



## STAFF SENATE Meeting Minutes

**Meeting Date** March 11, 2020

**Meeting Time** 11:00 AM

**Location** Hawaii Hall 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	Excused
Jennifer Matayoshi	Senator	Present
Conrad Mostiller, Jr.	Senator	Present
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	Excused

University of Hawaii at Mānoa Staff Senate

E-mail: [uhmstaff@hawaii.edu](mailto:uhmstaff@hawaii.edu) | Website: [manoa.hawaii.edu/staffsenate](http://manoa.hawaii.edu/staffsenate)

*An Equal Opportunity/Affirmative Action Institution*



Destin Shigano	Senator	11:08 AM
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	Present

**Guests:**

- A. Stephanie Kraft-Terry, EAA Liaison at 11:15 AM (arrived 11:23 AM)
- B. Mark Yap, HGEA Unit 8 Director at 11:30 AM (delayed to 11:40 AM)

**II. Call to Order**

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

**III. 02/12/20 Meeting Minutes**

- A. The Senate reviewed comments that were posted on the 02/12/20 meeting minutes.
- B. The Senate unanimously approved to adopt the 02/12/20 meeting minutes.

**IV. Updates**

- A. Campus Services - Marketing was provided with the MSS organizational values so its graphic designer can begin developing a logo.
  - 1. The EB requested that the logo be complementary to the UH logo.
  - 2. Logo options will be available to the MSS as early as the end of March for feedback.
  - 3. Moving forward, the EB recommends an internal style guide be developed for logo usage.
- B. Since the MSS does not have a physical location, Debra Ishii in the President's Office inquired if the MSS would like to have a mailbox in Hawaii Hall.
  - 1. Senators agreed having a mailbox would be good for the Senate.
  - 2. Official letterhead will be created and vetted through the Communications Office to reflect the physical address in Hawaii Hall.



- C. Chair Vincent reviewed recommendations and requests made by the standing committees with the Senate.
1. In response to a request from the Outreach and Elections Committee, the EB has scheduled a special meeting to have a discussion with the full Senate regarding upcoming elections.
  2. In response to a request from the Shared Governance Committee, the EB has scheduled a special meeting to have a discussion with the full Senate regarding reorganizations.
    - a) The Shared Governance Committee previously asked the EB if it could reach out to the Faculty Senate and HGEA for a list of active committees.
    - b) Chair Vincent followed up on this request and was advised that there are no current listings being maintained.
      - (1) The Faculty Senate does not maintain an active list but its website includes information on non-Senate committees.
      - (2) HGEA does not maintain a list of committees.
      - (3) The Provost's Office also does not maintain a list of committees.
      - (4) A secretary in the Chancellor's Office used to maintain a list but that practice stopped when she retired.
  3. The EB granted a request from the Communications Committee to delay its update to the MSS until April.
- D. At the last MSS meeting, it was agreed that an email would be sent to all staff regarding the upcoming town hall. The EB opted to postpone that email when the town hall was rescheduled. The EB did not want the MSS circulating incorrect information.
1. As senators agreed that an initial email should go out to staff to remind them of the Senate's existence, the EB will revisit the original draft and share it with all senators.

**V. Excellence in Academic Advising (EAA) Self Study Report**

- A. Stephanie Kraft-Terry shared information on the Excellence in Academic Advising (EAA) project, a partnership between the National Academic Advising Association



(NACADA) and the Gardner Institute, to improve the undergraduate experience through academic advising.

1. UHM was 1 of 12 institutions selected nationwide to participate in the first cohort of the project.
2. Phase 1 was focused on self-analysis. Committees were created to examine 9 conditions of excellence:
  - a) Institutional Commitment
  - b) Learning
  - c) Improvement and the Scholarship of Advising
  - d) Organization
  - e) Equity, Inclusion, and Diversity
  - f) Advisor Selection and Development
  - g) Collaboration and Communication
  - h) Student Purpose and Pathways
  - i) Technology Enabled Advising
3. Phase 2 will focus on implementing the recommendations that were made in the phase 1 report.
  - a) Phase 1 committees have disbanded. New committees have been composed in the following areas for phase 2:
    - (1) Advisor Training and Development
    - (2) Advising Curriculum
    - (3) Advising Career Ladder
    - (4) Advising Technology
4. The MSS shared concerns regarding the recommendation to move toward a system in which only faculty specialists serve as advisors.
  - a) The “Advising Career Ladder” committee will explore issues relating to advisor retention and opportunities for advancement and professional development.
    - (1) Currently, there are barriers for APT advisors because not everyone at UH is well-versed in how to promote APTs, either through in-grade adjustments or between pay bands.
    - (2) HR processes for advancing APTs are currently not well defined and/or well known amongst supervisors.



- (3) Specialists currently have more access to professional development opportunities.
  - b) The committee is also being tasked with creating a career ladder for APTs and specialists.
  - c) Both APTs and specialists should have opportunities for professional development, which will benefit students.
  - d) Since advising experience is required for faculty specialist positions, a faculty specialist-only environment would not be practical for UH unless the university wants to only recruit externally for advising positions.
  - e) Kari Ambrozich and Linda Voong are co-chairing this committee.
  - f) Chair Vincent shared that she was glad to hear that the committee would work on APT advisor development. She was disappointed with the report's recommendation to focus on an exclusive move in favor of faculty specialists without giving proper consideration as to how to improve opportunities on campus for APTs.
5. A Communications Plan Committee is being formed by Lori Ideta and Laura Lyons to help streamline how information is disseminated on campus.

## VI. Mānoa Campus Framework for the Future

- A. Mark Yap presented Mānoa's Long Range Development Plan (LRDP), which was developed in partnership with MKThink.
- B. Information is available on the "Framework for the Future" website:  
<https://www.manoaframeworkfuture.info/>
- C. Senators were encouraged to consider the following in relation to the plan:
  1. How does this impact APTs?
  2. Positives? Negatives? Concerns?
  3. What can the MSS do to be involved?
  4. How can the MSS best be a part of the process?
  5. How can the MSS keep a pulse on the plan, process, and execution?

## VII. Committee Reports



UNIVERSITY  
of HAWAII®  
MĀNOA

A. Chair Vincent asked standing committee chairs to contact her if they want to include anything on the agenda for the March 18 meeting.

**VIII. Special Meeting of the Mānoa Staff Senate**

A. Senators were reminded that the March 18 session will be held in Saunders 704 at 11:00 AM.

**IX. Adjournment**

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

Respectfully submitted by Jenny Chow, MSS Secretary.

Approved on April 8, 2020.