



# MĀNOA STAFF SENATE

## UHM Staff Senate | Meeting Minutes

**Meeting Date** September 8, 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	Excused
Karen Blakeley	Senator	Present
Jodi Chee	Senator	Absent
Jenny Chow	Senator	Present
Regina Cummings	Senator	Present
Aeza Hafalia	Senator	Present
Erik Lopez	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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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:

Hannah Morrigan	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 (7/14/2021) - Approved as corrected.
- B. Senate Meeting (8/11/2021) - Approved as corrected.

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

- A. **Manoa FAQs** - Staff Senate was not included in this, but received clarification that they did not include Faculty Senate or Staff Senate. They were not trying to exclude MSS. The Manoa FAQs group reached out to the Faculty Senate when they received questions. However, stated that the MSS could reach out to this group if we had questions or wanted to get clarification on anything.
- B. **Provost Council** - President Lassner spoke about the University being safe, since there are a lot of us on campus that are vaccinated. President Lassner continues his stance on being open and having offices open, employees being available. This discussion was after the Mayor made the decision to not have fans at the UH Athletic Events.
- C. **COVID-19 Report** - President Lassner put together a new team without a staff or a student representative. We are still trying to push for a MSS representative on this committee.

**IV. Reports | Committee Representatives**

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
  - 1. No Report
- B. Mānoa Budget Team with Consultative Bodies | **Chair Leong**

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1. No Report
- C. Mānoa Campus Climate Committee | **Chair Leong**
  1. No updates
- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
  1. Two upcoming meetings are scheduled.
- 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. No updates
- J. Student Code Board (New Committee) | **Senator Nakashima**
  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) 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. When an executive search comes up, OVP&E notifies us for a staff recommendation. We normally have a protocol where we try to find someone within the school/college. However, if it is a higher position, it may come from the EB. We then reach out to the school/college and work with them to make a recommendation on who should serve as a committee member.

2. Current ongoing searches
  - a) Vice President for Academic Strategy (System position) - will staff have representation from each campus.
  - b) Equity Assurance Director (System/Manoa position ) - recommendations were made for staff representation.
  - c) CARES Director (Manoa position) - will have a staff representative from Manoa, but no update.
  - d) Director for Hawaii Institute of Marine Biology - no update
- M. Campus Fee Advisory Committee | Senator Chee
  1. No Update

## V. Reports | Standing Committee Chair

### A. Communications | **Senator Baraquo**

1. Working with Outreach Committee for the Zoom session
2. Updating all the Senator Bios, by next week, then will go live
3. Working with Outreach Committee on what the responsibilities are between Communications and Outreach - what are the roles

### B. Elections | **Senator Nakashima**

1. No Report

### C. Shared Governance | **Senator Yoshioka-Maxwell**

1. Committee met once a few weeks ago.
2. Discussed the Manoa FAQs regarding MSS not being included.
3. Discussed initiatives for this semester.
4. Discussed Football and the ongoing changes to games.
5. Discussed getting to the point where if a group/committee is consulting with other groups (i.e. faculty senate, GSO, ASU), MSS should be included.

### D. Outreach | **Senator Nakasato**

1. Will be holding a Zoom meeting for all staff on 9/29/2021. Flyer is being finalized and will go out to staff on 9/13/2021, to include Zoom link and MSS website. Zoom meeting will include current initiatives, this year's priorities, a few hot topics, and a Q&A. A Google Doc will be sent out for staff to address any issues.
2. Regarding football, created a draft survey to staff to ask for feedback on how the first "in-person" fans went.
3. Discussed the MSS Newsletter, will take the lead on this as far as the content. There are some gray areas as to what the Communications Committee is responsible for and what the Outreach Committee is responsible for. Possibility of doing a recap of the Zoom meeting in the newsletter.

## VI. Discussion Topics:

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## **A. Systemwide Staff Senate**

1. Discussed the creation of a University System Staff Senate.
2. Current Staff Senate on other campuses:
  - a. UH Manoa - Active
  - b. Windward Community College - Active
  - c. Kapiolani Community College - Active
  - d. Honolulu Community College - Active
  - e. Maui College - Active
  - f. UH West Oahu - Not Active
  - g. UH Hilo - None
  - h. Hawaii Community College - None
  - i. Kauai Community College - None
  - j. Leeward Community College - None

## **B. Football**

1. Football is a unique department, where it's under the President, but the staff are under Manoa. Only College in the US that is structured this way.
2. Concerns with traffic and parking were never addressed.
3. Possibility of having a quarterly meeting with VP Gouveia regarding football, to include Matlin, Lassner and Bruno, to have an open dialogue with this group.

## **C. Staff Volunteering at Events**

1. Concerns with staff being asked to volunteer at the games with no additional pay - possibly a union issue.
2. Other concerns with volunteering - liability and worker's compensation issues.
3. Other activities like Commencement have volunteers, but the entire agenda is spelled out very clearly.

## **D. College of Education - Senate**

1. College of Education has a consolidated senate with faculty, staff and RCUH employees.
2. Senator Ward will be joining as a representative from the MSS.
3. Senator Ward will be attending once a month to give an MSS update.
4. Discussed at the last meeting that reorganizations are a lot more stress related to APTs/staff due to uncertainty of positions. Recommended that staff be involved from the beginning of reorganization processes.
5. Some Departments are not sending the messages down to the staff, so Provost met with Department Chairs, due to the concern of information not being relayed down the chain.

## **E. Administrative Reorganization**

1. No Update

## **F. Academic Reorganization**

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1. No Update

**G. Return to Campus**

1. Possibly adding a Google Doc Survey to MSS website so staff can provide feedback at their convenience.

**VII. New Business**

- A. None

**VIII. Adjournment**

- A. October 13, 2021 - next meeting.
- B. The meeting was adjourned by Chair Leong at 12:18 PM.

Respectfully submitted by Christie Nitta, MSS Secretary.

Approved on October 13, 2021.