



UHM Staff Senate | Meeting Minutes

Meeting Date June 8, 2022

Meeting Time 11:00am

Location 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	Present
Jenny Chow	Senator	Present
Aeza Hafalia	Senator	Present
Erik Lopez	Senator	Present
Elmer Kaai	Senator	Present

Laura Nakasato	Senator	Present
Diane Nakashima	Senator	Present
Destin Shigano	Senator	Present
Seth Yoshioka-Maxwell	Senator	Present
Jennel Sesoko	Senator (New)	Present
Noweo Kai	Senator (New)	Present
Andrew Sensano	Senator (New)	Present

Guests:

None

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 ([2022.05.11](#)) - not yet ready for review.

III. Report from the Chair | Senator Leong

- A. Space Guidelines - How it will be handled - Should we do more to see how staff is feeling about this.
- B. Private/Public Partnerships (Staff positions) - APT working at revenue generating operations;
- C. Jan Gouveia report to BOR on Bookstore operations. Still looking at outsourcing, but revenues for this year are up and this may be tabled or delayed.

IV. Reports | Committee Representatives

- A. Mānoa Athletic Compliance Committee | **Senator Nakashima**
 - 1. No Report
- B. Mānoa Academic Procedures Committee (APC) | *TBD*
- C. Mānoa Budget Team with Consultative Bodies | **Chair Leong**
 - 1. No Report
- D. Mānoa Campus Climate Committee | **Chair Leong**
 - 1. No Major Report
- E. Mānoa Campus Fee Advisory Committee | **Senator Chee**
 - 1. No report. They will not look at fee change requests for the summer.
- F. Mānoa Commission to Address Racism and Bias | **Senator Ward**

University of Hawai'i at Mānoa Staff Senate

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

An Equal Opportunity/Affirmative Action Institution

1. Taking a step back and is on hold. Senator Ward will be resigning from this due to retirement.
 - G. Mānoa Office of Student Conduct | Student Conduct Code Appellate Board | **Senator Nakasato, Nakashima, and Rote**
 1. No Update.
 - H. Mānoa Provost's Council | **Senator Leong**
 - I. Impact of Football on Mānoa 'Ohana | **MSS EB**
 1. MSS would like to continue.
 2. Last mtg canceled due to BOR mtg.
 - J. UH Communicators Council | **Senator Baraquio and Ward**
 1. No report.
 - K. UH System Strategic Plan (2023-2029) Steering Committee | **Senator Leong**
 - L. Mānoa Executive Search Advisory Committee(s):
 1. Executive Director of Equity Assurance (EDEA)
 - a) We will NOT have a seat on this committee
 2. Assistant Provost for Global Engagement (APGE)
 3. Dean | College of Tropical Agriculture and Human Resources (CTAHR)
 - a) Interim Dean selected today, 6/8/2022
 - M. Reorganizations:
 1. Communication Reorg
 - a) Will be moving forward
 2. College of Education | CERI (COE Research Institute)
 - a) No Updates
 3. UHM Student Housing
 - a) Will be moving forward
 - N. Mānoa College/School Staff Senates:
 1. College of Education (COE) Senate | **Senator Ward**
 - a) No Update
 - O. UHM Shared Governance | Representatives:
 1. UHM Graduate Student Organization (GSO) | **Sydney Lofquist**
- V. Reports | **Standing Committee Chairs**
- A. Communications | **Senator Baraquio**
 1. Put things in place to manage the transition (manage logins, accessing different accounts, google surveys, etc.)
 - B. Elections | **Senator Nakashima**
 1. We did not have an "election". There were 10 people and 10 seats.
 - C. Outreach | **Senator Nakasato**
 1. Tying up loose ends, committee folder updating.

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

1. Didn't have quorum, but unofficially discussed open topics.
2. Went over merger with School of Information - Social Sciences. Didn't see need to hold up review or oppose, as no staff came forward with any concerns and MFS voted to approve.

VI. Discussion Topic(s):

A. Allyson Tanouye - Appreciated/Acknowledged the MSS Resolution

B. MSS Senator Appointment | Vacant Seats

1. Officially appointed Destin Shigano & Lori Ward for the remainder of the year.
2. No opposition; unanimous confirmation of votes.

C. MSS Executive Board | Elections

1. Incoming Chair is current Vice Chair Sen Carl Dionne
2. OPEN:
 - a) Vice Chair: Christie Ann Nitta
 - b) Senate Secretary: tbd
 - c) EB Secretary: tbd
(Sarah Simmons nominated to fill one seat (Secretary or EB Secretary), pending second nominee.)
 - d) Communications: Jenny Chow
 - e) Past Chair: Jaret Leong
3. Incoming and outgoing EB will join the next July EB meeting to discuss transition items.

D. Framework for the Future (Space Guidelines)

1. Previously had a presentation with MK Think and Jan Gouveia
2. Do staff know that their office space could potentially be moved or have a shared space?
3. Next Steps:
 - a) MSS to reach out to the staff - this is what is being discussed and review it, it may affect you, point out certain concerns, where they would fit in the guidelines. APT - shared spaces, Faculty - tenure track - eligible for their own office, Staff have the same guidelines as GA's.
 - b) Share the MK Think presentation to the staff.
 - c) Chair Leong will reach out to VP Gouveia.
 - d) Reply on the Feedback Button on MSS Website.
 - e) Manoa Framework Future Info - Website
<https://www.manoaframeworkfuture.info/>

- f) We need to do a survey to understand what the staff want, what their opinions are, if they want to work from home, they won't care if they have their office space removed.
 - g) We also need to look at what if telework is 100% canceled, then that's another issue that might happen, where there won't be enough space.
 - 4. Space plan was only to affect construction and moving forward.
 - 5. Policy already in place, but now they are planning to use it, to incorporate telework.
 - 6. VP Administration - to offer funds to some projects for renovations toward new office designs.
- E. Telework Policy (COVID and Long-Term)
- F. Transition of Power (MSS Chair)
 - 1. Role isn't clearly defined yet.
 - 2. To Review:
 - a) Bylaws
 - b) Look to create history and timeline docs for knowledge storage for future MSS.
 - c) Budget for the MSS
 - d) New Senator recruitment & increased engagement

VII. New Business

- A. Thank you to the outgoing Senators!

VIII. Adjournment

- A. July 13, 2022 - Next MSS Meeting.
 - 1. Will be sending out a form with information on MSS internal committees for nominations.
- B. The meeting was adjourned by Chair Leong at 12:18pm

Respectfully submitted by Christie Nitta, MSS Secretary.

Approved on July 13, 2022.