



MĀNOA  
STAFF SENATE

## UHM Staff Senate | Meeting Minutes

**Meeting Date** November 10, 2021

**Meeting Time** 11:00am

**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	Present
Jodi Chee	Senator	Excused
Jenny Chow	Senator	Present
Regina Cummings	Senator	Excused
Aeza Hafalia	Senator	Present
Erik Lopez	Senator	Present

University of Hawai'i at Mānoa Staff Senate

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

Guests:

Sydney Lofquist  
Shannon McClish

**I. Call to Order**

A. The meeting was called to order by Chair J. Leong at 11:02am

**II. Approval of Minutes**

A. Senate Meeting (10/13/2021) - Approved

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

A. Vaccination - RCUH will be following the UH Vaccination Policy.

B. New Telework Policy - Draft is still under review with the Unions.

C. Return to Campus - There will be another survey for students on what they would like to see, as far as in-person classes and online classes. They will be working with GSO and ASUH.

**IV. Reports | Committee Representatives**

A. Mānoa Athletic Compliance Committee | **Senator Nakashima**

1. No Report

B. Mānoa Budget Team with Consultative Bodies | **Chair Leong**

1. No Report

C. Mānoa Campus Climate Committee | **Chair Leong**

1. Football

a) Concern that there would be a major problem if they did the same thing with parking for the volleyball games.

b) Safety policy for minors, which states that all students must be vaccinated.

D. Mānoa Commission to Address Racism and Bias | **Senator Ward**

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1. The Commission is much less active this year than last year, and the Administration is much less responsive to committee recommendations. The recent report of sexual assaults at a campus fraternity house brought issues in the commission to a head because of how poorly it was handled by campus admin and the similarity to how racism and bias issues are handled. There is ongoing discussion among members about how to address this.
- 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. Zoom meeting 11/10/2021 at 3:45pm to talk about Accreditation (88 pages)
- J. Student Conduct Code Board (New Committee) | **Senator Rote**
  1. No updates
- 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) Presence for information or to provide feedback? We are now able to vote.
    - b) Key points - pushed for more mental health professionals.
    - c) Requesting 3.5 FTE for counseling and student development.
    - d) Vaccinations at events - not going to mandate 100% vaccination, but will continue to have the mask requirement, one responsible adult, activities such as pathway programs, field trips to the Waikiki Aquarium, Lyon Arboretum, etc.
    - e) VP Gouveia, President will do more town halls to share more information.
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**

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- a) No updates
- 7. Research | **Senator Shigano**
  - a) No updates
- L. Mānoa Executive Search Advisory Committees
  - 1. Current ongoing searches
    - a) Faculty Regent Advisor - Advisor to the BOR (to educate them on faculty issues)
    - b) Vice President for Academic Strategy (System position)
    - c) Equity Assurance Director (System/Manoa position ) - were able to submit names for 2 different seats.
    - d) CARES Director (Manoa position) - No update.
    - e) Cancer Center Director - No update.
    - f) Director for Hawaii Institute of Marine Biology (HIMB) - On Hold
    - g) Global Engagement Director - No update
    - h) Associate Vice Provost, Dean of Students -No Update
- M. Campus Fee Advisory Committee | Senator Chee
  - 1. No Report
- N. College of Education | Lori Ward
  - 1. No Report
- O. Graduate Student Organization
  - 1. No Report

## V. Reports | Standing Committee Chair

- A. Communications | **Senator Baraquio/Senator Ward**
  - 1. Senator Yoshioka-Maxwell was able to put the toggle button on the MSS website, including a gold banner with a feature that allows users to toggle on and off. There is also a drop-down menu for staff to share feedback.
  - 2. Discussed a Social Media Strategy, possibly sharing nice, positive things about staff, including anniversaries, posting profiles, etc.
- B. Elections | **Senator Nakashima**
  - 1. No Report (Committee will not meet until 2022.)
- C. Shared Governance | **Senator Yoshioka-Maxwell**
  - 1. Currently reviewing the MSS By-Laws.
  - 2. Looking toward moving to a representative body.
  - 3. Looking at the future for MSS and where we would like to be.
- D. Outreach | **Senator Nakasato**
  - 1. Recap of MSS Zoom Brown Bag on September 29, 2021, 11:00am.
  - 2. Next MSS Zoom Brown Bag is scheduled for February 23, 2022, 11:00am.

3. Outreach Committee discussed the possibility of having in-person outreach in the Spring 2022, possibly a community service event (i.e. food drive).

## **VI. Discussion Topics:**

- A. MSS Zoom Brown Bag (Recap letter to President Lassner)
  - a. What is the purpose of this letter?
    - To initiate that open communication with them.
    - Recap of the Zoom meeting, possibly mention the Mentoring Program suggestions.
    - Notify them that MSS is representing the staff.
    - Advocating for the staff to open the lines of communication, MSS being the liaisons.
    - Inform them that there were over 100 staff, they are listening.
  - b. Share this information/letter with Vice Provosts' Lyons, Kameoka, and Ideta, as well.
- B. Football
  - a. MSS EB met with VP Gouveia, Athletic Director Matlin and Provost Bruno. (President Lassner was unable to attend.)
  - b. Concerns of spectators not wearing masks at the game.
  - c. Informed that there were assigned seating.
  - d. Concerns that all groups, including Athletics, Parking, Administration, all need to work together on this.
  - e. Concerns that Administration/Athletics continue to ask employees to volunteer (unpaid) to work at games.
    - Possible options discussed:
      - Paying employees overtime
      - Offering employees Flex Time
  - f. Email to UHM staff, notifying them of the MSS feedback button with a message about how to provide feedback on on-campus football events.
- C. UHM Academic Reorganization - No discussion, but need to keep it on the radar.

## **VII. New Business**

- A. MSS Website Google Form Survey
  - Include an announcement in the update, that MSS EB will be meeting with Vice President Gouveia, Athletic Director Matlin, Provost Bruno, and President - Football portion - we are meeting with them quarterly. People may like the fact that we are following up. Want to make sure that staff know about the feedback button.

## **VIII. Adjournment**

- A. December 8, 2021 - next meeting.
- B. The meeting was adjourned by Chair Leong at 12:05pm

Respectfully submitted by Christie Nitta, MSS Secretary.

Approved as corrected on December 8, 2021.