

Academic Senate Meeting Minutes 2021-2022

<p>Date: Friday, January 28, 2022 Time: 12:00 pm Location: Zoom</p>	<p>Members Present: Aimee Maclennan, Ākea Kiyuna, Alma Cremer, Anne Chung, Brenda Watanabe, Carrie Butler, Carrie Mospens, Cheryl Pavel, Christine Quintana, Claudia Wilcox-Boucher, David Tsugawa, Debbie Weeks, Deseree Salvador, Donala Kawaauhau, Donna De Silva, Donna Madrid, Drew Kapp, Glenn-Dee Kuwaye, Grace Funai, Harold Fujii, Janet Smith, Jennifer Sims, Jesna Nissam, Joshua McDaniel, Kaleopono Quintana, Kapena Landgraf, Karen Crowell, Kate De Soto, Kenoalani Dela Cruz, Kuulei Kanahale, Larissa Leslie, Laurel Gregory, Leanne Urasaki, Lew Nakamura, Lissandra Baldan Jenkins, Luria Namba, Luz Miguel, Mari Giel, Meidor Hu, Michelle Phillips, Neva Supe-Roque, No’el Tagab-Cruz, Orlo Steele, Pamela Scheffler, Resh DuPuis, Robyn Kalauli, Sam Giordanengo, Sharon Dansereau, Susie DeSa Dill, Tagi Qolouvaki, Tamera Loveday, Tanya Dean, Toni Cravens Howell, Vivian Chin</p>
<p>Call to Order: 12:05 pm By: David Tsugawa Mins: Aimee Maclennan</p>	<p>Guests:</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>1. Ascertain quorum</p>	<p>Meeting called to order by Chair David Tsugawa at 12:05 pm with 37 Senators (including least 3 Executive Committee members) in attendance.</p>		
<p>2. Roll Call and Introductions / Guest</p>	<p>No roll call taken due to sufficient number of members in attendance. Attendance recorded via Zoom enrollment.</p>		
<p>Announcements</p>	<p>Note. If you are having difficulties logging into Zoom meetings, try clearing your cache (clear browser history, clear cache) and/or logging in with a different browser.</p> <p>Reminder. If you wish to address the Senate out loud, please type “comment” or “question” in the chat and you will be recognized. This is meant to help our Zoom meetings run more smoothly. The exceptions are if you have a point of order, a point of privilege, or point of information.</p>		

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<p>3. Approval of the Minutes</p>	<p>Approval of the December 10, 2021 Minutes (Att. 1)</p> <p>Note. There has been a change in Robert’s Rule for Minutes. Motions and votes are no longer needed for approval of the minutes. Minutes are brought up at the beginning of the meeting and there is a call for revisions or changes needed. If significant changes of the minutes are needed, then it will be pushed off to the next meeting. If there are minor changes or no necessary changes to the minutes, they will be automatically approved.</p> <p>Comment – On the December mins, page 11: change all references of DE to GE. Comment – On the December mins, page 7: delete last statement regarding “Discussions with Kenoi, Joni, and Jessica”. There was a misinterpretation of the recording and the participants listed as part of the aforementioned discussion.</p>	<p>December 10th, 2021 minutes will undergo minor revisions prior to publication.</p>	
<p>4. Senate Chair Report</p>	<p>1) Chair’s Report</p> <p>a) Registrar’s Office: Chair Tsugawa has been in contact with Sherise, and she has requested to delay her presentation to us. She intends to provide a report at the February Senate meeting.</p> <p>b) Need for UHPA to come talk? The Senate was previously asked to submit questions that they have for UHPA, with the expectation that we could have UHPA join a Senate meeting to speak, addressing questions and concerns. There were only two questions submitted, one of which has been answered. Chair Tsugawa will put out a further request for questions and concerns for UHPA, but at this point there does not seem to be a need to have UHPA come talk with us.</p> <p>c) UHPA Rate my Administrator Report: This report has been published. Please log into your member’s account to see the report. The UHPA Rate My Administrator report will be discussed in new business today.</p>		

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	<p>d) Senate Chair for AY 2022-2023: This was at the end of the January agenda. The Senate has approved for Chair Tsugawa to remain as Senate Chair for AY 2022-2023 under extraordinary circumstances. The extraordinary circumstances being that Vice Chair Cravens-Howell has taken on Department Chair duties and will be stepping down as the Vice Chair at the end of the current semester.</p> <p>e) Senate Vice Chair and Secretary elections: The Senate will be needing a new Vice Chair and Secretary for AY 2022-2023. Elections will be discussed further in the Vice Chair’s report.</p> <p>f) UHPA BOD and Faculty Representative Positions: are all up this year and elections will be held. Sam Giordanengo 3-year term is up, but he is eligible for another 3-year term if he so chooses. However, if anyone feels that they would like to self-nominate for either the UHPA BOD or Faculty Rep, please do so. Please check who your current faculty rep is by going to the UHPA website.</p> <p>g) The Chancellor reported about low enrollment: Guest speaker Barbara Arthurs to join us today to discuss low enrollment with the senate.</p> <p>h) The Chancellor has passed on her report for priorities for legislative support, which has been updated with Ko report. Please take the time to go over this report. The report focuses on the budget and reallocation, and the Chancellor’s requests to UH for staffing positions.</p> <p>i) President Lassner’s BOR report 1/20/22: President Lassner speaks at the monthly BOR meetings and Chair Tsugawa has linked his report to today’s agenda. Related to President Lassner’s report, there was an UHPA email regarding SCR201, which has been converted into SB3269. Please check your UHPA emails for more information regarding this bill. UHPA has already issued a response to SB3269.</p>		

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	<p>2) College Council Report</p> <p>a) Chancellor’s Report: a link has been provided in the agenda. If you have any questions regarding the report, please contact Chair Tsugawa.</p> <p>b) Student Affairs Report – They are still working on COVID compliance. If students have questions, they are asked to contact our safety coordinator (tildenmiguel@hawaii.edu) or email the HawCC covid hotline (hawccovid@hawaii.edu).</p> <p>c) VCAS Report: The VCAS reported HEERF updates and provided a link of the reported COVID cases and how to report COVID cases. (links in agenda).</p> <p>d) VCAA Report: Reported on the FYE update; they are working on their Charter. They are trying to build offerings to their classes. In addition to English 102, Hawaiian Studies 100 and Business 164 have been added. They are trying to increase awareness of the FYE, to get more instructors involved. They are trying to create a designation, similar to HAP, GEC, CRC, and Sustainability designation process. Will continue to provide ongoing professional development. The VCAA also reported on the Fall 2022 semester – are things going to be going back to normal? President Lassner wants to increase the number of in person courses that are being offered on all campuses throughout the UH system. Please watch the UH emails very closely and stay in contact with your DC’s for mor information regarding Fall 20222.</p> <p>e) Civility Campaign: The HawCC Title IX Coordinator, Sara Vogel, is running a civility campaign. If you are interested in helping, please contact Dr. Sara Vogel.</p> <p>f) Recordings at College Council Meeting – There was a proposal about recordings of the College Council meeting however, discussion of the</p>		

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	<p>proposal was tabled because the proposer was not present.</p> <p>g) College Council Votes: The College Council has approved three of the votes that were proposed last semester: Approved change HAW 5.202 to 4.202 Approved dissolution of KAIAC Approved creation of CCSSE task force.</p> <p>3) ACCFSC Report:</p> <p>a) From AVP for Academic Programs and Policy, Deb Halpert: There are continuing policies up for review. The current policies are linked in today's Senate agenda. Within this link you can find the policies up for review, as well as the links to provide feedback. The RP and EP policies under review: RP 6.208, RP 5.201; EP 6.204. Comments due 1/28/22</p> <p>b) GenEd redesign: They have created a new timeline. They are reforming and reselecting a new committee.</p> <p>c) SCR 201 task force: UH is supposed to provide a report. The task force met on 1/14 and are finalizing report to be sent to published and sent to State Legislature this week.</p> <p>d) BOR Regent Ernie Wilson was at the last ACCFSC Meeting: Regent Wilson reported on:</p> <ul style="list-style-type: none"> - Testimony speaking out about the Mauna Kea master plan. In the meeting that followed the testimony, the BOR said that they support it and they passed it. - President Lassner has published the comprehensive plan for UH: "Reimagining UH". The document is linked in the Senate shared folder. - There is a continuing question among the Senate Chairs about faculty representation at the BOR. Regent Wilson reminded the Senate Chairs that faculty are employees and thus, are unable to have a BOR posting. 		

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	<p>- We looking for possible increase in funds for professional development.</p> <p>5) CCCFSC Report:</p> <p>a) Enrollment Statistics and Data Presentation: Enrollment is down. There was a presentation of the data and some points of discussion at the CCCFSC meeting: UH is looking at the data to determine the reasons for the low enrollment numbers. Several Senate Chairs stated that yes, we can try to improve enrollment, but we must understand why enrollment is down. There are a lot of things that are beyond our control, and some perhaps within our control, and we will do our best to improve enrollment numbers.</p> <p>b) Cross Registration and Curriculum Issues: VP Lacro reported that cross registration and curriculum issues are popping up. Because the pre-requisites are inconsistent across campuses, its causing problems with registration and they are looking into it.</p> <p>c) Employee Vacation Mandate update – The employee vaccination mandate policy is being updated. Please be sure to check your emails. A booster may be mandated in the policy revision, but no firm dates have been set for the vaccination policy updates as of yet.</p> <p>d) Returning to campus and telework – There is a new policy upcoming, faculty may be highly requested to teach in person. The report from UH Admin is that campuses need a better balance between in-person and online teaching.</p> <p>e) UHS, UHCC, and campus strategic plans – The UHCC strategic plan is moving forward. The Senate Chairs have been invited to participate with this planning. Our campus is also moving forward with their strategic plan, which will have to incorporate the UHCC strategic plan points, but it will also have campus-specific points. If you are interested in the strategic plan, please contact the Chancellor or Chair Tsugawa.</p>		

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	<p>6) Vice Chair Report</p> <p>a) Vice Chair and Secretary elections for AY 2022-2023: According to the current Charter, the VC and Secretary elections happen after the new EC gets elected (April and May, when departments and divisions decide on new EC members or elect continuing members). If you are not part of the current EC, but have an interest in being VC or Secretary, please make sure to put your name forward for EC membership so that you can be part of the election process.</p> <p>b) Ad Hoc Senate charter review committee report: The committee met last week. They are hoping to meet once or twice more and have a first reading for Senate in February. Please take a look at the proposed edits (link attached in agenda) Revisions for charter review – please forward any comments, suggestions, or questions to committee members: tacraven@hawaii.edu, susied@hawaii.edu, noa@hawaii.edu, dtsugawa@hawaii.edu, donala@hawaii.edu</p>		
<p>5. Old Business</p>	<p>1) CRC – Ku’ulei Kanahale / Grace Funai (Att. 14)</p> <ul style="list-style-type: none"> - Proposed changes to Kualii course and program forms: Kualii Co. (the corporation that runs the software) are optimistic that they will be able to implement the changes for this coming fall. We have to hold off from submitting any course or program proposals for fall 2023 curriculum changes. CRC is anticipating that the changes to Kualii will be completed, and proposals can be submitted by April. Ku’ulei will then be hosting trainings on how to submit proposals. If you have any questions regarding the changes to Kualii, please contact either of the CRC Chairs. - Comment – Does this include quick, fast tracks for CLO changes or only CRC proposals? Answer – We will need to check with them. We have 		

	<p>asked if we will need to shut everything down or if there's just certain modules that need to be shut down, or if there's modules in the current pipeline that need to be cleaned out. We have not yet received any specific information on this matter, but should know more after our meeting next week.</p> <p>2) DE – Leanne Urasaki (Att. 2)</p> <ul style="list-style-type: none">• No Report <p>3) EPC – Lisa Fukumitsu</p> <ul style="list-style-type: none">• No Report <p>4) FPC - Alma Cremer / Neva Supe-Roque (Att. 3-5)</p> <ul style="list-style-type: none">- FPC Chair Cremer discussed the three attachments provided by the FPC. Attachments are linked in the agenda and provided in the Senate shared folder.- There are FPC items up for vote in new business. <p>5) GEC – Kenoalani Dela Cruz / Kapena Landgraf (Att. 6)</p> <ul style="list-style-type: none">- Reminder: Feb 1st proposal deadline.- There will not be a workshop this semester so, if you need assistance with proposals or renewals, please contact either of the GEC chairs.- Any new proposals submitted will be in effect for fall 2023, not fall 2022. <p>6) HAP – No'el Tagab-Cruz (Att. 13)</p> <ul style="list-style-type: none">- ENG 102 is an instructor designation for Vivian Chin for renewal of the HAP designation. This will be submitted to Senate for approval in new business. Because this is an instructor-based designation, if approved, this would be effective for Fall 2022. <p>7) WI – Sharon Dansereau</p> <ul style="list-style-type: none">- No Report		
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	<p>8) Sustainability - Drew Kapp / Kristine Kotecki (Att. 7)</p> <ul style="list-style-type: none"> - January 31st is the deadline to apply for instructor-level sustainability focused designation. Contact either of the Sustainability Chairs if you have any questions. <p>9) UHPA BOD update – Sam Giordanengo</p> <ul style="list-style-type: none"> - The Rate my Administrator report was released. They did not release the comments, it was basically all graphs. HCC was second from the bottom of the report in nearly all categories. This should be addressed in the future. - Legislature announced that they have an 800-million-dollar surplus. UHPA’s negotiation team has taken notice of this announcement. <p>10) GE Redesign Update – Sam Giordanengo</p> <ul style="list-style-type: none"> - Last term, an Ad Hoc committee was started, but only had two people came forward to volunteer for the committee. Senator Giordanengo is looking for more members to help assess the GE proposal. This is important because we need to include our opinions, as Faculty, on this matter. If you are interested in what GE is going to look like in the future, please feel free to contact Senator Giordanengo. This committee will have to look at the entire, holistic view, of the GE redesign not just one particular problem. It would be best to have at least six people to serve on the Ad Hoc committee. <p>11) Palamanui Updates - Tanya Dean</p> <ul style="list-style-type: none"> - No Report <p>12) Ko Updates</p> <ul style="list-style-type: none"> - No Report 		
<p>6. New Business</p>	<p>Note. Chair Tsugawa is making slight changes to the Senate agenda. He would like to make the Senate agenda clearer. There was discussion at the last EC meeting about bringing back the consent agenda in order to</p>		

	<p>expedite the Senate meetings. Please look for these changes in future meeting agendas.</p> <p>1) Continuing New Business Note. Continuing New business will include items that were in previously in new business, that we are moving forward with.</p> <p>a) The Creation of a Lecturer Interview Committee</p> <ul style="list-style-type: none"> - Senator Giordanengo had previously brought forth a proposal to the Senate: The creation of a Lecturer Interview Committee. This proposal is up to Senate, today, for its third reading. It is possible that we can have a vote in today’s meeting - In past Senate meetings there were concerns expressed about this proposal, as there has been a change in faculty and the concerns regarding hiring lecturers may no longer exist. <p>Move to create a lecturer hiring committee, possibly as a standing committee in the academic senate (Giordanengo/Wlicox-Boucher) Motion Rescinded</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Comment: I am concerned about having two people outside the department and only one member within the department selecting a lecturer. Especially in science, as the science courses are so varied, it might more beneficial to have the committee comprise of two people from within the department and one from outside the department. It may be difficult for an outside faculty to determine if someone is qualified for a position outside of their own department. Reply: You can propose this as an amendment if you’d like. - Comment – Creating this committee will really bog down how lecturers are hired. Sometimes lecturers are needed for immediate 	<p>Motion to create a Lecturer Hiring Committee Rescinded.</p>	
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	<p>hire. With this committee, it will slow things down as this committee has to meet, then it has to go to the DC's , then a lecturer can be hired. This seems like a lot of red tape.</p> <ul style="list-style-type: none">- Comment – I Agree with the above. It seems like this is more hoops that we have to jump through to hire someone.- Comment: I also agree with the above. It can be super complicated to evaluate the qualifications of the lecturers. As faculty we have experience going over the qualifications of candidates in our discipline. It is tricky to evaluate the qualifications of a candidate outside of our own discipline.- Comment – The use of this committee could be optional. Is the use of this committee optional or mandatory? Reply - this would be something optional for the DC's to use. It cold be brought in if there was some kind of conflict or if the hiring of a lecturer could be seen as a conflict of interest. This wouldn't have to be for every single lecturer, especially if there was only one candidate or if it was an emergency hire.- Comment – I think there is a need for clarity on something this important. If we vote to approve the proposal, would we be voting for the use of this committee to be optional or on the current proposal as it stands? Answer – Roberts rules of order says the proposal would need to be amended before the vote.- Comment (Tanya) – what is the relationship between the committee and the DC's? Who is putting the ultimate recommendation for hire into the "food chain"? DC or the Selection Committee? Answer – The intent is that the committee would supply the DC with tier list of candidates.- Comment – Are we addressing an actual problem? I'm not aware of a problem with the lecturer selection. Also, if we heed the comment above, we should have at least two people from the department assisting with the selection. If this is a standing		
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	<p>committee, does that mean we need two people from each department or division on the committee? Answer – Any amendments can be made to a proposal. You just need to make an amendment to the proposal before we can vote.</p> <p>Move to defer the proposal for the creation a lecturer hiring committee for revision and have it brought back to the Senate at the February 2022 meeting. (DuPuis/ Giordandgo)</p> <p>Discussion</p> <ul style="list-style-type: none"> - Question - If this is sent back, would you welcome further input and discussion? Answer - Yes. <p>Vote: 27 Yay, 5 Nay, 5 Abstentions</p> <p>2) Committee Proposals for Senate Approval (Att. 9)</p> <p>Motion to approve FPC proposal HAW 9.104: Evaluation of Lecturers (Supe-Roque/ Cremer)</p> <p>Discussion</p> <ul style="list-style-type: none"> - None <p>Vote: 24 Yay, 3 Nay, 10 Abstentions</p> <p>Motion to approve renewal of HAP designation for ENG 102: College Reading Skills (Urasaki/DuPuis)</p> <p>Discussion</p> <ul style="list-style-type: none"> - None <p>Vote 33 Yay, 0 Nay, 6 Abstentions</p>	<p>Motion to defer the proposal for the creation of a lecturer hiring committee carried.</p> <p>Motion to approve FPC proposal HAW 9.104 carried.</p> <p>Motion to approve the renewal of HAP designation for ENG 102 carried.</p>	
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	<p>3) Proposal: Creation of a Select Committee on Data Analysis (Att. 10)</p> <ul style="list-style-type: none">- Senator Kawaauhau is proposing the creation of a select committee on data analysis and is asking for volunteers to participate on the committee. The select committee on data analysis will look at data requests from program faculty. The committee will take a look at the data and report their findings back to the requesting faculty. This will assist those who don't have the time or, desire, or skillset necessary to extract and clean data.- Comment – Is this in response to the dissolution of KAIAC? Answer – This was inspired by that, but it is not a fix for the dissolution of KAIAC.- Comment – This a good idea since we are now missing our institutional researcher. We had some good data people who were great at answering questions, particularly those regarding student success. This morphed into a student success committee. I think this will be a good compromise for us, as we aren't sure where system is with hiring new a IR. It really is helpful to note the trends, particularly during this time of low enrollment. I think this will be very helpful. <p>Motion for the creation of a select committee on data analysis (Wilcox-Boucher/Weeks)</p> <p>Discussion</p> <ul style="list-style-type: none">- Question: If it's a select committee, how will it be selected?Answer – There would have to be an amendment to the Senate charter that would include this committee. Standing committees requires that each instructional and non- instructional division send a representative to a standing committee. Select committees do not need a representative from all departments. The reason for the select committee is so that we can open it to anyone who is	<p>Motion for the creation of a select committee on data analysis carried.</p>	
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	<p>interested.</p> <p>Vote</p> <ul style="list-style-type: none"> - 28 Yay, 2 Nay, 6 Abstentions <p>4) Proposal – Bridge Program / Sample Operating Manual (Att. 11 and 12)</p> <p>This proposal was submitted by Chair Tsugawa. The proposal is intended to help new, incoming Chairs to make a smoother transition into the Chair position of their committee. It will help the chair get up and running and to committee business as smoothly and quickly as possible. Chair Tsugawa provided a presentation and reviewed the proposal with the Senate. The proposal is linked in the agenda and can be found in the shared Senate folder.</p> <p>Motion to accept the Bridge Program proposal (Fujii/Wilcox-Boucher)</p> <p>Discussion</p> <ul style="list-style-type: none"> - Comment: this may seem very intimidating for people who are currently chairs. It seems like a big task. - Comment: I would like to encourage the committee members and bridge members for this to be a collaborative process, especially in the beginning set-up of the shared folder or documentation of duties. Answer – Part of this procedure would be to ask the current Chair to work with all previous Chairs to establish an onboarding document for future committee Chairs. - Comment – Everyone is trying hard to do all of our duties and meet all deadlines and that this may seem overwhelming to the Chairs. If we can slow things down and have more of an opportunity to work collaboratively and make it less rushed, I definitely support this - Comment – To create this first batch of onboarding information, it 	<p>Motion to accept the Bridge Program proposal carried.</p>	
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	<p>may be nice to do it as a retreat. There may be some money for it to be as part of professional development.</p> <ul style="list-style-type: none">- Comment – Can you clarify the timeline for completion? Will this be a three-semester process as presented? Answer – I wanted to start this last semester, not realizing that I will be the Senate chair for next year. There is no rush, it definitely needs to be well-thought out. Incorporating more people would make this a better process. <p>Vote: 29 Yay, 3 Nay, 1 Abstention</p> <p>5) Discussion of UHPA survey results Because the results of the Rate My Administrator survey came out recently, chair Tsugawa thought it would be good to have an open floor discussion about the Rate my Administrator survey.</p> <ul style="list-style-type: none">- Question – What are the steps that will be taken with these results? Answer – The answer is pretty much written in the response that Christian Fern released. A copy will be given to the UHPA members, the BOR, and President Lassner.- Question (from chat): When can we expect to see the raw data? Clarification – what do you mean by raw data? Reply – The UHPA report is summary data. In previous years, we’ve gotten more discreet breakdown of the data, per campus, etc. Answer – I’ll ask Christian that. Remember, this is being held by a neutral 3rd party. They might not be done compiling the info yet. I will ask Christian that and will try to have an answer for the next Senate meeting- Question – At the last ACCFSC meeting, the Senate Chair for UH Hilo had done a survey amongst their faculty as well. The question is, what happened to the survey results? The response is that there are both official and unofficial surveys that are done. From the UH’s perspective, the only official surveys are the 360 surveys.		
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	<ul style="list-style-type: none">- Comment – I’d be interested in having more details. It is concerning that both institutes on our island have the lowest scores. I think it would be important to reach out to the top scorers to see how they contrast to what we are doing.- Comment – We’ve been on the bottom for a long time. Where do we take this? We have another survey that shows we are at the bottom, so what do we do with this information as a Faculty Senate?- Comment – Can we ask Chair Tsugawa to request a response memo from Admin? Would this be a conflict, as the data came from UHPA?- Comment – If admin hasn’t seen this survey, or if they don’t know about the results, it may be beneficial to draft a memo suggesting that we are here to help. Use the survey as an impetus or encouragement to get the discussion rolling. <p>6) Updates in CES (Senator Supe-Roque) Senator Supe-Roque provided a report on the updates to CES. CES had updated after the FPC had gotten together, editing the policy. One of the issues was the coordinator tasks. As a coordinator for the campus, Senator Supe-Roque has access to putting in questions and training for DC’s and designated staff members. It was discussed in DC meetings, who would be approved for the CES system. On the CES website, the tab called reference information will provide information on the Department Chairs and/or the designated staff members.</p> <ul style="list-style-type: none">- Question – There are errors on the reference information page. If we want to make corrections to the page, can we just contact you, Neva? Answer - The issues with the reference page are known. Maggie at System has to go into the CES system and update the information. She’s currently in the process of doing so.		
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Academic Senate Meeting
1-28-2021

<p>7. For the good of the Order</p>	<p>1) "Much Mahalos" to Debbie, Tamara, Cade, and No'el for kokua with yesterday's Manono food distribution we had an awesome turnout that wiped us out. PTK, HSER and AJ Club student volunteers were wonderful! Thursday, February 24, 2022 is the next distribution. Mahalo nui!</p> <p>2) The CSO Convention is still working this semester, with groups working on reviews of the Student Government and Student Publications charters and bylaws. A new charter and bylaws are being developed for Student Activities. The Convention will require that students vote to ratify these documents, and we would like to ask that faculty and lecturers please encourage students to participate and vote.</p> <p>3) Senator Dean will send out another email encouraging people to apply for two Wo champion awards. The application deadline is Monday January 31st.</p>		
<p>8. Adjourn</p>	<p>Update to Robert's Rules of order – no longer need to motion or vote to adjourn the meeting.</p> <p>-Meeting adjourned at 2:21 pm by Chair Tsugawa</p> <p>-Next meeting: Friday January 28, 2022 12:00 pm via Zoom.</p>	<p>Meeting adjourned at 2:21 pm.</p>	