



MĀNOA STAFF SENATE

UHM Staff Senate | Meeting Minutes

Meeting Date	January 12, 2022
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	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	Present
Seth Yoshioka-Maxwell	Senator	Present

Guests:

None

I. Call to Order

A. The meeting was called to order by Chair J. Leong at 11:03 am

II. Approval of Minutes

A. Senate Meeting (12/8/2021) - Approved as corrected.

III. Report from the Chair | Senator Leong

A. All Campus Counsel Staff Senate

- Meeting with Provost (Senator Leong and Senator Dionne attended)
 - Telework requests are being approved only up to a maximum of 1 semester or 3 months at a time. Rationale behind this is that the administration still needs time to understand telework.
 - Changes - Looking at it as a programmatic approach. Talk as a department and in a way to be fair to everyone, how it will benefit the program and then how it will benefit the university.
 - Provost was initially to approve all requests, but has been delegated to Vice Provosts.
 - COVID-19 Telework Policy possibly extended to 2/28/2022. Announcement shortly.
 - Office Space
 - Employees doing long-term telework, office space may be subject for review and office space possibly removed.
 - Another option being considered is shared desk/office space.

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- Administration is talking about reimagining office space to be shared office space for employees to work at different and various times, with possible locked cabinets for employees to store their work.
- Deans have concerns about telework.
- Reimagining office space will be discussed with Shared Governance.
- Reporting of COVID-19 cases, Provost said if the student is not on campus, they are not reporting it, because there is no threat.

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. Faculty, staff and students coming back on campus - discussing reorientation back to campus.
 - 2. Some colleges/departments are installing doorbells, not letting people in, discussing systems and processes.
 - 3. Discussion about mental health issues.
- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
 - 1. No Report.
- 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. A meeting was held to review the draft, very positive, 8-10 years for reaccreditation.
- J. Student Conduct Code Board (New Committee) | **Senator Nakasato**
 - 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) Meetings are continuing every other week.
 - b) Dean Hedges is ensuring that voting is done before going back to the group to make sure employees have a say and recommendations are being sent back to the group.
- 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. Current Ongoing Searches
 - a) Faculty Regent Advisor - No Updates
 - b) Vice President for Academic Strategy - No Updates
 - c) Equity Assurance Director (System/Manoa position) - No Updates
 - d) CARES Director (Manoa position) - No update.
 - e) Cancer Center Director - No update.
 - f) Director for Hawaii Institute of Marine Biology (HIMB) - No Updates
 - g) Global Engagement Director - No Updates
 - h) Associate Vice Provost, Dean of Students - No Updates
 - i) Director of Student Housing - No Updates
- M. Campus Fee Advisory Committee | Senator Chee
 - 1. No Report
- N. College of Education | Lori Ward
 - 1. Meeting this Friday.
- O. Graduate Student Organization
 - 1. No Report
- V. Reports | Standing Committee Chair**
 - A. Communications | **Senator Baraquio/Senator Ward**
 - 1. Committee was not able to meet, but had discussions via email.
 - 2. All MSS Meeting and MSS EB Meeting minutes are uploaded to MSS website.
 - 3. Forum for February is set, responses are coming in.
 - B. Elections | **Senator Nakashima**
 - 1. Next meeting is scheduled for February to start process.

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

1. Representative Model - Discussing new Bylaws
2. Additional Roles and Responsibilities
 - a) Include past MSS Chairs
 - b) All Staff Counsel
 - c) Intermediary

D. Outreach | **Senator Nakasato**

1. Focusing on upcoming MSS forum on February 23, 2022 at 11:00am via Zoom.

VI. Discussion Topics:

A. Board of Regents Meeting

- a. Senator Leong will do a presentation on MSS.
- b. Provost Bruno will also present.
- c. BOR has 2 new members. Would like the new members to be educated about MSS, who we are and what we are about, that we are officially on the org chart.

B. MSS Update

- a. Plan to make significant changes to the MSS Bylaws.
- b. Possible expansion of MSS to a “representative model” (employee representation from each college/unit/department)
- c. Possible added roles and responsibilities, to possibly include involvement from previous MSS Chairs.
- d. Possibly expanding MSS to Civil Service, part-time, and RCUH employees.
- e. Possibly including Hybrid employees who fall under System and Manoa.
- f. Possibly expanding to part-time employees.

VII. New Business

- A. Priorities for Spring 2022.
- B. Next Football Meeting is scheduled for February 9, 2022 at 11:00 am.
- C. The Director of Student Housing has been hired.

VIII. Adjournment

- A. February 9, 2022 - Next MSS Meeting.
- B. The meeting was adjourned by Chair Leong at 12:05pm

Respectfully submitted by Christie Nitta, MSS Secretary.

Approved on 2/9/2022.

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