Graduate Division.
- (5) The first meeting was held on 05/24/19 and meetings occurred approximately once a month. The last meeting was held on 11/15/19.
- d) Equity, Climate and Conflict Resolution
 - (1) Senate representatives: Jaret Leong, Jennifer Matayoshi, Ann Sakuma
 - (2) Leads: Jan Gouveia and Chip Fletcher
 - (3) 3 general meetings have occurred. 2 subcommittees were created and they have met more frequently.
 - (4) The leads met with each team member separately. Jaret invited Wendi and Lynn Mayekawa, who were serving as the Staff Senate Working Group Co-Chairs at the time, to attend this meeting.
 - (5) This is a new area so the development of a vision statement is necessary, along with the creation of a functional statement and organizational chart.
- e) Research, Scholarship & Graduate Studies
 - (1) Representative: Jarren Miki (no longer on the Senate)
 - (2) Leads: Chip Fletcher and Velma Kameoka
 - (3) It is believed this team met the least out of all of the design teams. 2 meetings were held with the entire team and the leads held one-on-one meetings with team members.
 - (4) This team is no longer meeting. The co-chairs will finish the work on their own.

C. Other information

1. Timeline

- a) The timeline on the Provost's website is out-of-date.
 - b) At the last Mānoa Leadership Team, which includes deans, directors, and chairs/presidents of governance groups, the design teams' leads presented proposed organizational charts.
 - (1) These charts are not yet available to share with the campus.
 - (2) Deans and directors were asked to provide feedback.
 - (3) The goal is to have the charts and functional statements finalized by January 2020.
 - (a) Position counts are not expected to be shared as part of the organizational charts.
 - (b) In January, the team leads will present final drafts to the President and Provost.
 - (c) The President can make any changes he wants before plans are shared with the campus.
 - (d) It is unclear how communication will occur with the larger campus community once the organizational charts are ready to be shared.
2. The proposed "Conceptual Redesign of UH Manoa Campus Organization" document is available online and will also be shared with senators for review.

VI. Commission to Address Racism and Bias

- A. An email announcement was sent out by the Provost asking for nominations to serve on the Commission. The EB would like to put forward a name from the Senate.
- B. Email Wendi by 01/02/20 if you are interested in serving on this Commission. The EB will determine next steps should more than one senator be interested.

VII. Standing Committees

- A. The sign-up sheet was reviewed and committees were finalized.
 - 1. Since the Senate is not operating at full capacity this year, the Outreach and Elections committees will be combined for this first term.
- B. The EB will finalize charges and committee chair roles at its next meeting.
- C. The fourth Wednesday of each month is currently reserved for committee meetings from 11:00am to 12:00pm. Committees must notify the EB if they determine a new meeting schedule.
- D. Senate meetings are still confirmed for the second Wednesday of the month from 11:00am to 12:00pm in Hawaii Hall 309.
- E. In the 2020-2021 term, the Senate will continue to operate with a maximum of 20 seats.
 - 1. The Senate will be tasked with discussing how to scale up the Senate for future years.

VIII. Ideas Raised for Future Action

- A. Senators were asked to think about the role the Staff Senate should have in the campus reorganization effort since it is a new entity on campus.
- B. Senators serving on any campus-level committees should think about how to best represent the Senate during meetings and share information back with the Senate.
 - 1. Should a standing committee be charged with gathering and sharing information?
 - 2. How can the Senate create a way to communicate information and share ideas and feedback in a way that does not take up considerable time during face-to-face meetings?
 - a) Create a Lulima account or use Slack.

IX. Adjournment

- A. The meeting was adjourned by Chair W. Vincent at 12:03 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary for Jenny Chow, MSS Secretary.

Approved on January 8, 2020.