UNIVERSITY of HAWAIʻI® MĀNOA

STAFF SENATE MEETING MINUTES

Date: February 12, 2020

Time: 11:00am – 12:00pm

Location: HH 309

Members:

Name	Role	Attendance
Wendi Vincent	Chair	Present
Jaret Leong	Vice-Chair	Excused
Jenny Chow	Senate Secretary	Present
Laura Nakasato	Executive Board Secretary	Present
Ann Sakuma	Communications Officer	Present
Karen Blakeley	Senator	Excused
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Present
Conrad Mostiller, Jr.	Senator	Excused
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	11:07 AM
Destin Shigano	Senator	Absent
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	11:06 AM
Seth Yoshioka-Maxwell	Senator	Present

I. Call to Order

A. The meeting was called to order by Chair Vincent at 11:01 AM.

II. 01/08/20 Meeting Minutes

A. The Senate reviewed comments that were posted on the 01/08/20 meeting minutes.
B. The Senate unanimously approved to adopt the 01/08/20 meeting minutes.

III. Excellence in Academic Advising Self Study Report

A. Senators were asked to review the Excellence in Academic Advising (EAA) report prior to the meeting.
B. Since the report may directly impact APTs, it was determined that the MSS should pursue it as part of future Senate business.
    1. Chair Vincent will extend an invitation to EAA liaisons Jennifer Brown and Stephanie Kraft-Terry to attend the March 11 or April 8 Senate meeting.
C. Chair Vincent asked senators to familiarize themselves with the EAA report and consider how it could interface with the Mānoa reorganization.

IV. Discussion on Campus Reorganization Efforts

A. The Executive Board (EB) met with President Lassner and Provost Bruno on January 23. The EB shared notes from this meeting ahead of the February Senate meeting.
    1. While there were no questions regarding the notes, a question was raised regarding the reorganization timeline.
        a) At the Mānoa Leadership meeting on February 7, the draft organizational charts and functional statements were shared with deans, directors, and shared governance leaders; of the shared governance groups, only the Staff Senate and Faculty Senate were represented.
            (1) Numerous questions were raised during the meeting, and ultimately it was determined that the campus town hall would be delayed.
        b) The timeline on the Provost's website needs to be adjusted. However, Administration is still hoping to implement reorganization plans by July 2020.
            (1) If this implementation goal is reached, President Lassner shared that he expects it will take time to work out all the details.
            (2) As an aside, it was noted that the EB asked President Lassner and Provost Bruno if it is possible that reorganization plans would move forward for design teams 1-4 but not team 5 (Equity, Climate and Conflict Resolution) since they seem to be much further behind in their work. It is a possibility but not preferred.
        c) When the town hall is rescheduled, plans will be shared with the campus at least two days before the town hall.
            (1) It is unclear why there would be such a limited time frame between the draft plans being shared with the campus and the town hall.
        d) Following the town hall, a feedback mechanism will be available so anyone can submit anonymous feedback to the Administration.

2. In addition to what was shared in the meeting notes, the EB emphasized a few points to the President and Provost for consideration.
    a) How plans are messaged to the campus will be very important. Context is needed.
        (1) While the reorganization may be familiar to those who have been working closely on these efforts, the general campus population should be reminded of why this is happening. If administration believes this is a positive development for the campus, then they should explain why and how they believe it will be beneficial for Mānoa.
        (2) It is important that there be a concerted effort to engage the campus in dialogue regarding the reorganization rather than just one presentation during the town hall. Generally speaking, staff have not been engaged in the reorganization planning efforts and should have ample opportunities to provide feedback.
    b) It is important to remember the human element involved in these efforts. We cannot ignore the fact that people on campus, many of whom are staff, will be impacted by the reorganization.
        (1) The President and Provost both felt that the reorganization would involve very easy moves. Offices would generally be moving intact and would not have tremendous consequences to what people are doing.
3. The EB shared the MSS mission, organizational values, and vision.
    a) Chair Vincent was informed that President Lassner forwarded this information to senior administration along with a reminder that the MSS should be included in shared governance consultation at UHM.

B. The Senate was asked to consider its role in the upcoming reorganization work and how the MSS can responsibly speak on behalf of staff when it is consulted as a shared governance group.
    1. It is important to start communicating via email with staff to let them know that we are engaged with campus issues.
    2. The EB recommends that the MSS send an email to staff after the town hall to encourage them to provide feedback and advise them that the MSS will be consulted as a shared governance group.
        a) The Senate was asked to think about whether we should ask staff to also send their comments to the MSS email so that the Senate is aware of the feedback going to Administration.
            (1) The MSS will not have access to any feedback that is sent via the mechanism created by Administration.
                (a) The MSS could create a Google Form to collect anonymous feedback.
                (b) The EB will work with the Communications Committee on development.
        b) The Senate ultimately determined it would be preferred to send out communication to staff before the town hall to encourage them to attend.
            (1) The EB will draft correspondence to send out to all staff.

3. Senators were asked to think about what the MSS will do when it is consulted as a shared governance group. In particular, in what format will it render its stances and feedback?

V. Commission to Address Racism and Bias

A. Lori Ward has been appointed to the Commission and will be representing the Mānoa Staff Senate.
B. Meetings have not been scheduled yet.

VI. Standing Committees

A. Chair Vincent confirmed chair appointments for the MSS standing committees:
    1. Communications: Ann Sakuma
    2. Elections and Outreach: Conrad Mostiller, Jr.
    3. Shared Governance: Jennifer Matayoshi and Co-Chair Sarah Simmons
B. The EB met with standing committee chairs on February 6. Chair Vincent recommends that the MSS Chair should meet with standing committee chairs at the beginning of each term to discuss expectations and committee charges.
    1. Chair Vincent shared a few advisories with the entire Senate that had been discussed with the chairs. She prefaced her comments by praising the Senate, especially the caliber of people and work.
    2. It is important for the Senate to exercise caution in its foundational years and focus on moving with intention. This may result in the Senate not being able to move quickly at times.
    3. For the first few years, senators are responsible for doing the legwork to create recommendations and structures that will help future senators be able to do their work. It is most important for committees to work to ensure the Senate gains traction and long-term success.
    4. Committees are responsible for creating recommendations that will be reviewed by the EB. Some items will be reviewed by the entire Senate, and if approved, committees will be charged with taking action.
    5. Moving forward, the EB will provide 2 minutes at each MSS meeting for committee chairs to provide reports. Committees are always welcome to request additional time for discussion. Requests should be sent to the MSS Chair via the committee chairs.
    6. Committee minutes will remain internal documents for the first year. If it is determined that committee minutes will be published in future terms, there should be a template designed for all committees to use.
C. The Communications and Shared Governance Committee Chairs provided updates.
    1. The Communications Committee was scheduled to present recommendations regarding the MSS website in March but has requested to defer the presentation until April. This request was approved by the EB. The website is still scheduled to go live in July.
    2. The Shared Governance Committee shared 2 recommendations with the EB regarding reaching out to the Faculty Senate and HGEA to help it populate a campus-wide committee list.

VII. MSS Election Timeline

A. The Elections and Outreach Committee has discussed a potential timeline for the 2020 elections.

1. The committee recommends that the MSS should send out an initial email to introduce itself and include a group photo and list of names.
2. It was clarified that terms end on June 30 so elections can be held during the first half of May, which would give the Senate more time to create its communication plan.
    a) The EB and Communications Committee will coordinate the dissemination of any information. The Elections and Outreach Committee will be asked to provide general content.
3. It was further clarified that there are ten 2-year seats and three 1-year seats up for election.
4. The Elections and Outreach Committee was asked to share a formal update at the March Senate meeting and consider any issues that required the Senate's deliberation. The committee was encouraged to contact the EB with any questions or to ask for feedback.

VIII. MSS Logo Development

A. The EB met with Dee Okahara and Chris Sekigawa from Campus Services - Marketing to discuss the possibility of creating a logo for the Mānoa Staff Senate.
B. The EB shared the Senate's vision, mission and organizational values.
C. Campus Services - Marketing is willing to create the logo at no cost to the Senate.
    1. A question was raised regarding future expenses. Chair Vincent advised that each committee should compile a list of potential expenses and indicate if each item would be a one-time or recurring cost.
    2. If there is something that needs to be purchased during this term, committee chairs should notify the EB so they can raise the issue with Administration.
    3. Chair Vincent advised that the EB will need to share recommendations with Administration after the first term. The Senate may want to consider reevaluating its one-hour meetings, which limit the Senate's ability to fully discuss issues.
D. The Senate unanimously approved to utilize the Campus Services - Marketing department to create a logo for the Mānoa Staff Senate.
E. The EB will forward key words to initiate the process.
F. Logo development is anticipated to take 3 months.

IX. Tabled Business - Senate's Roles and Responsibilities

A. A discussion regarding Executive Searches was tabled due to time constraints.

X. Adjournment

A. The meeting was adjourned by Chair W. Vincent at 11:58 AM.

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on March 11, 2020.

Updates on Phase 2 of the Mānoa Reorganization from the MSS Executive Board's Discussion with President Lassner and Provost Bruno on January 23, 2020

- The design teams have mostly completed their work. Team leads are scheduled to present "near final" drafts of their design areas on January 28, 2020.
- Design team leads were allowed to run their teams as they saw fit. It was acknowledged that this led to differing approaches to how the design work was completed.
    - When initially creating the phase 2 design teams, the main design team discussed whether it would work better to create teams that did not include representatives from the units directly affected within the design areas. Although this would have led to more objectivity in the process, it was determined that if they did not include people from those affected units, the design teams would not get the "on-the-ground knowledge" and there would be no chance of buy-in.
- Design team submissions will include functional statements and organizational charts with boxes.
    - The boxes will not include job positions. This is an intentional move so people focus on the concept design – and whether it is the best structure for the campus – rather than their own positions.
        - For the most part, people will be able to assume where they are moving since most offices are moving intact.
        - Generally, the box names will be updated, not the details within the boxes.
            - Design area 5 is the exception since this is a new area.
        - The most impacted positions are those currently reporting to Vice Chancellors.
- The functional statements and organizational charts will be shared with the campus for feedback.
    - Feedback/conversations will focus on what people like or don't like about the concepts.
    - The intent is to start with the right structure and then fit positions and staff into that structure.
- Shared governance groups, including the Staff Senate, will also have an opportunity to review and provide feedback.
- When the discussions move into the formal consultation phase, which will include the unions, position descriptions will be included in the organizational chart boxes.
- Revised timeline:
    - Share plans with campus by the end of next week (January 31)
    - Conduct town hall (TBD)
        - Video recording of the sessions will be available
    - Receive campus-wide feedback and create an open dialogue from the end of January through February
        - Online form will be created to submit anonymous feedback

    - Attend MFS meeting in early April
        - They are the only governance group that is on a 9-month schedule so there is a shorter window to get information to them in order to meet the July 2020 implementation goal
- President Lassner agreed with the EB's request to update the website.
- In response to a question regarding how the reorganization is intended to improve Mānoa, President Lassner stated that the main goals of the reorganization were previously addressed in the last town hall presentation.
    - Examples were provided regarding the need to examine current practices and restructure accordingly:
        - Enrollment Management should be integral to university operations, yet our current structure hides it within another area. Looking at university structures across the nation, Enrollment Management typically reports to the Provost, so the design team wanted to build this into the new structure at Mānoa.
        - The current structure at Mānoa treats student life and academic success as separate endeavors. Students have a better chance at achieving academic success if they feel safe and part of the community; we need to look at the student experience holistically.
        - There is a need to strongly connect research and education.
    - The EB recommended to provide context again at the next town hall as the goals and purpose of the reorganization may not be clear to the campus at-large.