



UHM Staff Senate | Meeting Minutes

Meeting Date March 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	Present
Karen Blakeley	Senator	Present
Regina Cummings	Senator	Present
Carl Dionne	Senator	Present
Jennifer Matayoshi	Senator	Present
Diane Nakashima	Senator	Excused
Christie Nitta	Senator	Present
Cindy Rote	Senator	Present
Destin Shigano	Senator	Present

Sarah Simmons	Senator	Present
Lori Ward	Senator	Present
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 (2021.02.10)

1. The Senate unanimously approved to adopt the corrected 2/10/21 meeting minutes

III. Report from the Chair | Chair Leong

A. UH Press/Hamilton Library

1. UH Press move to Hamilton Library will not happen this year
 - a) Shifting to Shared Governance Committee for future follow-up

B. Teleworking

1. Administration is looking to set up guidelines and rules for teleworking
 - a) May consider a hybrid working option for employees post-pandemic

C. COVID-19 Vaccines

1. Next group will be students living in on-campus housing and student athletes
2. Plan is to vaccinate all students by Spring 2021 graduation
3. Spring 2021 will not include a traditional commencement, colleges may plan their own on-campus graduation recognition ceremonies

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. No updates

University of Hawai'i at Mānoa Staff Senate

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- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
 - 1. Started to meet regularly
 - 2. Two graduate students are developing a campus climate survey
 - a) Provost Bruno has committed to provide additional funding for survey
- E. Mānoa Communications Council (MCC) | **Senator Sakuma**
 - 1. No updates
- F. Mānoa Prioritization Indicators Committee (formerly Budget Prioritization Framework Committee) | **Chair Leong, Senator Shigano, Senator Yoshioka-Maxwell**
 - 1. Draft document of annual department review is being finalized before submission to Administration for review
- G. Mānoa Provost's Council | **Chair Leong**
 - 1. No updates
- H. Mānoa Reorganization - Phase 2
 - 1. Enrollment Management/Graduate Division
 - a) Group met with administration on February 26, 2021
 - b) Staff employees were able to make comments and ask specific questions
 - c) Staff also submitted additional questions/comments to administration after the meeting
 - 2. Office of Institutional Equity and Title IX (OIET9)
 - a) Group met with administration on February 24, 2021
 - b) Supervisors were in attendance for the first half hour, last half hour was reserved for staff employees to share concerns and ask questions
 - c) Administration was open to suggestions and a possible name change for the soon to be merged unit
 - 3. Academic Advising
 - a) Clarification by Administration: New director position will be responsible to coordinate advising initiatives and efforts and will not oversee all academic advisors at the university
 - 4. Student Housing
 - a) Administration reviewed MSS feedback and made decision to pull Student Housing from current reorganization proposal
 - (1) Student Housing reorganization plan will be revisited in the future as a stand-alone reorganization proposal
 - 5. Timeline
 - a) Provost Bruno plans to present proposed reorganization at the April Board of Regents (BOR) meeting
 - b) Mānoa Faculty Senate has not provided feedback on the reorganization as of this date
- I. Mānoa WASC Steering Committee | **Senator Matayoshi**
 - 1. No updates

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 TBD**
 - a) No updates
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

A. Communications | **Senators Baraquo and Ward**

1. Priorities for Spring (Charges for Spring 2021):
 - a) Create Senator Profiles
 - b) Start MSS YouTube Channel
 - c) Create Staff Senate introduction video
 - d) Plan to use videos in communications and MSS website
 - e) Start a monthly MSS newsletter
2. Would like to work closer with other standing committees to understand their goals and how to best support them

B. Elections | **Senator Nakasato and Senator Blakeley**

1. Discussed elections process and timeline for Spring 2021
 - a) Pursue the same process as last year because it worked well
2. Resolved voting security issue/concern
 - a) We can now assign unique codes to every staff employee for their votes
 - b) Will utilize mail merge through google sheets to send out unique codes to each staff employee
3. Senator Yoshioka-Maxwell will look into CAS authentication ability
4. Discussion Points:
 - a) Nomination Form, any feedback or changes?
 - (1) 600 character limit is a bit constraining, consider increasing limit to 800 characters
 - (2) Be specific on the election form about term of service (specific dates)
 - (3) Number 9, remove “Check all that apply” since it is only one option
 - (4) Will bring discussion back to sub-committee

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C. Outreach | **Senator Nitta**

1. Planning a lunch and learn session about MSS for staff employees through Zoom
 - a) Tentatively set for Friday, April 9th at 12:00 PM
2. Collaborating with Communications Committee to create a 15-30 second video
 - a) Include pictures of staff members and current senators in the video
 - b) Will also work on a flyer and announcement to staff employees

D. Shared Governance | **Senators Dionne and Yoshioka-Maxwell**

1. Presented proposed charges:
 - a) Create a default set of questions to review reorganization proposals
 - b) Continue to manage and review Mānoa campus reorganizations
 - (1) Will try to be proactive with pending Student Housing and UH Press
 - c) Stay abreast of proposed legislation that may impact staff and require testimony from MSS
 - d) Identify campus committees that MSS should have representation on

VI. Discussion Topic(s):

A. Elections

1. April timeline would run elections into mid-May which would be during finals, any conflicts?
 - a) No conflicts were presented, will move forward with April elections timeline
2. Future considerations:
 - a) Eventual move to representative model
 - b) Expand size of the Senate

VII. New Business

A. Vice Provost of Enrollment Management Search Committee

1. Chair Leong is on the search committee representing MSS

B. April MSS Meeting

1. Vice Provost of Enrollment Management Search Committee Meeting conflicts with standing April MSS Meeting
2. Proposed new MSS meeting time: April 14, 2021 from 1:00 PM - 2:00 PM

VIII. Adjournment

- A. The meeting was adjourned by Chair Leong at 12:03 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.

Approved on April 14, 2021.