



MĀNOA
STAFF SENATE

UHM Staff Senate - Meeting Minutes

Meeting Date August 10, 2022

Meeting Time 11:00am

Location Zoom

Members

Name	Role	Attendance
Carl Dionne	Chair	Present
Christie Nitta	Vice Chair	Present
Jenny Chow	Communications Officer	Present
Michele Inouchi	Executive Board Secretary	Present
Sarah Simmons	Senate Secretary	Present
Jaret Leong	Past Chair	Present
Bernadette Baraquio	Senator	Present
Karen Blakeley	Senator	Present
Jodi Chee	Senator	Excused
Aeza Hafalia	Senator	Excused
Elmer Kaai	Senator	Present
Noweo Kai	Senator	Absent
Keiko Knudson	Senator	Absent
Erik Lopez	Senator	Present
Laura Nakasato	Senator	Present
Diane Nakashima	Senator	Excused
Andrew Sensano	Senator	Present
Jennel Sesoko	Senator	Present
Destin Shigano	Senator	Present
Lori Ward	Senator	Present

University of Hawai'i at Mānoa Staff Senate

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

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Guests: None

I. Call to Order

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

II. Approval of Minutes

a. **Senate Meeting (2022.07.13)**, view at: <http://go.hawaii.edu/AA2>

1. Minutes were approved with abstention from Sen. Ward.

III. Report from the Chair | Senator Dionne

A. Special BOR meeting 7/7: Elected new officers. Regent Moore unanimously elected chair. Regent Nahale-a and Regent Wilson unanimously elected Vice Chairs; Was first time 2 vice chairs were from neighbor islands.

1. Rated President Lassner well; Challenges for upcoming year are covid and budget. Need funding for football Ching field and removal of Mauna Kea management. Expansion of online programs esp at CCs;
2. Generally pleased with the direction of UH.

B. BOR meeting 7/21

1. COVID guidelines & masking
2. Strategic planning continues. SMS (outside group) conducting survey.
3. Classification project & PIG group on faculty classifications: some faculty have productivity challenges and 5 year reviews are an issue.
 - a) Working on a draft policy change for review in the fall. Creation & realignment of faculty classifications;
 - b) S-faculty & APT overlap - for example in advising.
4. August figures on enrollment will be more clear. Still up slightly now.
5. Budget: Funding restored and \$57.8M in CIP funding provided.

C. Chair & Vice Chair of MSS attended the MSS SHared Governance meeting at request of Chair Ka'ai.

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 | **Senator Leong**

1. No report.

D. Mānoa Campus Climate Committee | **Senator Leong**

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1. Working on diversity, equity and inclusion. Presentations to come.
 2. Developing civility code for students; some concerns if it would apply to UH employees & note it would need to go for consultation.
- E. Mānoa Campus Fee Advisory Committee | **Senator Chee**
1. No report.
- F. Mānoa Commission to Address Racism and Bias | **Senator Ward**
1. No meetings since last. Committee members were polled for how to proceed, and are waiting for a plan for how to move forward.
 2. Will need a new MSS representative as Sen. Ward retires from UHM on 9/1/2022.
- G. Mānoa Office of Student Conduct | Student Conduct Code Appellate Board | **Senator Sesoko and Leong**
1. Sen. Sesoko has accepted primary appointment with Sen. Leong as backup. Still awaiting training.
- H. Mānoa Provost's Council | **Senator Dionne**
1. UHM Fall 2022 has record incoming class with numbers to come.
 2. 94% of students with at least 1 in person class. Only 15% fully online.
 3. Challenges: more student housing needed.
 4. Updated branding and marketing soon.
- I. Periodic Meeting with Manoa Admin (VP Gouveia) | **MSS EB**
1. No update.
- J. UH Communicators Council | **Senator Baraquio**
1. Giving Tuesday, 1st Tuesday after Thanksgiving. Theme for campus is "Stronger Together". Hope to raise more than LY.
 2. 6 Football Saturdays coming this year on campus. Sept 17th is homecoming. Parking announcements to come soon.
 3. Welina Manoa, Monday Aug 22 330-6:30PM
- K. UH System Strategic Plan (2023-2029) Steering Committee | **Senator Leong**
1. Presentation from Daniel at SMS with results from future planning survey. Results will be made public on their website.
 2. President Lassner presenting a draft strategic plan at the upcoming BOR meeting.
- L. Mānoa Executive Search Advisory Committee(s):
1. Executive Director of Equity Assurance (EDEA) - no update.
 2. Assistant Provost for Global Engagement (APGE) - no update.
 3. Dean | College of Tropical Agriculture and Human Resources (CTAHR) - no update.
- M. Reorganizations:
1. College of Education | CERI (COE Research Institute)
 2. UHM Student Housing
- N. Mānoa College/School Staff Senates:

1. College of Education (COE) Senate | **Senator Ward**
 - a) No meetings over the summer, but will need someone new to be appointed for Fall.

O. UHM Shared Governance | Representatives:

1. UHM Graduate Student Organization (GSO) | **TBD**

V. **Reports | Standing Committee Chairs**

A. Communications | **Senator Chow**

1. New Senator bios are up online for current term.
2. Working with EB to create schedule for agendas, minutes and zoom link postings. All past is updated & will be working on future announcements.
3. Will be working on Welcome Newsletter for Fall term.
4. Will also be developing a Welcome Packet for new staff hires.
5. msscom@hawaii.edu for any requests or communications to committee.

B. Elections | **Senator Chee**

1. No activity yet.

C. Outreach | **TBD**

1. Chair not finalized yet.

D. Shared Governance | **Senator Ka'ai**

1. MSS Chair and Vice Chair attended meeting.
2. Prioritizing changes to MSS Charter and Bylaws. Will have some challenges in the upcoming discussions.

VI. **Discussion Topic(s):**

A. All Campus Council of Staff Senate Chairs - Senator Leong

1. Met on 8/9/2022 for first official working group meeting. All campuses are represented, but still need system representation.
2. Meeting recap - https://docs.google.com/document/d/10tRoZOhNv5Mhchw_T7OnyL4pmDFO9LNZmpQ9B9gLxa1w/edit
3. Will have co-Chairs, with one from 4-year campuses and one from CCs.
4. Will work on announcement to all UH staff to advise of the working group.
5. Will meet every 2nd and 4th Tuesday with goal of finalizing Charter and Bylaws in Fall and starting first meeting in Spring 2023.
6. Will be sending out links to draft of Charter & Bylaws. All MSS are encouraged to review and comment suggestions.

B. MSS Budget Ad Hoc Committee

1. Sen. Leong & Sen. Simmons wanted to work on this.

2. Goal to determine what needs are for MSS and funds to support. Approach to speak with John Kinder on MFS to get an idea of how they request. Also working with Deb Ishii for guidance.
 3. MSS committees should start to think of any needs and potential budget requests and send in ideas. Aim to send in final requests after September meetings.
 4. Budget requests would be due in Oct 2022 to Provost for consideration for inclusion in budget request to BOR.
- C. Bylaw Changes - Ad Hoc Working Group
1. There are a lot of changes being considered and the workload is significant. A working group with additional MSS members would help on the workload.
 2. Sen. Leong provided MSS Shared Governance Chair with a collection of all proposed changes that have been brought up for review in the past year to start with.
 3. We could act to move forward with smaller and easier changes right away, and keep making progress on harder issue that require more time and may lapse into future terms.
 4. Large issue of note: expanding eligibility to all staff beyond just APT. Also an issue of note for the ACCSCC.
- D. Framework for the Future (Space Guidelines) - Ongoing
- E. Telework Policy (COVID and Long-Term) - Ongoing
- F. MSS 2022-2023 Priorities
1. Committees should continue to review and set their priorities. Please send in to MSS Chair and we will share at the next full MSS meeting.
- G. New request for telework, starting September 1, 2022
1. Have heard that we will be allowed to request for a year long period this time. Will still have periodic evaluations every 3 months by supervisors.
 2. Approvals are being delegated down to Dean level for requests for up to 2 days telework per week. Any requests over 2 days a week would still need Provost level review and approval.

VII. Other Business

- A. Possibility of looking at Roberts rules of order for future use in MSS? May not be needed while we are a smaller group, but can look at for future.

VIII. Adjournment

- A. Next MSS Meeting
 1. Wednesday, September 14, 2022, 11:00 to 12:00 PM, Hawai'i Hall 309
- B. The meeting was adjourned by Chair Dionne at 11:50 am

Respectfully submitted by Sarah Simmons, Mānoa Staff Senate Secretary.
Approved on 9/14/2022.

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