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## UHM Staff Senate | Meeting Minutes

**Meeting Date** May 12, 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                   | Present    |
| 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 11:02 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

- 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.