UHM Staff Senate | Meeting Minutes

Meeting Date    May 12, 2021
Meeting Time    11:00 AM
Location        Virtual Meeting (via Zoom)

Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Jaret Leong</td>
<td>Chair</td>
<td>Present</td>
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<tr>
<td>Jenny Chow</td>
<td>Senate Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Laura Nakasato</td>
<td>Executive Board Secretary</td>
<td>Present</td>
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<tr>
<td>Ann Sakuma</td>
<td>Communications Officer</td>
<td>Present</td>
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<tr>
<td>Bernadette Baraquio</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Karen Blakeley</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Regina Cummings</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Carl Dionne</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Jennifer Matayoshi</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Diane Nakashima</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Christie Nitta</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Cindy Rote</td>
<td>Senator</td>
<td>Present</td>
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<tr>
<td>Destin Shigano</td>
<td>Senator</td>
<td>Present</td>
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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 (2021.04.14)  
      1. The Senate unanimously approved to adopt the 4/14/21 meeting minutes

III. Report from the Chair | Chair Leong  
   A. April 2021 Board of Regents (BOR) Meeting  
      1. BOR approved Phase II of Administrative Reorganization  
      2. MSS provided both written and oral testimony  
         a) MSS was recognized and cited by both President Lassner and BOR throughout the hearing  
         b) MSS requested administration provide BOR more time to review documents of this length in the future  
      3. There will be evaluations at the 6-month and 1-year mark after reorganization is in effect, affected units will be asked to provide feedback  
   B. COVID-19 Vaccines  
      1. Once Pfizer, Moderna and Johnson & Johnson vaccines are fully approved, university can consider a vaccine mandate  
      2. Supervisors are able to ask employees if he/she/they have been vaccinated, employee is not required to provide an answer

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

Guests

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Hannah Kline</td>
<td>GSO Parliamentarian</td>
<td>Present</td>
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</table>

University of Hawai‘i at Mānoa Staff Senate  
Email: uhmstaff@hawaii.edu | Website: manoa.hawaii.edu/staffsenate  
An Equal Opportunity/Affirmative Action Institution
C. Mānoa Campus Climate Committee | Chair Leong
   1. Working with campusHELP data to identify the areas where improvements can be made
   2. Next meeting will discuss how best to move forward with action plans for upcoming Fall 2021 semester

D. Mānoa Commission to Address Racism and Bias | Senator Ward
   1. Policy subcommittee is producing a report to submit to Provost about on-campus policies regarding racism and recommendations on what to do

E. Mānoa Communications Council (MCC) | Senator Sakuma
   1. COVID-19
      a) Leadership is discussing with lawyers and health specialists about how to best proceed
      b) Fall 2021 - looking to be more flexible as we move forward as more people get vaccinated
   2. Commencement activities start tomorrow through Sunday
      a) Requesting units to submit photos if able to

F. Mānoa Judicial Affairs Committee | TBD
   1. Two names submitted thus far, will also open up to new senators
   2. Deadline to submit nominations is on August 1st

G. Mānoa Prioritization Indicators Committee (formerly Budget Prioritization Framework Committee) | Chair Leong, Senator Shigano, Senator Yoshioka-Maxwell
   1. No updates

H. Mānoa Provost’s Council | Chair Leong
   1. No updates

I. Mānoa WASC Steering Committee | Senator Matayoshi
   1. Committee is currently drafting report and preparing for Fall 2021 in-person visit
   2. Senator Matayoshi’s term will be up in June, MSS will need to send a new representative

J. Mānoa COVID-19 Working Teams
   1. Space Planning, Preparation, and Utilization | Chair Leong
      a) Considering tents around campus to provide outdoor classes
   2. Health & Well-Being Working Team (HWBWT) | Senator TBD
      a) Next meeting will be on May 21st
   3. Student and Residence Life | Senator TBD
      a) No updates
   4. Student Learning | Senator Nakashima
      a) No updates
   5. Business Processes | Senator Simmons
      a) Still actively meeting, no updates
   6. Communications | Senator Sakuma
a) No updates

7. Research | Senator Shigano
   a) No updates

K. Mānoa Executive Search Advisory Committees
   1. Vice Provost for Enrollment Management (VPEM) | Chair Leong
      a) Four finalists are conducting virtual campus visits in May

V. Reports | Standing Committee Chair
A. Communications | Senators Baraquio and Ward
   1. Reaching out to different resources on-campus for consultation on building MSS social media presence
   2. Setting up senator biographies on MSS website, please complete google form when you receive it
   3. Committee members received WordPress training from Senator Yoshioka-Maxwell
   4. Committee drafted an email template to accompany the questionnaire being sent to John A. Burns School of Medicine (JABSOM) regarding their reorganization
   5. Committee setting up protocols, in the meantime, subcommittees can reach out directly for assistance
      a) Would like to create a handbook/guide for legacy planning (to pass on to future committee members)

B. Elections | Senator Nakashima
   1. Elections Committee met to debrief
   2. Created and developed Standard Operating Procedures (SOP) for elections
   3. 2021 - 2023 MSS Elections
      a) Two emails were sent out to the University of Hawaii at Mānoa (UHM) staff community requesting self-nominations for 10 open senate seats
      b) Eight incoming senators:
         (1) Karen Blakeley, Jodi Chee, Jenny Chow, Aeza Hafalia, Elmer Ka‘ai, Jaret KC Leong, Eric Lopez, Laura Nakasato
         (2) Elections were not held because the number of nominations did not exceed the number of open seats

C. Outreach | Senator Nitta
   1. No updates

D. Shared Governance | Senators Dionne and Yoshioka-Maxwell
   1. Committee met with Chair Leong and created questions for reorganizations
      a) Requested creation of email template to accompany questions from Communications committee
   2. JABSOM staff has provided feedback to MSS
a) MSS has submitted final consultation response based on the feedback we received
b) Committee will review JABSOM feedback to evaluate how the process worked this time
   (1) Committee needs to create protocols for the feedback processes
c) Consensus was to make the questionnaire as simple as possible, follow-up questions can be asked in the survey
   (1) Example: Were you asked for feedback? If yes, what was the feedback? Let them provide more information

VI. Discussion Topic(s):
   A. Executive Board (EB) Election Process
      1. EB Nominations for 2021-2022 open for current senators
         a) EB will be set and confirmed at June MSS Meeting
         b) EB election will be run by Elections Committee Chair
            (1) Vice Chair requires a 3-year commitment (Vice Chair, Chair, and Ex-officio)
               (a) Ex-officio role is a non-voting member and does not need to be an elected Senator for this term
            (2) Chair requires a 2-year commitment (Chair, Ex-officio)

   B. Budget Crisis
      1. No plans yet from Provost/President
      2. Chair Leong asked MSS to think about next steps in regard to post-pandemic and administrative reorganization (particularly the 6-month and 1-year revisit)

VII. New Business
   A. N/A

VIII. Adjournment
   A. The meeting was adjourned by Chair Leong at 12:13 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.
Approved on June 9, 2021.