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## UHM Staff Senate | Meeting Minutes

**Meeting Date**      October 14, 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
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 11:02 AM.

## **II. Approval of Minutes**

### **A. Senate Meeting (2020.09.09)**

1. The Senate unanimously approved to adopt the corrected 09/09/20 meeting minutes

## **III. Report from the Chair | Senator Leong**

### **A. Budget Meetings**

1. Thank you to all senators who participated in the one (1) hour Mānoa budget team meetings with affected departments/units
2. Builds MSS awareness with the faculty and deans, being present and visible is important
3. Provost Bruno supports MSS participation in these budget meetings
4. Senator Leong will be in contact as more meetings are schedule

### **B. Board of Regents (BOR) Meeting | October 15, 2020**

1. MSS will not be submitting testimony for this meeting

### **C. Meeting with BOR Chair Kudo**

1. Chair Leong met with Chair Kudo to discuss evaluation of President Lassner
  - a) Chair Leong provided a lot of recommendations
  - b) Introduced and discussed MSS with Chair Kudo
2. Chair Kudo understands that Chair Leong's view may be his own and not necessarily representative of MSS

### **D. Long Range Planning for Pandemic**

1. The UH website has been updated with presentation notes from the impacted units
  - a) Unions, shared governance groups, and administration were present for the presentations
2. Consultative Meetings
  - a) First meeting with consultative body (shared governance groups and unions) begins October 14, 2020
    - (1) Meetings will take place every other week
    - (2) If you have any questions or concerns, please send them to Chair Leong
      - (a) Example: If two units merge and both units have secretaries, what happens then?

- E. Administrative Reorganization and Academic Reorganization
  - 1. Both reorgs are still in motion
  - 2. Design Team 5 recently reconvened to continue committee work

#### IV. Reports | Committee Representatives

- A. Athletic Compliance Committee | **Senator Nakashima**
  - 1. Committee will review and provide suggestions when athletic compliance issues arise
  - 2. Senator Nakashima will be serving one year on this committee, first meeting will be in October 2020
- B. Mānoa Campus Climate Committee | **Senator Leong**
  - 1. Committee is going through a transition
  - 2. Kaiwipuni “Punihei” Lipe and Amrita Mallik will be committee leads
- C. Mānoa Commission to Address Racism and Bias | **Senator Ward**
  - 1. Commission has looked into the work of Truth, Racial Healing & Transformation (TRHT)
  - 2. There’s a strong feeling that the campus climate committee is doing much of the same work as this commission
  - 3. Jettison racial hierarchy was a theme commission members liked
  - 4. Four subcommittees: Research, Education, Listening, Policy
    - a) Senator Ward submitted interest to Policy as 1st Choice and Listening as 2nd choice
- D. Mānoa Communications Council (MCC) | **Senator Sakuma**
  - 1. No official decision yet for Spring 2021. May be similar to fall 2020.
  - 2. There is a new dashboard that tracks covid-19 cases
  - 3. Discussed budget situation, movement on Mānoa budget, and how things are moving forward
    - a) UH Communications will continue to upload announcements and information regarding campus events and planning for post-pandemic Hawaii on the UHM website.
      - <https://manoa.hawaii.edu/provost/planning-for-post-pandemic-hawaii/>
      - <https://manoa.hawaii.edu/provost/planning-for-post-pandemic-hawaii/planning-process/>
  - 4. Opportunities/Events email, please contact UH Communications with any stories to share with the campus community: [news@hawaii.edu](mailto:news@hawaii.edu) or [events@hawaii.edu](mailto:events@hawaii.edu).

- E. Mānoa Commuter Services Task Force
  - 1. N/A
- F. Mānoa Provost's Council | **Senator Leong**
  - 1. N/A
- G. Mānoa Reorganization - Phase 2
  - 1. Team 5 Update | **Senator Matayoshi**
    - a) Team 5 met on October 13, 2020 for the first time in nearly a year
    - b) Team was presented a very different proposal from their last meeting
    - c) Proposal looks pretty set in stone but Provost Bruno seems open to discussion
    - d) Next meeting may help to clarify the new proposal
- H. Mānoa WASC Steering Committee | **Senator Matayoshi**
  - 1. Accreditation timeline, school visit has been pushed to Fall 2021 due to pandemic and the reorganizations happening on-campus
- I. 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) Working team will continue to meet
    - b) Will be piloting use of "OnBase" (online digital file retention system), HR will use this for student files
  - 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 Updates
    - a) New and improved MSS website is now live
    - b) Would like to streamline the menu options

- (1) Home, About MSS, Meetings, Elections, Testimonies/Resolutions, Voice of Staff
    - c) Would like to initiate new Voice of Staff link
      - (1) Stories, information, and experiences staff would like to share with other staff members
      - (2) Sample article in the Communications folder in shared drive for groups' reference
      - (3) It may be beneficial to share appropriate articles with UH Communications to reach the larger UH community. Determination will be made as we move forward.
  - 2. Who We Are, What We Do....
    - a) Streamlined and reflected examples within Question 2 of current FAQ's since it touches upon the same information
- B. Shared Governance | Senator Simmons**
- 1. N/A
- C. Outreach and Elections | Senator Nakasato**
- 1. Elections
    - a) Self-nominations are closing Thursday, October 15, 2020
    - b) Elections will be launched Thursday, October 22, 2020
    - c) FAQ's - need to go up on website before Elections start
      - (1) Currently, we allow 0.5 FTE APTs to vote
      - (2) By-laws technically say that 0.5 FTE staff is eligible to vote (this would include Civil Service)
    - d) Discussion for January 2021
      - (1) Transition of Power
      - (2) Orientation for new senators
      - (3) EB will further discuss and share proposed plans with senators

## **VI. Discussion Topic: UHM Planning for Post-Pandemic Hawai'i**

- A. Senator Yoshioka-Maxwell
  - 1. Conversation was different depending on which group
  - 2. Got an overall sense of how they were doing it and what they were doing
  - 3. There was not a lot of questions answered because of where they are at right now
  - 4. Seems too early and in the preliminary stages
- B. Senator Ward
  - 1. Attended two budget meetings

2. If there was defensiveness, was told that something has to change so it's going to happen to you if you don't want to work with us on it or we can work together to bring in the change
  3. Language was focus for the low enrollment programs
  4. Public Health
    - a) Provost was very supportive of this program
    - b) When personnel was discussed, they always said faculty and staff
  5. Discussion was to keep those programs but somehow roll them into the college and not be listed as a low enrollment program
- C. Senator Dionne
1. Computer Science and Physics
    - a) Bruno really loves Physics
    - b) Bruno did indicate change is going to happen, it has to happen
    - c) It was an undertone of sternness but with a nice tone
- D. Senator Nakashima
1. Law and JABSOM Quantitative Health Sciences
    - a) Law, recommended stop out for two programs
      - (1) Directors of the programs, dean and associate dean were present
      - (2) There was a lot of back and forth, Law talked about how the LLM program was actually bringing in a lot more money (LLM was considered for a cut)
        - (a) With this new info, Bruno said he can look into the program further
      - (3) Bruno said he would support one program and not the other

## VII. New Business

- A. N/A

## VIII. Adjournment

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

Respectfully submitted by Jenny Chow, MSS Secretary.

Approved on November 18, 2020.