UHM Staff Senate | Meeting Minutes

Meeting Date August 12, 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	Excused
Seth Yoshioka-Maxwell	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** (2020.07.08)

1. Suggestion to reflect all late attendance on meeting minutes as present rather than timestamps
    a) There were no objections to this suggestion, corrections made on minutes
2. The Senate unanimously approved to adopt the 07/08/20 meeting minutes

III. Report from the Chair | Senator Leong

A. Mānoa Provost's Council Meeting | August 3, 2020

1. Majority of classes have moved completely online
2. Finalizing revised work from home (WFH) policy
    a) WFH is determined between employee and supervisor/dean
3. Budget
    a) Administration is looking for more vertical cuts over furloughs and pay decreases
    b) Mānoa reorganization could be a way to help cut costs and improve efficiencies
    c) Early retirement incentive is being offered
    d) Positions take priority over capital improvement projects (CIP)
4. Dean Konan and Dean Osorio expressed concerns over losing APTs
5. Board of Regents (BOR) Committee Meeting Debrief | August 6, 2020
    a) VP Kalbert Young projects 5% cut to tuition
        (1) Does not account for federal stimulus, if any
    b) President Lassner made clear that he is looking at vertical cuts as a long term solution
        (1) Would take at least 3 years to wind down certain programs and faculty contracts
        (2) Will consider consolidation through efficiency, looking for duplications in departments/programs
    c) Staff members have been receiving termination letters
    d) September 3, 2020 highlighted as a crucial date for future steps forward
    e) Lassner will be inclusive of shared governance groups but decisions will have to be swift

f) Deans currently have the decision-making authority for department cuts but approval of BOR resolution 20-03 may enable campus-wide decisions that affect departments to be made by the President

IV. Reports | Committee Representatives

A. Mānoa Campus Climate Committee | **Senator Leong**
   1. Welcome back messages will be presented in a video

B. Mānoa Commission to Address Racism and Bias | **Senator Ward**
   1. Will be meeting on Monday, August 17, 2020

C. Mānoa Communications Council (MCC) | **Senator Sakuma**
   1. Daily Health Check App will be distributed, hopefully within the next few days
   2. Employee Safety Training is being developed - 3 videos that all employees will have to go through
      a) Video for student employees as well
   3. Developing a website with FAQ's for the different groups on campus
   4. To report a COVID-19 case, employees should email the University Health Services Mānoa (UHSM) COVID team at uhsm.covid@hawaii.edu.
   5. UH is working on a proper contact tracing system
   6. Once fall semester is in session, enforcement of COVID-19 regulations will follow the chain of command

D. Mānoa Commuter Services Task Force
   1. Chair Leong reached out to Aedward Los Banos (Associate VP for Administration
      Interim Director, Campus Services), response not yet received

E. Mānoa Provost's Council | **Senator Leong**
   1. Refer to III. Report from the Chair

F. Mānoa Reorganization - Phase 2
   1. No senators have received any updates from their Phase 2 teams
   2. Lassner attended the deans and directors meeting, stated he is looking to combine schools and colleges and looking to consolidate duplicate departments

G. Mānoa WASC Steering Committee | **Senator Matayoshi**
   1. N/A

H. Mānoa COVID-19 Working Teams
   1. Space Planning, Preparation, and Utilization | **Senator Leong**
      a) Suspended for now
   2. Health & Well-Being Working Team (HWBWT) | **Senator Tom**
      a) Mental Health Subcommittee

(1) Budget submitted to President Lassner was approved, budget will come from the CARES Act funding

3. Student and Residence Life | **Senator Seymour**
    a) N/A
4. Student Learning | **Senator Nakashima**
    a) N/A
5. Business Processes | **Senator Simmons**
    a) Team will continue meeting through September 2020
    b) Team is still updating forms for digitization, hoping digitized forms will become permanent solution
6. Communications | **Senator Sakuma**
    a) N/A
7. Research | **Senator Shigano**
    a) N/A

V. Reports | Standing Committee Chair

A. Communications | **Senator Sakuma**
    1. Purchased the WordPress Total theme + Embedder software
        a) Setting them up onto our website
    2. Resolution for Meritorious Service was sent to Dee Okahara and Chris Sekigawa and posted on the MSS website
    3. Will touch base with Shared Governance committee to finalize and upload the “Who we are, What we do” document to MSS website
    4. Need updated elections timeline from Outreach and Elections committee for the website
    5. MSS Welcome Message
        a) No further comments on the MSS Welcome Message. To be sent to Mānoa staff employees at the start of fall semester.

B. Shared Governance | **Senator Simmons**
    1. July meeting, attendance did not meet quorum
    2. Committee hopes to meet next week to discuss the who we are, what we do, and proposed changes to two bylaws

C. Outreach and Elections | **Senator Seymour**
    1. Did not meet in July as originally planned, hope to call for a meeting soon
    2. Hoping to do a test soon, may have to push the elections schedule back a little bit
    3. Committee was asked to provide update to Executive Board as soon as possible

VI. New Business

A. UHM Myron B. Thompson School of Social Work (MBTSSW) Dean search
    1. Preliminary stages of building the search committee
        a) Requesting one or two seats for staff representation on this committee
        b) MSS asked to submit names of 3-4 staff employees from MBTSSW by September 4, 2020
    2. Executive Board will further discuss this search process
B. Graduate Student Organization (GSO) President will be attending next MSS meeting

VII. Adjournment

A. The meeting was adjourned by Chair Leong at 12:01 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on September 9, 2020.