UNIVERSITY of HAWAI'I® MĀNOA

STAFF SENATE MEETING MINUTES

Meeting Date April 8, 2020

Meeting Time 11:00 AM

Location Virtual Meeting (via Zoom)

Members:

Name	Role	Attendance
Jaret Leong	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	Present
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	11:19 AM
Destin Shigano	Senator	Present
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	Present

I. Call to Order

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

II. Approval of Minutes

A. Senate Meeting (03/11/20)
   a. The Senate reviewed comments that were posted on the 03/11/20 meeting minutes.
   b. The Senate unanimously approved to adopt the 03/11/20 meeting minutes.

B. Senate Meeting (03/18/20)
   a. The Senate reviewed comments that were posted on the 03/18/20 meeting minutes.
   b. The Senate unanimously approved to adopt the 03/18/20 meeting minutes.

III. Reports from the Chair

A. Manoa Staff Senate (MSS) Chair Email Address
   a. Established MSS Chair email address: msschair@hawaii.edu. Chair will be using this email for communication.

B. Vice-Chair Vacancy
   a. Ann Sakuma has agreed to serve as interim Vice-Chair, and will be continuing as Communications Officer as well.

C. Update on Priorities
   a. Postpone Elections
      1. Extend the terms of current 1st-year senators to the end of the year (12/31/20)
      2. Standing Committees: place on hold and create task force committees
      3. Introductions
         a. Postpone welcome campaign
         b. Postpone meet and greets
         c. Postpone the UH News article for MSS
   b. Top Priorities Now
      1. What can the Staff Senate do after the pandemic ends?
         a. New Chair needs to email Provost Bruno and President Lassner to introduce himself and open up lines of communication.
            i. What can the Staff Senate do at this time to help?
            ii. Could we be added to any groups to receive timely updates during this time?
         b. MSS must be proactive but it is hard to decide what to do after the pandemic ends without information. We are so new and we are still trying to get people to know we exist and we will remain off the radar unless we push
            i. The chair should contact HGEA for the feedback list they received so far so we can have an idea of what staff is asking for.
               1. In response to the HGEA feedback, the Staff Senate may need to meet more than once a month.

c. Send an email to all staff:
    i. Quick MSS introduction email and direct staff to our new website which will include a feedback form.
        1. Suggestions:
            a. Introduce the Executive Board (EB) on the email as well
            b. Tone of the communication. We are brand new this year, we spent most of the year building the foundation but now the crisis is here, this is why we are here. We are here to support you.

D. Feedback from Colleagues
    a. What do your colleagues expect from MSS right now?
    b. The chair will try to communicate with the Faculty Senate and other staff senates to see what they are doing or implementing during this crisis.
    c. MSS to reconvene in 1-2 weeks to connect back. Check-in with your colleagues about what they would need. The chair will send out a doodle for the next meeting.

IV. Reports | Standing Committee Chairs

A. Communications
    1. MSS website uploaded the group photograph and updated everyone's info
        a) Will update that we will be extending everyone's terms to the end of the year (December 31, 2020)
        b) Website will help MSS build a strong foundation infrastructure; we are looking to include a good SEO with our web design
    2. Logo Discussion
        a) The second logo design was selected (M Torch with SS flames)
        b) Discussion:
            (1) Remove the Hawaiian Islands from the Globe
            (2) Add a white outline on the golden words in the circle so they pop out more.
            (3) Could they provide us with various font choices for the current logo we like, play around with the colors, be careful of color bleeding.
            (4) The green on the logo should be the Manoa green.
            (5) Possibly make the M shorter in the 2nd logo (the M in the torch).
            (6) The S in the logo looks a bit familiar to Safeway's logo
            (7) The graphic designer did a really good job.

B. Shared Governance
    1. Created a criteria checklist and action memorandum for reorganizations; this was sent to EB for review.
        a) Re-organization review process
            (1) Once we receive any re-org packet, we would send the information out to the senators with the criteria checklist to review.
            (2) Senators would submit feedback to EB and EB would initiate an action memo to address any concerns.

C. Outreach and Elections
    1. No updates; elections postponed.

V. Adjournment

A. The meeting was adjourned by Chair J. Leong at 12:05 PM.

Next Senate Meeting: Wednesday, May 13, 2020, 11:00 to 12:00 PM, TBD

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on May 13, 2020.