MĀNOA STAFF SENATE

UHM Staff Senate | Meeting Minutes

Meeting Date June 10, 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	11:06 AM
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Excused
Diane Nakashima	Senator	Present
Kamana Seymour	Senator	Present
Destin Shigano	Senator	Present
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	Present

I. Call to Order

A. The meeting was called to order by Chair J. Leong at 11:03 AM.

II. Approval of Minutes

A. Senate Meeting (05/13/20)
   1. The Senate reviewed comments that were posted on the 05/13/20 meeting minutes
   2. The Senate unanimously approved to adopt the 05/13/20 meeting minutes

III. Report from the Chair | Senator Leong

A. Mānoa Leadership Team
   1. Mānoa Leadership Team has merged with Provost Council - MSS Chair will continue to attend the monthly meetings

B. COVID-19 Working Teams
   1. The Chair reached out to group leads to ensure MSS representation on each working team
   2. MSS currently has representation on all working groups with the exception of New First-Time Students

C. MSS Chair still working to procure quarterly meetings with President/Provost

IV. Reports | Committee Representatives ***ON-HOLD***

A. Mānoa Campus Climate Committee | *Senator Leong*
B. Mānoa Commission to Address Racism and Bias | *Senator Ward*
   1. Initial meeting was called but cancelled
   2. Senator Ward will consider reaching out to figure out status of commission
C. Mānoa Communications Council (MCC)
D. Mānoa Commuter Services Task Force
E. Mānoa Provost Council | *Senator Leong*
F. Mānoa Reorganization - Phase 2
G. Mānoa WASC Steering Committee | *Senator Matayoshi*
H. Mānoa COVID-19 Working Teams
   1. Space Planning, Preparation, and Utilization | *Senator Leong*
      a) Working team meets every Wednesday at 1pm
   2. Health and Wellness | *Senator Tom*
      a) Working team has split into two groups, Senator Tom is part of wellness subgroup
      b) The President asked that University Health Services (UHS) become a central service center for staff and faculty. May consider opening UHS up to the entire UH system.
      c) Wellness subgroup meets every Friday

(1) Working on many initiatives to meet June 30 deadline

3. Student and Residence Life | *Senator Seymour*
    a) First meeting this week, no set schedule for meetings
    b) Overriding goal/principle: services will be hybrid. A mix of both in-person and virtual.
    c) Virtual Admissions is up and running; virtual records are being worked on
        (1) EM reported that enrollment numbers are not down
    d) SEED is happy to report that Children's Center will reopen to staff on July 6th; staff will be back at the office next week to set up
        (1) Working on hybrid modes for other services
    e) University Health Services
        (1) Working on a stronger telehealth system
        (2) No comment regarding Covid tests
4. Student Learning | *Senator Nakashima*
    a) Meeting every Thursday from 3pm - 4:30pm
    b) Five (5) subgroups
        (1) Senator Nakashima is in the advising subgroup
            (a) Discussions involve how to service students upon return to campus: In-person? Virtual?
            (b) Group meets every Wednesday from 2pm - 3:30 pm
            (c) Working to formulate guidelines by June 30th
            (d) Working with Provost Bruno to confirm class schedules with schools/colleges for the Fall (Hybrid/Online Only/In-person?)
                (i) Courses and classrooms are being reviewed to help plan for safe social distancing
5. Business Processes | *Senator Simmons*
    a) Pulling together different forms and processes that are currently paper heavy and to prep for digitization
        (1) Prioritizing paperwork that could be digitized
        (2) Working on recommendations covering different processes that help reduce paperwork
6. Communications | *Senator Sakuma*
    a) Current UH Mānoa COVID 19 website will remain the primary communication portal for updates from working groups
7. Research | *Senator Shigano*
    a) Team meets regularly
    b) Team members have developed protocols for researchers
    c) Team will also address researchers on helicopters and ships

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

A. Communications
    1. Team will continue to update our current website until decision is made regarding purchase of WordPress Total Mānoa Template or wait till UH System moves forward with purchase of website template for entire system
B. Shared Governance
C. Outreach and Elections

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

A. Upon further review, the purpose and function stated in MSS charter can be used to describe who we are
B. Senator Sakuma created a document that outlines our purpose and function, what we do, and goals to help fulfill our purpose and function
C. What does the Mānoa Staff Senate do?
    1. Ensure staff has a voice and seat at the table
        a) Advocate for staff to be present in working teams and task forces, reorganizations, executive searches, etc. Previously, staff would often be contacted during the consultation phase when decisions are already set.
        b) MSS is now being included in the planning stages which allows staff to have a voice from the beginning.
    2. Serve as a resource and reference point for staff
D. Next Steps:
    1. Create a task force that incorporates HR and HGEA experience to review the examples/details of MSS vs HGEA (e.g., If I need help with this, who do I go to?)
    2. Develop a Resource Page on MSS website
    3. Have Outreach Committee develop a staff survey to find out what topics they are interested in learning more about:
        a) APT professional development leave?
        b) Tuition Waiver?
    4. Elections and Outreach Committee to revisit group's strategy to introduce MSS to campus
        a) Includes UH News Article (work with Communications Committee)

VII. New Business

A. MSS Resolution proposal
    1. Resolution for Dee Okahara and Chris Sekigawa in appreciation for their work in creating the MSS logo
    2. MSS to provide feedback regarding the resolutions by early next week
    3. Set up criteria and process for MSS Resolutions

a) Chair Leong will place samples of resolution criteria he found from smaller organizations in the shared drive

B. Voluntary Resignations
   1. Bylaws state that when a senator does not inform the MSS chair or committee chair that he/she is not able to attend a scheduled meeting, it is constituted as an unexcused absence
   2. Senator Mostiller, Jr. and Senator Yoshioka-Maxwell have two (2) unexcused absences in the Spring 2020 semester and were notified of their voluntary resignation as Senators
      a) Both senators were removed from the MSS list-servs, shared drives and website, as appropriate.
   3. Due to the current pandemic situation, both senators were given the option to appeal. This appeal was provided as a special one-time exception.
      a) Senator Mostiller, Jr. will not be submitting an appeal and has voluntarily resigned as Senator
      b) Senator Yoshioka-Maxwell submitted an appeal statement that was shared with the full Senate
         (1) MSS voted on the appeal anonymously
         (2) Abstentions will be counted as a No vote
         (3) Voting Results:
            (a) Yes (9) - Restore Yoshioka-Maxwell as a Senator
            (b) No (2) - Remove Yoshioka-Maxwell from Senate
            (c) Abstention (1)
   4. Suggestion: MSS should add a clarifying statement in the bylaws to allow for appeals due to extenuating circumstances

C. GSO Meeting Request
   1. GSO has requested to participate in MSS meetings
   2. The MSS Chair will inform GSO that they are welcome to attend MSS meetings starting in Fall 2020

VIII. Adjournment

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

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