UNIVERSITY of HAWAI'I® MĀNOA

STAFF SENATE MEETING MINUTES

Meeting Date April 22, 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	Excused
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Present
Conrad Mostiller, Jr.	Senator	11:04 AM
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	11:18 AM
Destin Shigano	Senator	Excused
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	Unexcused

I. **Call to Order**

A. The meeting was called to order by Chair J. Leong at 11:02 AM.

II. **Report from the Chair**

A. Extension of Senator Terms

1. No oppositions stated, all senators will continue to serve until December 31, 2020

III. **Reports | Standing Committee Chairs**

A. Communications

1. Logo Discussion
   a) The Senate unanimously voted to adopt the Logo set
   b) The MSS will begin implementation through website and letterhead
2. Website
   a) MSS received approval for funding to purchase WordPress template for MSS webpage
   b) If there are content suggestions for the MSS website, please forward to Chair
   c) Suggestion: Post all MSS meeting dates and Standing Committees with their meeting dates as well

B. Shared Governance

1. Will be moving forward with the pending items
2. EB reviewing reorganization check-lists
3. COVID-19 - get involved with any committees and keep updated on the status

C. Elections and Outreach

1. No reports

D. Meeting with Committee Leads

1. Chair will convene a meeting with standing committee leads to discuss MSS priorities

IV. **Discussion: COVID-19 Pandemic | Aftermath/Fallout**

A. Updates

1. Official Mailbox - Hawaii Hall 202
   a) The current occupants may be moving, address may change soon
2. Chair Communication
   a) Reached out to Admin and other Leaders
      (1) Manoa Faculty Senate Chair
      (2) Honolulu Community College Staff Council Chair
      (3) Kuali'i Council
         (a) Will be in communication with possible ideas of how we can partner/collaborate
      (4) HGEA Leadership
      (5) President's Council
         (a) Confirmed MSS is not on Provost Council, nor are other governing groups
         (b) MSS Chair is part of the Manoa Leadership Team

3. Board of Regents Meeting
    a) Chair Leong attended April 16, 2020 meeting
    b) President's Report
        (1) Talked about COVID-19 Impact
        (2) Will have a more hardened plan in 2 weeks
4. Manoa Reorganization
    a) Townhall to announce reorganization plans were postponed due to COVID-19
    b) Full implementation scheduled for January 2021
    c) If any of the design teams are meeting again or still meeting, please let the Chair know
    d) Please email Chair if you are representing the MSS on any committees, let him know if the committees are still active, when the last meeting was, and the date of the next meeting scheduled
5. Concerns from HGEA
    a) Majority of the concerns were dealing with teleworking issues

V. Adjournment

A. The meeting was adjourned by Chair J. Leong at 12:06 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.