# UHM Staff Senate | Meeting Minutes

**Meeting Date**  
June 9, 2021

**Meeting Time**  
11:00 AM

**Location**  
Virtual Meeting (via Zoom)

### Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaret Leong</td>
<td>Chair</td>
<td>Present</td>
</tr>
<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>
</tr>
<tr>
<td>Ann Sakuma</td>
<td>Communications Officer</td>
<td>Present</td>
</tr>
<tr>
<td>Bernadette Baraquio</td>
<td>Senator</td>
<td>Present</td>
</tr>
<tr>
<td>Karen Blakeley</td>
<td>Senator</td>
<td>Excused</td>
</tr>
<tr>
<td>Regina Cummings</td>
<td>Senator</td>
<td>Present</td>
</tr>
<tr>
<td>Carl Dionne</td>
<td>Senator</td>
<td>Present</td>
</tr>
<tr>
<td>Jennifer Matayoshi</td>
<td>Senator</td>
<td>Present</td>
</tr>
<tr>
<td>Diane Nakashima</td>
<td>Senator</td>
<td>Present</td>
</tr>
<tr>
<td>Christie Nitta</td>
<td>Senator</td>
<td>Present</td>
</tr>
<tr>
<td>Cindy Rote</td>
<td>Senator</td>
<td>Present</td>
</tr>
</tbody>
</table>
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 (2021.05.12)
      1. The Senate unanimously approved to adopt the 5/12/21 meeting minutes

III. Report from the Chair | Chair Leong
   A. Collaboration Meeting with Shared Governance
      1. Cancelled, postponed to later this month
   B. Mānoa Provost Council
      1. Discussion centered around budget, no new updates

IV. Reports | Committee Representatives
   A. Mānoa Athletic Compliance Committee | Senator Nakashima
      1. Last meeting of academic year was on May 28, 2021
      2. Committee will reconvene in August 2021
   B. Mānoa Budget Team with Consultative Bodies | Chair Leong
      1. No updates
   C. Mānoa Campus Climate Committee | Chair Leong
      1. New project compiling frequently asked questions to create top ten trending questions
a) Project will help to answer commonly asked questions and also point people to appropriate departments/resources for answers

D. Mānoa Commission to Address Racism and Bias | Senator Ward
   1. No updates

E. Mānoa Communications Council (MCC) | Senator Sakuma
   1. UH Leadership is crafting a response to editorial by Senator Donna Mercado Kim
   2. Discussed return to campus and requirement for students to be fully vaccinated to be on-campus once one of the emergency use vaccines are FDA approved. Health and religious exemptions will be available.
   3. UH Administration will be rescinding the covid telework policy and update current telework policy

F. Mānoa Judicial Affairs Committee | TBD
   1. No updates

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. No updates, next meeting is set for June 24, 2021
   2. If an MSS senator is interested in serving in the Steering Committee, please email uhmstaff@hawaii.edu and Executive Board (EB) will review

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) Team to start meeting again every 4th Friday of the month, may meet more often if needed
   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

K. Mānoa Executive Search Advisory Committees
1. VP for EM
   a) An announcement should be made soon

V. Reports | Standing Committee Chair

A. Communications | Senators Baraquio and Ward
   1. Worked with Senator Yoshioka-Maxwell to upload Senator profiles onto MSS website, hoping to go live on Friday
   2. Established MSS Facebook and YouTube channel
   3. Established Google account for Communications Committee
   4. Created the flyer and Google feedback submission form for the Temperature Check Brown Bag session

B. Elections | Senator Nakashima
   1. 2021 - 2022 Executive Board
      a) Chair - Jaret Leong
      b) Vice Chair - Carl Dionne
      c) Communications Chair - Lori Ward
      d) Executive Board Secretary - Sarah Simmons
      e) Senate Secretary - Christie Ann Nitta

C. Outreach | Senator Nitta
   1. Held virtual Return to Campus Temperature Check Brown Bag session on June 4, 2021
      a) About 200 attendees
      b) Received a lot of staff feedback
      c) Thank you to Communications Committee for helping to advertise the event in such a quick turnaround time

D. Shared Governance | Senators Dionne and Yoshioka-Maxwell
   1. Worked on a Mānoa Staff Reorganization Survey google form to capture feedback
      a) UH authentication will be required to access and submit form but will not record information

VI. Discussion Topic(s):

A. Return to Campus Plans
   1. Will compile staff feedback to submit with letter to UH Administration by end of week and request for a response
      a) Purpose of letter is to identify key concerns of staff regarding the return to campus
      b) Full list of feedback/concerns will be shared with UH Administration
         (1) Will clearly state that list of feedback is not in any particular order or priority
VII. New Business

A. MSS Priorities for Fall 2021
   1. Revisiting Post-pandemic Re-orgs
   2. Phase II Reorganization - what are the next steps now that this has passed?
      a) Checkpoints to make sure the reorganization is being executed correctly
   3. Return to Campus - Teleworking long-term
   4. If there are other considerations, please email Chair Leong

VIII. Adjournment

A. The meeting was adjourned by Chair Leong at 12:06 PM.

Respectfully submitted by Jenny Chow, MSS Secretary.

Approved on DATE. (send to Lori Ward for uploading to MSS website) add date 7/14/2021