UNIVERSITY of HAWAIʻI® MĀNOA

STAFF SENATE MEETING MINUTES

Date: January 8, 2020

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	Present
Karen Blakeley	Senator	Present
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Present
Conrad Mostiller, Jr.	Senator	11:05 AM
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	Excused
Destin Shigano	Senator	Excused
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	11:05 AM

I. Call to Order

A. The meeting was called to order by Chair Vincent at 11:00 AM.

II. 12/18/19 Meeting Minutes

A. The Senate reviewed comments that were posted on the 12/18/19 meeting minutes.
B. The Senate unanimously approved to adopt the 12/18/19 meeting minutes.

III. Shared Drive for 2019-2020 Term

A. Following the last Senate meeting, the Executive Board (EB) discussed utilizing a shared resource drive.
    1. It would be beneficial for senators to communicate updates and share information for review in between monthly meetings to allow for more analysis and discussion during face-to-face meetings.
    2. Suggested platforms included Laulima and Slack.
B. The EB is assigning the Communications Committee to explore this further and requests a report at the March Senate meeting.
    1. The Communications team should be prepared to share examples with the Senate as well as the committee's recommendations.
    2. In the interim, a Google shared drive will be utilized through the end of this term.

IV. Commission to Address Racism and Bias

A. An open call was first sent out to the campus from the Provost's Office on December 9, 2019. The commission will be composed of faculty, students, staff and administrators.
B. Senators were asked to notify Chair Vincent of their interest in serving on the Commission by January 2, 2020.
    1. Lori Ward agreed to have her name put forward as an MSS representative on the commission.
C. The EB previously agreed upon a recommended process in the event that more than one senator was interested in being nominated for the commission.
D. The EB is recommending to nominate Lori Ward on behalf of the Senate. Any other senators who are interested in serving on the commission may nominate themselves.
    1. Senators who submit self-nominations may disclose that they serve on the Staff Senate.
E. Diane Nakashima expressed a desire to serve on the Commission.
F. The Senate discussed the merits of nominating one senator vs. nominating multiple senators in order to increase chances for multiple staff members being appointed to the commission.
    1. It was clarified that the MSS had not been asked to put forward any nominations. The call that was sent out from the Provost's Office was addressed to the campus at-large.
G. The Senate voted between two options:
    1. The EB's recommendation
    2. The MSS submitting two names: Senators Ward and Nakashima
H. The Senate voted in favor of option 1 via a vote of 9 in support, 3 opposed, and 2 abstentions.

V. Standing Committees

A. Committees will commence their work this month.
B. Chair Vincent reviewed the committees' charges:
    1. Communications Committee
        a) Share recommendations regarding the MSS website, including branding, content development, infrastructure, and protocols for website maintenance.
        b) Devise strategies to increase MSS visibility via news outlets.
    2. Outreach and Elections Committee
        a) Ensure processes and procedures are in place for the 2020-2021 elections.
        b) Share recommendations regarding annual programming and MSS-led activities.
    3. Shared Governance
        a) Identify campus committees, initiatives, awards, etc. that should include staff representation or input.
        b) Develop processes to ensure the Senate is up-to-date on issues at the campus and System levels.
C. Senators were advised that committees are responsible for rendering recommendations to the Senate.
    1. Committees may not act independently of the Senate. Committees may not make decisions on behalf of the Senate nor implement decisions without the approval of the Senate.
    2. Committee meetings provide opportunities to hold focused discussions on key issues in order to bring recommendations to the full Senate.
D. Chair Vincent reviewed the roles and duties of the EB Liaisons and Committee Chairs:
    1. Liaisons
        a) Schedule the first committee meeting
        b) Participate in discussions
        c) Help ensure committees are keeping the big picture in mind
        d) Provide guidance and advice as needed
        e) Foster good relations and promote inclusivity
    2. Chairs
        a) Schedule committee meetings (excluding the first meeting)
        b) Set committee meeting agendas
        c) Facilitate committee meetings
        d) Submit meeting minutes to the Executive Board for posting
        e) Serve as the conduit between the committee and the Senate Chair
        f) Share reports and recommendations at Senate meetings
E. Senators were invited to share feedback with the EB as committee work gets underway and internal processes are developed.

VI. Discussion on Senate's Roles and Responsibilities

A. Campus Reorganization Efforts
    1. The Senate discussed how it should engage in these efforts moving forward.
        a) Senators were asked to think about whether the Senate should offer any feedback preemptively to the Administration.

b) Senators were also asked to consider whether the Senate should provide suggestions and example strategies regarding how plans could be communicated with the campus.
c) Concerns were raised that the MSS may not be included in the consultation process. This was also a concern for reorganization efforts happening in more concentrated areas.
(1) Per previous discussions with Administration, the MSS will be involved in discussions regarding Phase 2 of the campus reorganization.
(2) The Shared Governance Committee was tasked with discussing how the MSS should be involved in the consultation process at the college/school and department levels.

2. The co-leads of the design teams are expected to provide final updates to the President and Provost next week.
a) Updates will not be in report form. Rather, each team was tasked with creating functional statements and organizational charts for their respective areas.
b) Design teams have been inconsistent in sharing final drafts with their teams.
3. Next steps, including how the proposed organizational charts will be communicated back to the campus, are unclear.
a) The timeline on the Provost's website is out of date.
4. The Senate agreed it was important to initiate proactive communication with the President and Provost.
a) There is a need to ensure staff are being considered and how their roles are being impacted in this reorganization.
5. The EB will meet to discuss next steps for this time-sensitive issue and take appropriate action.

B. Executive Searches
1. Discussion was tabled until the February Senate meeting.

VII. Adjournment

A. The meeting was adjourned by Chair W. Vincent at 12:02 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.

Approved on February 12, 2020.