



UHM Staff Senate | Meeting Minutes

Meeting Date December 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	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

Guests

Name	Role	Attendance
Bernadette Baraquio	Incoming Senator	Present
Regina Cummings	Incoming Senator	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. Approval of Minutes

A. Senate Meeting (2020.11.18)

1. The Senate unanimously approved to adopt the corrected meeting minutes
 - a) Correction: Suggested option from Mānoa Staff Senate (MSS) discussion: Senator Leong remains MSS Chair through June 2022.

III. Report from the Chair | Chair Leong

- A. Working with Senator Yoshioka-Maxwell to create Chair's Reports section on MSS website
- B. Chair Leong will send year end email update to all staff and mention the availability of MSS minutes and Chair's Reports page. Email will also contain the following:
 1. Changes within the Senate
 2. Discussion of initiatives completed by committees
 3. Raise more awareness of the things MSS are doing
 4. Highlight reel for staff employees

IV. Reports | Committee Representatives

A. Mānoa Athletic Compliance Committee | Senator Nakashima

1. No updates

B. Mānoa Campus Climate Committee | Chair Leong

1. Proposed to discuss ways to connect with students staying over the winter break to keep them engaged
2. Send a message or address a campus climate issue monthly during spring semester

- C. Budget Prioritization Framework Committee | **Chair Leong, Senator Shigano, Senator Yoshioka-Maxwell**
1. Committee will meet weekly, have met twice thus far
 2. Committee is composed of faculty, staff, deans and Manoa Budget Team
 3. Considering an annual review of each program
 - a) Reviewed every single program and gave critiques and highlights of what can be changed this year
 - b) Developing self-evaluations for every program
 - (1) Faculty will conduct a presentation to deans
 - (2) Deans would then present to Mānoa Budget Team
 - (3) Committee creating indicators and metrics to help programs know what they can highlight and what they can work on
 4. Budget
 - a) Focus on highlighting needs in the budget versus legacy budgeting
 - b) If there is a faculty retirement, there should be no assumptions that the faculty position will be replaced in the same unit
- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
1. Committee continues to meet, will be assigned to a subcommittee this week
- E. Mānoa Communications Council (MCC) | **Senator Sakuma**
1. No updates
- F. Mānoa Commuter Services Task Force
1. No updates
- G. Mānoa Provost's Council | **Chair Leong**
1. See Report from Chair
- H. Mānoa Reorganization - Phase 2
1. Discussion below
- I. Mānoa WASC Steering Committee | **Senator Matayoshi**
1. No updates, meeting was cancelled
- J. 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 formal meetings, team is looking at the COVID-19 vaccines for UH faculty and staff
 - (1) Created draft priority list
 - (2) No timeline yet, just would like to be ready with priority list
 3. Student and Residence Life | **Senator Seymour**
 - a) No updates

4. Student Learning | **Senator Nakashima**
 - a) No updates
5. Business Processes | **Senator Simmons**
 - a) Team is still meeting
 - (1) Working on a new HR system for Mānoa
 - (2) On-base rollout with the new PeopleSoft
 - (3) Feedback can be sent to Senator Simmons
6. Communications | **Senator Sakuma**
 - a) No updates
7. Research | **Senator Shigano**
 - a) No updates

V. Reports | Standing Committee Chair

- A. Communications | **Senator Sakuma**
 1. Launched Voice of Staff on MSS website
 - a) Would appreciate recommendations of staff members to feature/showcase
- B. Shared Governance | **Senator Simmons and Matayoshi**
 1. No updates
- C. Outreach and Elections | **Senator Seymour**
 1. No updates

VI. Discussion Topic(s):

- A. Executive Board (EB) Elections
 1. Chair did not receive any self-nominations
 - a) Received recommendations, unfortunately we do not have a Vice Chair at this time
 2. Based on the feedback, the EB presented a new proposal:
 - a) Current EB members have agreed to serve in current roles through June 2021
 - b) Propose that current EB remains the same with no changes
 - c) After the Senate elections are complete in the Spring (March/April), all EB seats will be open and all members of the Senate can run for any seat
 3. Discussion:
 - a) Would it be possible to vote on this proposal in January 2021 to include new senators?
 - (1) Incoming senators were present at this meeting and all agreed with the new proposal
 - b) Majority of senators agreed with this proposal, MSS will move forward with current EB through June 2021

B. Standing Committees (2021)

1. Chair Leong will be creating a google form for standing committee sign-ups
 - a) Indicate top three options in your submission
2. Standing Committees
 - a) MSS will now have four standing committees
 - (1) Communications
 - (2) Shared Governance
 - (3) Outreach
 - (4) Elections
 - b) For continuity and transitional planning; Chair Leong will ask if Senator Nakashima and Senator Shigano will serve in Elections committee for 2021-2022 term

C. Mānoa Reorganization | Administrative (2019-2021) Final Consultation

1. MSS/HGEA Forum Meetings (December 4, 2020 and December 7, 2020)
 - a) Feedback from staff:
 - (1) A few groups expressed concerns that they were not included in any part of the process
 - (a) Expressed that they were not informed until very late or at the same time as everyone else
 - (2) Some staff members may be afraid to speak up especially if they feel they are in a vulnerable state and not protected
 - (3) HGEA confirmed that supervisors are able to change position descriptions as long as it is within reason
 - (a) If you are not okay with the changes, you can contact and work with the union
 - (4) Change of direct supervisor is permitted
2. Submit Feedback
 - a) There will be no town hall, given the circumstances
 - b) HGEA is extending deadline for feedback to December 23 or 24, 2020
 - c) January 3, 2021 is the current deadline for MSS to submit feedback
 - (1) MSS can ask for an extension of time
 - (2) Two other groups have already requested extension
 - (3) No details on how long extension would be

VII. New Business

- A. Thank you to our outgoing senators, Senator Seymour and Senator Tom
 1. Will be adjusting the website to show senator classes (to recognize past senators/officers)

University of Hawai'i at Mānoa Staff Senate

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

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B. January 2021 Meeting

1. January 13, 2021 from 11:00 AM - 1:00 PM
2. Will probably have one more meeting in January, Doodle will be sent.
3. May call an emergency session if extension is rejected (not likely)

VIII. Adjournment

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

Respectfully submitted by Jenny Chow, MSS Secretary.

Approved on January 13, 2021.