



MĀNOA STAFF SENATE

UHM Staff Senate | Meeting Minutes

Meeting Date August 11, 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	Present
Bernadette Baraquio	Senator	Present
Karen Blakeley	Senator	Excused
Jodi Chee	Senator	Present
Jenny Chow	Senator	Present
Regina Cummings	Senator	Present
Aeza Hafalia	Senator	Present
Erik Lopez	Senator	Present

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Elmer Kaai	Senator	Present
Laura Nakasato	Senator	Present
Diane Nakashima	Senator	Present
Cindy Rote	Senator	Present
Destin Shigano	Senator	Excused
Seth Yoshioka-Maxwell	Senator	Present

Guests

Mark Willingham Jr.	GSO Representative	Present
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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 (2021.07.14)

- 1. Minutes not ready to be approved. Changes being made by Senator Chow and Senator Simmons

III. Report from the Chair | Chair Leong

- A. There have been discussions with the Provost that offices that support students have to be opened and staffed. They can be opened 2-3 days a week in person and the rest “virtually opened”, at the Dean’s discretion. There is a push for the information to be communicated down from the Deans.
- B. Telework Policy - Something should be coming out at the end of this month, and then go for Union Consultation in December 2021.
- C. Hiring - Staff hiring is already starting, Faculty hiring will be starting in the Fall, September. There are 5 point indicators that determine the priorities.
- D. Budget - Enrollment is up 8.5%. President Lassner had a meeting about shifting G funds from other campuses to Mānoa campus. With this potential plan in place, we should be fine if we are able to shift things around.
- E. Operations - Changes will be made as they go along, and the day-to-day (operation) will continue.
- F. RCUH - This impacts APTs, as RCUH is under scrutiny. RCUH is very much needed, for the timeliness and what it can do for the research units because we are an R1 College.

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There are positions that should be temporary and should be going through RCUH and some should be APT, so we may be having a lot of changes.

- G. Administrative Reorganization - This was approved, but the implementation will still take a few years. We will continue to be proactive, check in with the units to see if things have gotten better, what are the positives/negatives, etc.
- H. Academic Reorganization - Discussions were on hold, but should have an update shortly.
- I. Search Advisory committees for E/M Positions -
 - Global Engagement Director
 - Mānoa CARES Director
 - Vice President for Academic Strategy
- J. Employee/Student Policy - Mark Yap (Director for HGEA BU8) is leading this charge. New policy is that you cannot get a degree from the unit that you work in. For example, working in the College of Education, CRDG, you will not be able to get a degree from that department. This is a union issue, as it goes against our contracts. Reasoning behind this policy is the conflict of interest. Need clarification on what the policy means by department - unit versus academic department. If this is the case, the tuition benefit is not a real benefit to employees.
- K. 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.
- L. Mānoa Provost Council - Discussion centered around budget, no new updates

IV. Reports | Committee Representatives

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
 - 1. No Report
- 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. WASC accreditation will be November 8, 2021, hybrid - in person and via zoom. Shared Governance Executive Boards will have time with all of them, separate meeting times with them. Opportunity to meet and discuss operations with all.

J. Student Code Board (New Committee) | **Senator Nakashima**

1. Committee reviews anything to do with Code of Conduct, Judicial Affairs.

K. 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) 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 TBD**

- a) No updates

7. Research | **Senator Shigano**

- a) No updates

L. Mānoa Executive Search Advisory Committees

- 1.

M. Campus Fee Advisory Committee - To serve in committee, Senator should be familiar with the fees from the students. We do want to put the right senator for this. Please send name to EB.

V. **Reports | Standing Committee Chair**

A. Communications | **Senator Baraquio**

1. Created protocol for E-Blasts and 2 week timeframe requirements.
2. Updating the MSS website, created a style sheet for all Senators to update bio and picture.
3. Take a group Staff Senate picture at Hawaii Hall when we return to in-person.
4. MSS-Com@hawaii.edu is the new Communications Committee email.
5. Initiative to do a Press Release for Fall 2021 - Send to E/M, BOR, explaining who we are, what we do, etc., to build more awareness.

6. Building our brand - We are building our brand - new BOR, make sure they know who we are. Possibly a short email to welcome employees to the UH Ohana.
- B. Elections | **Senator Nakashima**
1. Went through the SOP's. Senator Shigano is a holdover. Set for the upcoming election.
 2. Next Election - March/April 2022
- C. Outreach | **Senator Nakasato**
1. General Goals, general awareness to build trust, annual events to reach out to staff.
 2. Events in September 2021 and February 2022, possibility of a couple other add-on events that may come up.
 3. Potential idea to collaborate with the Staff Appreciation breakfast - Set up a table, provide flyers, awareness.
 4. Potential idea to collaborate with Sodexo - promotional coupon, collaborate with them on one of their events.
 5. Google Form to receive feedback from staff.
 6. Election - Will help to advertise this, have staff nominate themselves.
 7. Possibility of doing something related to community service, fundraising activities, something for the future.
- D. Shared Governance | **Senator Yoshioka-Maxwell**
1. Review telework (more in-depth)
 2. Review outsourcing (like bookstore)
 3. Review rubric for reorg, create a blueprint
 4. Testimony from MSS, keep our ears open, continue the same type of thing, trying to focus on this
 5. Hopeful/integrating unit 3, adding them to our group. Try and revisit this and see how they can join.

VI. Discussion Topic(s):

A. Football Games

1. MSS met with VP Jan Gouveia. Topics discussed:
 - Head Coach was for having the students there (900-1000)
 - There will be an area designated for the Band.
 - Classes are held at Shidler College on Saturdays.
 - Will try to accommodate other events and reach out to other potential affected groups.
 - Volleyball has approximately 10,000, but do not close parking/campus for this sport.

- Will make sure people are fully vaccinated, wearing masks. Department of Public Safety Officers will be on campus to make sure everyone is safe on upper campus when going back to their cars.
- Concern about staff volunteering at the games, working the event, around large amounts of people. Staff were volunteering at the Aloha stadium prior.
- Enforcing tailgating - talked to the internal community. David Matlin made it clear that he wants to work with MSS, to have a clear line of communication with football, etc.
- Gouveia and Matlin preferred working with shared governance or individual groups. They do not want to give out wrong information.
- Would like a meeting after the 1st game to provide feedback, what worked, what didn't work, what can be improved.
- Parking information communication should have been done earlier, especially with the shared governance teams.
- Parking is a big concern with how much parking is available and how many seats are in the arena.
- There will be no refund for parking.
- Survey may need to be done.

VII. New Business

- A. None

VIII. Adjournment

- A. September 8, 2021 - next meeting.
- B. Continue to have the meetings via zoom.
- C. The meeting was adjourned by Chair Leong at 12:20 PM.

Respectfully submitted by Christie Nitta, MSS Secretary.

Approved on September 8, 2021