



UHM Staff Senate | Meeting Minutes

Meeting Date February 10, 2021
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
Bernadette Baraquio	Senator	Excused
Karen Blakeley	Senator	Present
Regina Cummings	Senator	Present
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Present
Diane Nakashima	Senator	Present
Christie Nitta	Senator	Present
Cindy Rote	Senator	Present
Destin Shigano	Senator	Present

Sarah Simmons	Senator	Present
Lori Ward	Senator	Absent
Seth Yoshioka-Maxwell	Senator	Present

Guests

Name	Role	Attendance
Hannah Kline	GSO Parliamentarian	Present

I. Call to Order

- A. The meeting was called to order by Chair J. Leong at 11:01 AM

II. Approval of Minutes

- A. **Senate Meeting** (2021.01.13)
 - 1. The Senate unanimously approved to adopt the 1/13/21 meeting minutes

III. Report from the Chair | Chair Leong

- A. Mānoa Reorganization
 - 1. Administrative Reorganization
 - a) Mānoa Staff Senate (MSS) consultation response was submitted to President and Provost, response will be reviewed by original Design Team members
 - 2. Academic Reorganization
 - a) Spring 2021
 - (1) School of Communications
 - b) Summer or Fall 2021
 - (1) Information and Computer Sciences to Engineering
 - c) UH Press to Hamilton Library
 - (1) Not proposed as a merger but a physical move of UH Press to the Hamilton Library
 - (2) Scheduled to happen before July 2021

IV. Reports | Committee Representatives

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
 - 1. No updates
- B. Mānoa Budget Team with Consultative Bodies | **Chair Leong**
 - 1. No updates

- C. Mānoa Campus Climate Committee | **Chair Leong**
 - 1. Committee is working to identify qualities the new Mānoa CARES Director should have
 - a) Includes qualifications, leadership and what this office should offer
- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
 - 1. No updates
- E. Mānoa Communications Council (MCC) | **Senator Sakuma**
 - 1. Shared COVID-19 situation on Mānoa
 - 2. UH launching “Get Vaccinated” program on-campus
- F. Mānoa Commuter Services Task Force
 - 1. No updates
- G. Mānoa Prioritization Indicators Committee (formerly Budget Prioritization Framework Committee) | **Chair Leong, Senator Shigano, Senator Yoshioka-Maxwell**
 - 1. Committee creating indicators for college/department self evaluations
 - a) Self evaluation will affect budget allocation and hiring priority
- H. Mānoa Provost’s Council | **Chair Leong**
 - 1. Fall 2021 Campus Plans
 - a) Laura Lyons made it clear that no faculty will be forced to teach in person if not comfortable doing so
 - b) Staff and students not comfortable returning to campus in Fall 2021 will also not be forced to do so
 - 2. Board of Regents (BOR)
 - a) Meeting next week
 - b) Presentations in order: ASUH, GSO, Faculty Senate, Staff Senate
 - 3. Staff Legislation
 - a) Chair Leong contacted Elmer Kaai about bills MSS should watch out for
 - 4. Work From Home Policies
 - a) 15-20% of employees could continue working from home permanently or hybrid working on and off-campus
 - b) Chair Leong will circle back with the Provost about this
- I. Mānoa Reorganization - Phase 2
 - 1. No updates
- J. Mānoa WASC Steering Committee | **Senator Matayoshi**
 - 1. No updates
- K. Mānoa COVID-19 Working Teams
 - 1. Space Planning, Preparation, and Utilization | **Chair Leong**
 - a) No updates

2. Health & Well-Being Working Team (HWBWT) | **Senator TBD**
 - a) Committee met with heads of Nursing, Health Services and Public Health
 - b) COVID-19 vaccine campaign underway
3. Student and Residence Life | **Senator TBD**
 - 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 **HOLD**

- A. Communications
- B. Elections
- C. Outreach
- D. Shared Governance

VI. Discussion Topic(s):

A. Administrative Reorganization

1. Received response from Administration to meet with the following two departments:
 - a) Office of Institutional Equity/Title IX (OIET9)
 - (1) Invite all staff members to participate
 - (2) Supervisors will be invited to join meeting for first half and leave for second half
 - (3) Senator Dionne is team lead, Senator Chow is Executive Board (EB) liaison
 - b) Graduate Division / Enrollment Management
 - (1) Senator Rote is team lead, Senator Nakasato is EB liaison
2. Student Housing
 - a) Administration will review documents received and answer questions posed

3. Academic Advising
 - a) No response, administration may plan to meet with Council of Academic Advisors (CAA) and Excellence in Academic Advising (EAA) groups

B. MSS Standing Committee Assignments

1. Committees will self-select a committee chair
2. Each committee will provide own charge for the semester
 - a) The committee term and charges will end on June 30, 2021
3. Meeting attendance policies apply to standing committee meetings as well
4. Committees will propose charge to EB before March MSS meeting
 - a) Once approved by EB, committees will present charge to full MSS at March Meeting

VII. New Business

- A. N/A

VIII. Adjournment

- A. The meeting was adjourned by Chair Leong at 11:45 AM.

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on March 10, 2021.