



# MĀNOA STAFF SENATE

## UHM Staff Senate | Meeting Minutes

**Meeting Date** July 14, 2021

**Meeting Time** 11:00 AM

**Location** Virtual Meeting (via Zoom)

### Members

Name	Role	Attendance
Jaret Leong	Chair	Present
Carl Dionne	Vice Chair	Present
Christie Nitta	Senate Secretary	Present
Sarah Simmons	Executive Board Secretary	Present
Lori Ward	Communications Officer	Excused
Bernadette Baraquio	Senator	Present
Karen Blakeley	Senator	Excused
Jodi Chee	Senator	Present
Jenny Chow	Senator	Present
Regina Cummings	Senator	Present
Elmer Kaai	Senator	Present
Aeza Hafalia	Senator	Present

### University of Hawai'i at Mānoa Staff Senate

Email: [uhmstaff@hawaii.edu](mailto:uhmstaff@hawaii.edu) | Website: [manoa.hawaii.edu/staffsenate](http://manoa.hawaii.edu/staffsenate)

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Erik Lopez	Senator	Excused
Laura Nakasato	Senator	Present
Diane Nakashima	Senator	Present
Cindy Rote	Senator	Present
Destin Shigano	Senator	Present
Seth Yoshioka-Maxwell	Senator	Present

**Guests**

**No Guest**

**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** (2021.06.09)

1. Correction to be made for Jodi Chee as an “Excused Absence” under Guests.

**III. Report from the Chair | Chair Leong**

- A. Day-to-day (operation) is continuing and communication will be made down to the staff.
- B. Telework policy - Draft is being worked on. A draft was supposed to come out last week.
- C. Budget - UH Hilo has been going through some RIFs and have been closing some of their services. Mānoa has not been doing this.
- D. Communication - Stated from Administration that it will be better with communicating with staff by pushing down communication. Dan Meisenzahl will be sending out more communication, with Provost confirmation before sending anything out.
- E. Hiring freeze - July 6, 2021 was the deadline for all Deans to submit their lists for hiring priorities, potentially for faculty. Staff positions have already started hiring for emergency and key APTs. Faculty hires need to start now to plan for the future. There has been collaboration with the governance groups.
  - 1. Cancelled, postponed to later this month
- F. Mānoa Provost Council - Discussion centered around budget, no new updates

**IV. Reports | Committee Representatives**

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
  - 1. No Report

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2. Committee will reconvene in August 2021
- B. Mānoa Budget Team with Consultative Bodies | **Chair Leong**
  1. Return to work will be the next priority.
  2. Figuring out the message that they want to send out to staff.
- C. Mānoa Campus Climate Committee | **Chair Leong**
  1. No updates
- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
  1. No updates
- E. Mānoa Communications Council (MCC) | **Senator TBD**
  1. No updates
- F. Mānoa Judicial Affairs Committee | **Senator 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 Simmons**
  1. Senator Simmons was appointed as the new MSS representative
- J. Mānoa COVID-19 Working Teams
  1. Space Planning, Preparation, and Utilization | **Chair Leong**
    - a) No updates
  2. Health & Well-Being Working Team (HWBWT) | **Chair Leong**
    - a) The Committee met twice (Thursday and Friday), discussed campus guidelines, mixed campus for fall.
    - b) President Lassner stated that he would make the vaccine mandatory once one of the major vaccines was approved and licensed. At this time, UH will allow students to be on campus without being vaccinated. A message will come out soon; faculty may change their stance soon; possibly a hybrid within person and online.
    - c) Office space - If employees are vaccinated and unvaccinated, there will be a different set of rules. Only if 100% are vaccinated, then they will implement uniform rules. However, if anyone does not feel comfortable, implementation of rules will not take place.
    - d) Currently, 90-95% of employees who have taken the survey have been vaccinated. 92% of students who have taken the survey have been vaccinated. But these percentages are based on only the individuals who have taken the survey.

- e) Vaccination card - trying to implement a software in Star and Banner to upload.
- f) State of Hawaii is working with DOH on guidelines for returning to the classroom. CDC has a new requirement that allows no mask requirement in the classroom, from K-12. However, UH decided not to follow that no-mask mandate.
- g) Vaccinated card - tying in to the software and star and banner. But little ways off.

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 TBD**

- 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 | **TBD**

- 1. No update

B. Elections | **TBD**

- 1. No update

C. Outreach | **TBD**

- 1. No Update

D. Shared Governance | **TBD**

- 1. No Update

**VI. Discussion Topic(s):**

**A. Return to Campus/Telework**

- 1. Return to campus date is still going forward from Provost Bruno. July 6, 2021 date was not as important of a date, as August 3, 2021.
- 2. Different Units/Departments/Colleges all have different messaging going out.

3. Lower Campus Parking Structure is still completely under construction for the Diamond Head side of the structure.
4. Parking is a big concern.
5. Concern with telework is the liability and exposure. Unexpected things may come up, but during COVID, it was shielded. Other issue is equipment from home, which is still UH property, but in employees' homes.

#### **B. Football Games**

1. Parking is a big concern with how much parking there is available and how much seating is in the Arena.

#### **C. "Reimagine the University"**

1. Senator Dionne stated that this would change UH, merge smaller programs, the future with a common support system for the whole UH System - "One UH".

#### **D. Student Fees Committee**

1. Senator Nakashima stated that Mānoa Staff Senate is currently not at the table, but do we want to be involved? GSO, Faculty Senate, ASUH are all on this. MSS was not established when they created this committee to discuss student fees.
2. Senator Rote stated that we represent a very diverse group, a lot of overlap, a lot of institutional knowledge. We should advocate for representation, we have a unique view, look at the bigger picture. The staff are the ones that will have to do most of this work, thinking about one process to another process.

### **VII. New Business**

#### **A. MSS Priorities for Fall 2021**

1. Post-Pandemic Fallout
2. Mānoa Reorganization | Administrative (*revisit, make sure reorg is being executed correctly, checkpoints?*)
3. Mānoa Reorganization | Academic (*revisit, make sure reorg is being executed correctly, checkpoints?*)
4. All Campus Council of Staff Chairs (ACCSC)
5. Standing Meetings with the Provost and President (or invited to MSS Meetings)
6. Internal Infrastructure
  - a) Transparency and Communication
  - b) Parliamentary Procedures
  - c) Resolutions
7. Awareness Campaign - BOR, other Shared Governance, other Staff Senate/Council, State Legislatures.
8. Awards and recognition for staff (*Internal awards from the Staff Senate, BOR awards*)
9. Explore the possibility of shifting to a senate representative model

a) Representatives for each college/school/unit.

**VIII. Adjournment**

A. Chair J. Leong announced breakout sessions into our respective committees through Zoom. The meeting was adjourned by Chair Leong at 12:20 PM.

Respectfully submitted by Christie Nitta, MSS Secretary.

Approved on September 8, 2021