



UHM Staff Senate | Meeting Minutes

Meeting Date March 9, 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	Excused
Aeza Hafalia	Senator	Present
Erik Lopez	Senator	Present

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

Guests:

Jan Gouveia (Vice President)

Nate Goore (MKThink Consultant)

Sydney Lofquist (GSO)

I. Call to Order

A. The meeting was called to order by Chair J. Leong at 11:00 am

II. Approval of Minutes

A. Senate Meeting (2/9/2022) - Approved.

III. MKThink

Website: <https://www.manoaframeworkfuture.info/>

A. Introduction on Office Space (*VP Jan Gouveia*)

- Classrooms sizes (Small, Medium, Large)
- Plan to work with colleges/faculty to determine what is needed/recommended.
- Plan to work on guidelines for classrooms.

B. Presentation (*Nate Goore, Consultant*)

- Aligning Campus with University's Goals
 - Manoa Strategic Plan
 - Integrated Academic Facilities Plan
 - WASC Accreditation
- Design Guideline [Ideas]
 - How has campus evolved over time and where do we want to go?
 - How to go from "car dominant" to "people and pedestrian dominant"?
 - How do we encourage outdoor activities on campus?
 - How do we transform existing space on campus to types of activities with low costs?
 - Reason that a campus exists is to get people together.

University of Hawai'i at Mānoa Staff Senate

Email: uhmstaff@hawaii.edu | Website: manoa.hawaii.edu/staffsenate

An Equal Opportunity/Affirmative Action Institution

- Build new buildings with the idea of gatherings inside and outside of buildings.
- How do we encourage more gatherings?
- Classrooms and Labs
 - Idea of transforming the way faculty teach in the future.
- Office and Administrative Spaces
 - Set rules/guidelines for renovating spaces. (Solutions, configurations, etc.)
- Furniture
 - Ergonomic, better pricing with master agreements, ability to move furniture around.
- Other Goals
 - Move College of Education to main campus
 - Telework - revisit ways of teaching and working (in person and virtual)
 - Continue to evolve
 - Ability to be flexible and adaptable

IV. Report from the Chair | Senator Leong

- A. Mask Mandate - Big topic right now, as DOE just lifted the outdoor mandate this past week. Idea is to be present on campus, so this may be going in the wrong direction..

V. 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. No Report
- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
 1. No Report.
- E. Mānoa Communications Council (MCC) | **Senator Baraquio**
 1. Looking for some graduation stories.
 2. Will have 3 different graduation ceremonies.
 3. Manoa Experience - April 2, 2022.
 4. Announced the MSS/Naval ROTC Blood Drive.
- 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. Student Conduct Code Board (New Committee) | **Senator Nakasato/Rote**
 - 1. No updates.
- J. Mānoa COVID-19 Working Teams
 - 1. Space Planning, Preparation, and Utilization | **Chair Leong**
 - a) No update
 - 2. Health & Well-Being Working Team (HWBWT) | **Chair Leong**
 - a) Will keep the mask mandate for offices.
 - b) Booster is not required.
 - 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. 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 (Assistant Provost)- No update.
 - h) Associate Vice Provost, Dean of Students - No Updates.
 - i) Dean of SOEST - MSS submitted 2 names, no self-nominations from SOEST.
 - j) School of Social Work Dean - Will keep 2 MSS names.
- L. Campus Fee Advisory Committee | Senator Chee
 - 1. No Report
- M. College of Education | Lori Ward
 - 1. Meeting was held on January 13, 2022. Spoke about telework.
 - 2. Report on the situation on Student Housing - reorg process that was undermined. Posting of this position. We are keeping an eye on that.

3. Upcoming election - APTs - letting them know.

N. Graduate Student Organization

1. No Report

VI. Reports | Standing Committee Chair

A. Communications | **Senator Baraquo/Senator Ward**

1. Working with Elections and Outreach committee, very organized process working with Senator Nakasato and Senator Nakashima.

B. Elections | **Senator Nakashima**

1. Went through all deadlines and updates, very organized.

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

1. Looking at the communication and information reorganization- overview - may affect more people than initially thought.
2. Representative Model vs Non-Representative Model for the MSS Bylaws.
3. Committee will have 2 more rounds of reviews for MSS, followed by voting.
4. Reviewed revised Telework policy - was supposed to be available for 1 year, but now it will be for 6 months.

D. Outreach | **Senator Nakasato**

1. Feb 23, 2022, Brown Bag MSS Forum - went very well, 88 participants, guest speaker - Allyson Tanouye, spoke about mental health.
2. Blood Drive coming up, partnering with Naval ROTC. Sign up - 1 hour time blocks for tabling. Lassner does know about this event. President will pay for the \$30.00 fee for the Executive Dining Room for Blood Drive. Blood Bank provides water and snacks.

VII. Discussion Topics:

A. Academic Procedures Committee - NEW COMMITTEE

- a. *Purpose of the organization: The APC's primary responsibility is to advise campus leadership regarding matters related to the implementation of academic policies and procedures. Moreover, APC seeks to unify the campus, promote consistency regarding academic policies and procedures. The value of APC is in the facilitation, communication, and collaboration between academic, enrollment, and student affairs units in the implementation and enhancing of academic policies and procedures to support student success efforts.*

B. MSS Brown Bag Forum via Zoom - February 23, 2022

- a. Allyson Tanouye - Send her thank you card and Senate Resolution.

C. Next Steps for MSS

- a. Resources - Request for MSS to start receiving a budget. (Permanent staff position like Manoa Faculty Senate)
- b. Potential compensation for senators and Chair, or recognition

VIII. New Business

- A. College of Education Reorganization - Dean Murata calling it “re-design” instead of “reorganization”. Next meeting will be on 3/9/2022.
- B. Student Housing Reorganization - MSS has not received final consultation.
- C. College of Engineering (Issue on Vote of No Confidence) - Email went out to staff on Monday 3/7/2022; forwarded email to Mark Yap,(HGEA BU 8 Representative) and Marcus Hayden (CTAHR Fiscal Manager who is assisting College of Engineering).
- D. MKThink Committee - MSS should definitely be on this committee as it involves staff.

IX. Adjournment

- A. April 13, 2022 - Next MSS Meeting.
- B. The meeting was adjourned by Chair Leong at 12:25pm

Respectfully submitted by Christie Nitta, MSS Secretary.

Approved on April 13, 2022.