UNIVERSITY of HAWAI'I® MĀNOA

STAFF SENATE MEETING MINUTES

Meeting Date March 18, 2020

Meeting Time 11:00 AM

Location Saunders 704

Members:

Name	Role	Attendance
Wendi Vincent	Chair	Present
Jaret Leong	Vice-Chair	Present
Jenny Chow	Senate Secretary	Present
Laura Nakasato	Executive Board Secretary	Present (Zoom)
Ann Sakuma	Communications Officer	Present
Karen Blakeley	Senator	Present (Zoom)
Carl Dionne	Senator	Present (Zoom)
Jennifer Matayoshi	Senator	Excused
Conrad Mostiller, Jr.	Senator	Absent
Diane Nakashima	Senator	11:07 AM
Kamana Seymour	Senator	Excused
Destin Shigano	Senator	Present (Zoom)
Sarah Simmons	Senator	Present
Michele Tom	Senator	11:09 AM
Lori Ward	Senator	Excused
Seth Yoshioka-Maxwell	Senator	Present (Zoom)

I. Call to Order

A. The meeting was called to order by Chair W. Vincent at 11:02 AM.

II. Updates

A. In light of Chair Vincent leaving the university, the Executive Board (EB) will meet to discuss short-term and long-term plans so the MSS does not lose momentum.
    1. Vice Chair Leong will assume the Chair's position and the Vice Chair position will remain unoccupied through the end of the first term.
    2. EB positions will be up for elections in the second term with the exception of the MSS Chair.
    3. The EB recommends there be a mixture of veterans and new members serving on the EB in future terms.
        a) It is important to have members who understand the background of the Senate to keep the MSS moving forward with continuity.

B. Chair Vincent, Vice Chair Leong, and EB Secretary Nakasato met with HGEA leaders Therese Nakadomari and Mark Yap to continue discussing how the MSS and HGEA can cooperatively work together.
    1. The MSS will finalize an internal reference guide that delineates roles and responsibilities between the MSS and HGEA.
    2. HGEA leadership suggested creating examples for each line item in the guide to increase understanding.
    3. The EB will determine how to best move this work forward and may commission a smaller working group.

C. The EB requested the Senate's input as to whether an email should be sent out to all staff in the current climate.
    1. It was determined that the MSS should hold off on sending any emails in light of the COVID-19 outbreak.
    2. A communication timeline will be revisited when the MSS feels it is appropriate to resume these efforts.

III. Discussion

A. The Senate engaged in discussion regarding 2020 elections.
    1. A tentative timeline was reviewed.
    2. Due to the current health crisis and uncertainty of university operations, it was determined that elections would be postponed.
    3. The Outreach and Elections Committee was asked to continue its work to ensure a smooth election process when the time is right.
        a) The EB will work on a new timeline to reflect this postponement.
    4. Given the need to practice social distancing, recruitment will need to happen via online efforts.

a) More discussion is needed in the future regarding how to encourage APTs to run for office in a fair and consistent manner.

5. Concerns were raised by the Outreach and Elections Committee regarding candidate suitability. The MSS currently has no recourse if someone runs for the Senate who does not support the mission and goals of the Senate.
    a) Since elections are being postponed, this item will be discussed at a later date.
    b) Chair Vincent echoed these concerns and encouraged the MSS to take up this discussion in the future. In particular, the MSS should consider how to address senators who do not complete their term of service in good standing, previously used their position for personal gain, and/or did not adhere to the MSS bylaws.

B. The Senate engaged in discussion regarding the role of the MSS in reorganizations.
    1. The EB affirmed the Shared Governance Committee's recommendation that the MSS should be involved in reorganizations at both the campus and unit levels.
        a) It was agreed that the MSS should be factored in the reorganization flow chart at two separate points.
            (1) The MSS should be consulted to help ensure staff are factored into the reorganization proposal development process.
            (2) The MSS should also receive the full proposal at the same time as the Faculty Senate.
        b) Communication should remain open between MSS and HGEA during this entire process.
        c) The MSS will submit official feedback separate from HGEA.
    2. The Shared Governance Committee was charged with creating recommended processes to ensure the MSS is factored into future reorganization efforts, as well as recommendations about the format in which MSS feedback will be issued.
        a) The committee was asked to be mindful of how the Senate will engage with staff to ensure it is truly representing staff at-large.
            (1) The committee should consider whether it is possible to reach out to staff members in the affected units.
            (2) The committee should also consider platforms to collect staff input.

IV. Chair Remarks

A. Chair Vincent closed the meeting with a few reflections and statements of gratitude.
    1. While there is a tremendous amount of work that is still left to do, she encouraged senators to be proud of the work they have done so far and to continue to hold each other to a high standard. The MSS has come a long way in a short period of time.

2. Chair Vincent further advised that the primary role of the MSS in the next few years is to serve as a facilitator of cultural change, and to create the foundation necessary so that others can continue the work on solid ground.
    a) The MSS must advocate for a place at the table so they can lend their expertise and service. This is necessary for the MSS to gain credibility on the campus and will take time and patience.
3. Chair Vincent also wanted to thank the following on record:
    a) Diane Nakashima, Mark Yap, Elwyn Watkins, and Lynn Mayekawa for initiating the work of creating a Staff Senate at UHM;
    b) The Staff Senate Working Group for its time and efforts in getting a Staff Senate approved at UHM;
    c) Mark Yap and Therese Nakadomari, HGEA leadership, for their willingness to collaborate;
    d) Debra Ishii for her guidance and support in working with UH Administration;
    e) Denise Konan for supporting Chair Vincent's service on the MSS and EB;
    f) EB members for their time and expertise. Chair Vincent stated she could not have asked for a better group to work with.
    g) All senators for their willingness to serve on the inaugural Senate. Chair Vincent concluded that if future senators are as good as the current ones, the MSS will be unstoppable in accomplishing its goals.

V. Adjournment

A. The meeting was adjourned by Chair W. Vincent at 12:06 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on April 8, 2020.