



UHM Staff Senate | Meeting Minutes

Meeting Date May 11, 2022

Meeting Time 11:00am

Location ITC Building 105 A/B + 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	Excused
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	Excused
Seth Yoshioka-Maxwell	Senator	Excused

Guests:

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 (4/13/2022) - Approved.

III. Report from the Chair | Senator Leong

- A. Board of Regents meeting. Was a change for BOR. HCC is doing a presentation next.
- B. Telework policy
- C. Covid telework policy set to expire 6/30/22
- D. Out of state travel Amy Kuntz - came out with the change, now they will go to staff, create a draft to all stakeholders, getting feedback from everyone. Status quo with the travel reimbursements and advances.
- E. RCUH Working Group- admin positions should not be RCUH. Any existing not affected. Morning forward, sounds like admin, fiscal, HR, should be UH.

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. No Major Report
- D. Mānoa Commission to Address Racism and Bias | **Senator Ward**
 - 1. Education sub-committee - Actively trying to find ways to come together during Fall 2022 to raise awareness.

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2. Reports from all subcommittees. Ways to get people engaged. Book clubs, research committees, database, diversity, inclusion.
 3. There are policy changes, not sure what policy number. Provost said now is a time to take a step back and see.
- E. Mānoa Communications Council (MCC) | **Senator Baraquio**
1. Written Report, 2200 total graduates for whole weekend, no restrictions, people, live stream, looking for volunteers, looking for graduation stories
- 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. Senator Yoshioka-Maxwell will do it as soon as they receive the information.
- 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 updates.
 2. Health & Well-Being Working Team (HWBWT) | **Chair Leong**
 - a) Some departments are keeping masks mandated for offices.
 - b) COVID-19 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) - Discussion about this search being controversial - Plan was to report to President but now will be VP for Administration. Staff Senator will be on this committee.

- 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.
- k) CTAHR Dean search.

L. Campus Fee Advisory Committee | Senator Chee

- 1. No Report

M. College of Education | Lori Ward

- 1. No Report.

N. Graduate Student Organization

- 1. No Report.

O. Academic Procedures Committee (TBD)

P. Strategic Planning Steering Committee (TBD)

- 1. Townhall now, ending now.

V. Reports | Standing Committee Chair

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

- 1. Continue to work with the Elections Committee.
- 2. Senator Cummings leaving for another employer.
- 3. Senator Ward is leaving the University at the end of 2022. .
- 4. MSS group photo today.

B. Elections | **Senator Nakashima**

- 1. Election committee met on 3/24/22, 4/20/22 and 4/28/22.
- 2. The Communications Committee posted the Spring 2022 Election Timeline and FAQs.
- 3. Notices were sent to the APT Listserv regarding on the MSS Election on 3/30/22 and a reminder was sent on 4/13/22.
- 4. Self-Nomination process was from 4/13/22 - 4/27/22 (COB 4:30pm).
- 5. There were 10 Self-Nominations for 10 positions; therefore, there was no need for an election.
- 6. Email was sent, congratulating the following 10 Staff Senate members.

The 10 new members are:

Bernadette Baraquio

Carl Dionne

Michele Inouchi

Noweo Kai

Keiko Knudson
Diane Nakashima
Christie Nitta
Andrew Sensano
Jennel Sesoko
Sarah Simmons

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

1. Working with the School of Communications via Google Form to get feedback from staff.
2. Continue working on bylaws.

D. Outreach | **Senator Nakasato (Report from Senator Nitta)**

1. Finalized Resolution for Allyson Tanouye
2. Blood Drive - Blood Drive was held on April 7, 2022 at Campus Center, from 9:00am - 3:00pm, was a success, teamed up with Navy ROTC. A few Senators attended and also donated blood. Senator Nakasato will be putting together notes, suggestions, and improvements from other Senators.

VI. Discussion Topics:

A. MSS Bylaws. Discussion on including verbiage in bylaws on the process to fill retirements and resignations to make it seamless.

B. Telework

- a. Provost stated that the next round of Telework will be from June - August with more stipulations, eg. No 100% telework, No Mondays and Fridays.
- b. If prior Telework Request was approved, no Safety Plan and Telework Plan is necessary to submit.
- c. Office Space may be looked at if excessive Telework is being taken.
- d. Varying Guidelines at all campuses.

VII. New Business

A. n/a

VIII. Adjournment

- A. June 8, 2022 - Next MSS Meeting.
- B. The meeting was adjourned by Chair Leong at 12:05pm

Respectfully submitted by Christie Nitta, MSS Secretary.
Approved on July 13, 2022.

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