UHM Staff Senate | Meeting Minutes

Meeting Date July 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	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
Seth Yoshioka-Maxwell	Senator	Present

I. Call to Order

A. The meeting was called to order by Chair J. Leong at 11:04 AM.

II. Approval of Minutes

A. **Senate Meeting** (2020.06.10)
   1. The Senate unanimously approved to adopt the 06/10/20 meeting minutes

III. Report from the Chair | Senator Leong

A. Strategic Planning Committee
   1. Committee work is near conclusion, Mānoa Staff Senate (MSS) will be included in any future meetings

IV. Reports | Committee Representatives

A. Mānoa Campus Climate Committee | *Senator Leong*
   1. Welcome Back Campaign
      a) Messaging for faculty, staff, and students
      b) Video messaging will be coming out
      c) Warrior Welcome messaging coming out soon
B. Mānoa Commission to Address Racism and Bias | *Senator Ward*
   1. First meeting is scheduled for August 17, 2020
C. Mānoa Communications Council (MCC) | *Senator Sakuma*
   1. Meeting was cancelled this month, no further updates
D. Mānoa Commuter Services Task Force
   1. Replacement for MSS needed for this task force due to Senator Mostiller's departure
   2. Please let Chair Leong know if interested in serving on this task force
E. Provost Council | *Senator Leong*
   1. Telework Guidelines will be released soon
   2. COVID-19 Safety Guidelines have been published, website
F. Mānoa Reorganization
   1. The proposed reorganization and merger of the College of Arts and Humanities; College of Languages, Linguistics and Literature; and the School of Pacific and Asian Studies to form the College of Arts, Literature, and Letters (CALL) was approved on July 1, 2020
G. Mānoa WASC Steering Committee | *Senator Matayoshi*
   1. No updates
H. Mānoa COVID-19 Working Teams
   1. Space Planning, Preparation, and Utilization | *Senator Leong*
      a) Suspended meetings for now; awaiting feedback/comments from proposed guidelines

2. Health & Well-Being Working Team (HWBWT) | *Senator Tom*
    a) Proposal has been submitted to Provost, standing by for feedback
    b) Sub-group: Wellness Team
        (1) President and Provost recognized the need to support faculty and staff for mental health
        (2) Counseling and Student Development Center is looking to build capacity in terms of space and staffing since their services have now extended to faculty and staff
    c) App Development
        (1) Students, faculty, and staff will be required to download an app to submit health self assessment
        (2) The assessment will include COVID-19 related questions (do you have a fever, have you traveled in the past 14 days, and so on)
        (3) Check-in on the app is required on the days you plan to be on-campus
        (4) App check-ins will be required of any guests visiting the campus, including delivery drivers
        (5) Resources will also be available on the app
    d) Plan to provide two face masks and digital thermometer to all staff members; teaching faculty will also receive face shields
3. Student and Residence Life | *Senator Seymour*
    a) No updates
4. Student Learning | *Senator Nakashima*
    a) Sub-committee developed comprehensive guidelines for advisers and how to meet with students
        (1) Main recommendation is to meet virtually but if students insist on meeting face-to-face, a mask must be worn
            (a) If student shows up without a mask/refuses to wear a mask, the recommendation would be to meet virtually instead
5. Business Processes | *Senator Simmons*
    a) Team is still meeting, there are a good amount of forms that they are looking to digitize, list of forms here
    b) If there are any forms you would like to see digitized, please let Senator Simmons know
    c) Staff sharing is a new topic being discussed because a lot of departments have lost staff members, will keep MSS posted
6. Communications | *Senator Sakuma*
    a) No updates
7. Research | *Senator Shigano*
    a) Team leads are finalizing procedures to present

V. Reports | Standing Committee Chair

A. Communications | *Senator Sakuma*

1. Discussion: MSS Website
    a) Moving forward with purchase of WordPress Total for MSS website
2. Discussion: MSS Welcome Back to Campus Message
    a) Suggestions:
        (1) Change second bullet to “Provide Professional Development Opportunities”
        (2) Add MSS logo onto the welcome message

B. Shared Governance ***ON-HOLD***

1. Senator Nakashima is temporarily joining this committee to assist in the “Who to contact: Staff Senate or Union?”
2. Changes to bylaws
    a) Senators can submit any proposed bylaws changes to the Shared Governance committee
    b) After review, Shared Governance committee will send proposed changes to the Executive Board (EB)
    c) Proposed bylaw changes will be decided by a full Senate vote
    d) Reviewing two new proposed changes to bylaws:
        (1) Will Summer be counted as its own semester?
        (2) Addition of current standing committees

C. Outreach and Elections | *Senator Seymour*

1. Discussion: Election Timeline
    a) Proposed Timeline
        (1) Nominations Period
        September 17 (Thursday) to October 1 (Thursday)
        (2) Nominations Announcement
        September 17, send email with link to nomination form
        (3) Nominations Reminder
        September 28 (Monday), send email
        (4) Elections Period
        October 20 (Tuesday) to October 27 (Tuesday)
        (5) Elections Announcement
        October 20, send email with link to elections form
        (6) Elections Reminder
        October 26 (Monday), send email

VI. New Business

A. Fall Meetings

1. Both GSO and ASUH expressed interest in joining our meetings
2. Plan to invite both groups starting September 2020

B. Rescheduled November Meeting
    1. November 18, 2020 is the new date of November's meeting

VII. Adjournment

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

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on August 12, 2020.