MĀNOA STAFF SENATE

UHM Staff Senate | Meeting Minutes

Meeting Date May 13, 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	Absent
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	Present

Destin Shigano	Senator	Excused
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	Absent

I. Call to Order

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

II. Approval of Minutes

A. Senate Meeting (04/08/20)
   1. The Senate reviewed comments that were posted on the 04/08/20 meeting minutes.
   2. The Senate unanimously approved to adopt the 04/08/20 meeting minutes.

B. Senate Meeting (04/22/20)
   1. The Senate reviewed comments that were posted on the 04/22/20 meeting minutes.
   2. The Senate unanimously approved to adopt the 04/22/20 meeting minutes.

III. Report from the Chair | Senator Leong

A. MSS Priorities
   1. Executive Board (EB) met with Standing Committee Chairs and set five priorities for the Manoa Staff Senate (MSS).
      a) Define who we are and what role we play as MSS.
      b) Continued MSS website development and content creation.
      c) Determine the MSS' role in campus reorganization(s).
      d) Determine which university committees should include MSS representation.
         (1) Task Forces, Working Groups, Ad hoc, etc.
      e) Develop the MSS' process for Executive Search Advisory Committees.

B. Library Services Reorganization
   1. MSS was approached by Sheila Kanemaru to submit comments for the Library Services reorganization by June 29, 2020.
   2. EB believes that MSS needs to finalize who we are and what we do as MSS before we can have a conversation about this, and will decline to submit official comments at this time.

C. UH Phase II Reorganization
    1. EB determined that the Staff Senate will not submit formal feedback at this time.
        a) Senators are encouraged to submit feedback and encourage other staff members to also submit feedback directly by the May 31 deadline.
        b) MSS will be included in the consultation process of the reorganization after the feedback period.
        c) It is not clear if functional design teams will be activated again in the next steps of the reorganization.
        d) A hybrid-type committee may be formed which may pull people from different areas. MSS would like staff representation on these committees.

D. Chair Leong will write an official letter to the President and Provost.
    1. Will ask for MSS representation in the coordinating committees and working teams being formed (e.g., Covid-19 and returning to work in Summer 2020) to be part of the planning process.
    2. As MSS is asked to serve on any committees/teams, Chair Leong will keep MSS posted.
    3. If you are not able to serve on any committees or teams, please let Chair Leong know as soon as possible.

IV. Reports | Committee Representatives *ON-HOLD*

A. Mānoa Campus Climate Committee | *Senator Leong*
B. Mānoa Commission to Address Racism and Bias | *Senator Ward*
C. Mānoa Communications Council (MCC)
D. Mānoa Commuter Services Task Force | *Senator Mostiller*
E. Mānoa Leadership Team | *Senator Leong*
F. Mānoa Reorganization - Phase 2
G. Mānoa WASC Steering Committee | *Senator Matayoshi*

V. Reports | Standing Committee Chair *ON-HOLD*

A. Communications
B. Shared Governance
C. Outreach and Elections

VI. Discussion: Who we are; what role do we play

A. “Who to contact: Staff Senate or Union?” information sheet is a good start; it is clear on who to go to and when (?) to go to them.
B. MSS or Union Information Sheet, what clarifications/changes are needed?
    1. Tuition waivers are currently in both columns, we need to elaborate on the role of MSS/Union in tuition waivers.

a) MSS serves as a resource on how to use/process tuition waivers.
b) Union's role is to protect the tuition waiver benefit for staff members.

2. APT Professional Leave
    a) It is currently under the Union column and should be placed in the MSS column as well.
        (1) MSS column should discuss the process on how to apply for APT Professional Leave.
        (2) MSS should act as a resource for the process and guide staff and supervisors through it.
3. Add Professional Development to the MSS column, professional development is different from staff development (usually for training or conference or workshop attendance).
4. Add Information on Special Compensation Adjustments (SCA) to the MSS column.
    a) Consideration: Request campus leadership to include SCA's as a budget item for APTs.

C. MSS serves as a resource for all staff
1. Step Increases/Pay Raises
    a) Union's role is to secure/negotiate funding for step increase/pay raises.
    b) MSS can serve as a resource for supervisors through the process and help to educate them on how to implement non-union negotiated pay raises.
2. Provide guidance and support in navigating campus.

D. Next step, "Who to contact: Staff Senate or Union?" will be shared with all senators to review and make suggestions.
1. Please provide examples for both columns in the second tab of the document that is helpful and easily digestible for a general staff member.
2. EB will review and create a final draft that MSS can vote on for placement on our website.

VII. New Business

A. N/A

VIII. Adjournment

A. The meeting was adjourned by Chair J. Leong at 12:00 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on June 10, 2020.