



UHM Staff Senate | Meeting Minutes

Meeting Date November 18, 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	Excused
Sarah Simmons	Senator	Present
Michele Tom	Senator	Present
Lori Ward	Senator	Present
Seth Yoshioka-Maxwell	Senator	Present

Guests

Name	Role	Attendance
Bernadette Baraquio	Incoming Senator	Present
Regina Cummings	Incoming Senator	Present
Hannah Kline	GSO Parliamentarian	Present
Christie Nitta	Incoming Senator	Present
Cindy Rote	Incoming Senator	Present

I. Call to Order

- A. The meeting was called to order by Chair J. Leong at 11:02 AM.

II. Welcome New Senators

- A. Introductions

III. Approval of Minutes

A. Senate Meeting (2020.10.14)

1. The Senate unanimously approved to adopt the corrected 10/14/20 meeting minutes

IV. Report from the Chair | Chair Leong

A. Provost Council Meeting on Monday, November 23rd

B. Mānoa Budget Team

1. Thank you to Senators for attending meetings
2. MSS attendance at the meetings have helped staff gain visibility with faculty and department chairs
3. Planned meetings with consultative bodies (shared governance and unions) to be held every other week
4. Provost will present budget to the Board of Regents (BOR) in January 2021

C. Administrative Reorganization

1. Proposal will be released this afternoon, MSS will submit an official response to the proposal

D. Vice Provost for Enrollment

1. Emergency recruitment will be conducted, MSS will submit names for the search committee

University of Hawai'i at Mānoa Staff Senate

Email: uhmstaff@hawaii.edu | Website: manoa.hawaii.edu/staffsenate

An Equal Opportunity/Affirmative Action Institution

- E. BOR Meeting | October 15, 2020
 - 1. The university is expecting a 15% reduction for the entire UH System, 10% in G-funds and 5% in tuition
 - 2. Ryan Yamaguchi will be the interim Assistant Vice Chancellor for Enrollment Management
 - 3. Budget Prioritization Framework Committee
 - a) 6 faculty, 3 staff, 4 Deans, representatives from ASUH, GSO, and Kualii Council, and 3 members of the Mānoa Budget Team
 - b) MSS will submit 3 names
- F. MSS Top Priorities
 - 1. Build relationships with other campus staff senate groups and create a system-wide senate
 - 2. Continue to build relationship with BOR
 - 3. Shared Governance Chairs (Mānoa)
 - a) Hoping to set up a meeting with the chairs soon
 - 4. Communication/Inclusion
 - a) MSS needs to increase communication with staff employees
 - b) Chair would like to send out more updates and add section to MSS website to include Chair's report
 - c) Would like to find a way to include system employees and RCUH employees
 - d) Survey of staff employees to learn what is important for them
 - e) Introduction of Robert's Rules
 - (1) Will start easing into Robert's Rules in Spring 2021
 - f) Award recognition for Mānoa staff employees
 - g) Move towards representative model rather than at-large model

V. Reports | Committee Representatives

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
 - 1. N/A
- B. Mānoa Campus Climate Committee | **Chair Leong**
 - 1. CARES funding for students
 - a) The committee discussed possibility of using the funds to feed students for Thanksgiving
 - 2. The committee is thinking of ways for community to stay well
 - 3. Questions and comments can be sent to the committee
- C. Mānoa Commission to Address Racism and Bias | **Senator Ward**
 - 1. November 24th and December 11th are the next scheduled meetings

- D. Mānoa Communications Council (MCC) | **Senator Sakuma**
 - 1. COVID-19 Updates
 - a) 11 cases in the last 14 days
 - b) 36 total cases at Mānoa since April 2020
 - 2. There will be no in-person Fall 2020 commencement ceremony - instead a virtual graduation fair.
 - 3. 900 people tuned in to the Provost Campus Forum on YouTube
 - 4. Social Media
 - a) If anyone has misinformation regarding university or bad publicity, please email news@hawaii.edu
- E. Mānoa Commuter Services Task Force
 - 1. N/A
- F. Mānoa Provost's Council | **Chair Leong**
 - 1. N/A
- G. Mānoa Reorganization - Phase 2
 - 1. Team 1: Educational Excellence
 - a) Regrouped and had a meeting this past Monday
 - b) Team was shown reorg charts
 - c) VPA Gouveia and VPIT Yoshimi will be Hybrid VPs
 - (1) Their staff will be either Mānoa staff or system employees
- H. Mānoa WASC Steering Committee | **Senator Matayoshi**
 - 1. No updates
- I. Mānoa COVID-19 Working Teams
 - 1. Space Planning, Preparation, and Utilization | **Chair 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

VI. Reports | Standing Committee Chair

A. Communications | Senator Sakuma

1. MSS website updated with streamlined menu options
2. New tab “Voice of Staff” has been built into the website with Senator Ward as the first featured article
 - a) Please inform committee if you know of someone in your department that would like to be featured

B. Shared Governance | Senator Simmons and Matayoshi

1. N/A

C. Outreach and Elections | Senator Nakasato

1. Elections
 - a) We received 357 votes (about 25%) out of 1,397 APT staff members
 - b) Compiling a list of suggestions that we plan to share with the next Outreach and Elections committee
 - (1) Suggestion: At least 1-2 current committee members remain in committee next year to assist with transition planning

VII. Discussion Topic: Executive Board (EB) Election Options

- A. Due to the pandemic, all one-year senators were asked to extend terms through December 2020 (versus ending in June 2020)
- B. Main goal is to get MSS back on track with the EB election timeframe as outlined in by-laws, MSS to vote on the following options:
 1. Retain current EB until June 30, 2021 (additional 6-months)
 - a) Only the Vice Chair seat up for election. The Vice Chair becomes Chair in July 2021.
 2. All EB seats up for election for the term from January 2021 to June 2021 (6 months)
 - a) The Vice Chair becomes Chair in July 2021 with all other seats up for election
 3. All EB seats up for election for the term January 2021 to June 2022 (18 months)
 - a) Vice Chair becomes Chair in July 2022 with all other seats up for election
- C. MSS discussion included the suggestion that Senator Leong remain MSS Chair through June 2022.

D. Decision after group discussion:

1. Current Chair appoints a Vice Chair to serve until June 2021 and will become Chair in July 2021
 - a) We would run an election if Chair appoints a Vice Chair from the current EB
 - b) If anyone is interested, please let Chair Leong know

VIII. New Business

- A. January 13, 2021 meeting - time will be extended due to committee assignments and transitioning in new senators

1. Time proposed: 10 - 12 or 11 - 1, will confirm at a later date

IX. Adjournment

- A. The meeting was adjourned by Chair Leong at 12:11 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.

Approved on December 9, 2020.