



UHM Staff Senate | Meeting Minutes

Meeting Date September 9, 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

Guests

Name	Role	Attendance
Maura Stephens-Chu	Graduate Student Organization President	Present
Hannah Kline	Graduate Student Organization Parliamentarian	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 (2020.08.12)

1. Correction under Report from the Chair made to reflect that Administration is looking for more vertical cuts over furloughs and pay decreases
2. The Senate unanimously approved to adopt the corrected 08/12/20 meeting minutes

III. Report from the Chair | Senator Leong

A. UHM Graduate Student Organization (GSO)

1. GSO reached out to MSS to foster and strengthen relationship between our organizations
2. GSO and MSS have a lot of common ground, issues and concerns that will affect the UH community, e.g., COVID-19 health concerns, potential budget cuts, Mānoa reorganization
3. Goal is to strengthen lines of communication and relationship between GSO and MSS

B. Search Advisory Committee for Dean of Myron B. Thompson School of Social Work

1. Forwarded two names to the Executive Search Coordinator for Provost's consideration

C. Board of Regents Meeting (BOR) | August 20

1. Emergency resolution 20-03 was passed
 - a) Key amendment made in resolution states that administration **shall** work with faculty, students, and staff to seek the broadest possible consensus for the greater good in order to maintain the integrity and continued functioning of the University

2. Executive/Managerial Positions
 - a) Regent Sullivan stated that Executive/Managerial (E/M) positions should not only be considered for cuts, E/M positions should lead the cuts
3. UH Administration
 - a) Academic and administrative reorganization plan to be presented to BOR at the December 2020 meeting with implementation steps to be taken starting January 2021
4. Review of President Lassner
 - a) BOR has requested a review of President Lassner from MSS
 - b) Please submit feedback to msschair@hawaii.edu
 - c) Senator Leong is also open to receiving feedback through a zoom or phone meeting

IV. Reports | Committee Representatives

A. Mānoa Campus Climate Committee | **Senator Leong**

1. No updates

B. Mānoa Commission to Address Racism and Bias | **Senator Ward**

1. First meeting was in mid-August
 - a) Everyone introduced themselves and shared their backgrounds and why they wanted to be part of the commission
 - b) Possible goal for commission, ending racism on-campus in 5 years
 - (1) Many members were excited about this goal
 - (2) A lot of discussion and ideas have been discussed through email since the meeting
 - c) Next meeting, September 25, 2020

C. Mānoa Communications Council (MCC) | **Senator Sakuma**

1. Aloha United Way campaign through October 9th
 - a) Goal for UH is \$180,000
2. 86% of UHM courses are online, the remainder are in-person or hybrid
3. Student housing capacity is at a 30% reduction
4. If you see someone on-campus not wearing a mask, please do not call the Department of Public Safety (DPS). Keep distance and avoid the individual as much as possible
 - a) DPS is on patrol and will try to address this issue as much as they can
5. UH Mānoa Moving Forward in 2020 FAQs
 - a) <https://manoa.hawaii.edu/moving-forward/>
 - b) FAQs have been organized for the different constituent groups
 - c) COVID-19 related questions can be directed to covid19@hawaii.edu
6. Lyon Arboretum has created virtual tours
 - a) <https://manoa.hawaii.edu/lyon/virtual-tours/>

- D. Mānoa Commuter Services Task Force
 - 1. No response from the task force
- E. Mānoa Provost's Council | **Senator Leong**
 - 1. Enrollment is currently up 3% compared to last year
 - a) September 1st was last day to withdraw from courses for 100% tuition refund, enrollment numbers may change then
- F. Mānoa Reorganization - Phase 2
 - 1. No updates
- 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) No updates
 - 2. Health & Well-Being Working Team (HWBWT) | **Senator Tom**
 - a) No updates
 - 3. Student and Residence Life | **Senator Seymour**
 - a) No updates
 - 4. Student Learning | **Senator Nakashima**
 - a) No updates
 - 5. Business Processes | **Senator Simmons**
 - a) No updates
 - 6. Communications | **Senator Sakuma**
 - a) No updates
 - 7. Research | **Senator Shigano**
 - a) No updates

V. Reports | **Standing Committee Chair**

- A. Communications | **Senator Sakuma**
 - 1. Website
 - a) Committee placing MSS website onto Total WordPress template
 - b) New content updates will be on hold until transferred over
 - 2. Who We Are document
 - a) Proposal to create a FAQ format to make the document easier to read and understand
 - b) Ideas for this can be sent to the committee
- B. Shared Governance | **Senator Simmons**
 - 1. Changes to Bylaws
 - a) Changes to Article VI (Meetings) - Section 1 and 2 - G (for Section 1) and F (for Section 2) regarding "semester". Proposal for "summer" to be considered its own semester.

- (1) Two unexcused absences from a meeting of the Senate and/or of a Senate Committee in a semester will constitute a voluntary resignation from the Senate. A Semester will be defined as the Fall, Spring, and combined Summer I and II terms with dates as listed on the OVCAA academic calendar.
 - b) Changes to Article VI (Meetings) - Section 1: Possible proposal for a Senator to appeal resignation from recorded absences.
 - (1) Add: j. Senators may appeal resignation actions in writing to the Chair. The Chair and Executive Board will review written appeals and bring forward for consideration and a recommendation to be voted on by the full Senate.
 - c) Changes to bylaws were voted on and approved by MSS
- C. Outreach and Elections | **Senator Seymour**
- 1. Elections
 - a) Service Term: January 2021 to Summer 2022
 - b) Elections timeline will remain the same, nominations announcement set for September 17th
 - (1) Would like to include announcement in the Mānoa Opportunities Email
 - (2) Election will be recruiting for 10 seats
 - c) Nomination form discussion
 - (1) Will remove question asking if nominee wants to serve a 1 or 2 year term
 - (2) Will add term period (January 2021 through Summer 2022) to the nomination form and announcement emails
 - d) Testimonials
 - (1) If you would like to provide a testimonial about serving in the MSS, please submit to Senator Seymour by September 16th
 - (2) Pictures are welcome

VI. Discussion Topic: Board of Regents Meeting

- A. Next BOR meeting is on Thursday, September 17th
- B. MSS Meeting (Save the Date): Monday, September 14th from 11:00 AM - 12:00 PM

VII. Adjournment

- A. The meeting was adjourned by Chair Leong at 11:58 AM.

Respectfully submitted by Jenny Chow, MSS Secretary.
 Approved on October 14, 2020.