

**Subject:** This Week at UH West O'ahu - Week of Sept. 8, 2020  
**From:** UHWO Communications Department <uhwocomm@hawaii.edu>  
**To:** uhwo-all-l@lists.hawaii.edu  
**Date Sent:** Tuesday, September 8, 2020 7:49:59 AM GMT-10:00  
**Date Received:** Tuesday, September 8, 2020 7:50:31 AM GMT-10:00  
**Attachments:** 2020-08-28 COVID-19 Update - Office visit restrictions (FINAL).pdf, During National Preparedness Month.docx

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A BULLETIN FOR UH WEST O'AHU FACULTY AND STAFF  
**This Week at UH West O'ahu**  
Week of Sept. 8, 2020

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**Return-to-Campus Information from Chancellor Benham - Bulletin No. 17**

Aloha mai kākou!

Our theme this month is, ***E ala! E alu! E kuilima! Awaken! Come together! Join hands!***  
We will be able to do the hard work to get stronger if we do the good work together!

**We begin our collective efforts with talk-story sessions this month. You are invited to participate in a ZOOM campus-wide conversation to share your perspectives on how we might reimagine UH West O'ahu post-pandemic.**

**Campus Talk Story** on zoom

**Strategic Planning to Reimagine UH West O'ahu**

**Series Dates:**  
**Tuesday, Sept. 8**  
From 4 to 5 p.m.  
**Thursday, Sept. 10**  
From 4 to 5 p.m.  
**Monday, Sept. 14**  
From 1 to 2 p.m.  
**Friday, Sept. 25**  
From 9 to 10 a.m.

**RSVP to:**  
uhwochan@hawaii.edu You must register to receive the zoom invite 24 hours prior to the gathering.

**Please RSVP to [uhwochan@hawaii.edu](mailto:uhwochan@hawaii.edu) at least 24 hours prior to the session you are interested in attending.**

**To prepare yourself for the conversation please review:**

The impact of COVID-19 on Hawai'i's economy, the UH system, and UH West O'ahu leaves many of us questioning, "What's next?" The following excerpts come from UH West O'ahu's FY21 Operating Budget submitted to the Board of Regents. Here are a few impacts of this pandemic on our campus this fiscal year.

- A projected 16% reduction in general funds for UH West O'ahu.
- Tuition and Fees Special Funds (TFSF) revenue is projected to decrease by 1.3% compared to last fiscal year.
- Other Special Funds revenue is projected to decrease by 82%.
- UH West O'ahu has already reduced the campus' operating budget for FY21 by \$1.2M—to be used for critical needs only.
- UH West O'ahu has secured extramural funding and CARES Act funds to assist in the support of temporary, casual and student hires and costs resulting from the pandemic (e.g., PPE and IT related costs). These funds have been

taken into consideration when determining the FY21 Budget. (Note: CARES funds lapse in the fourth quarter this fiscal year.)

- UH West O‘ahu is projecting a \$1,756,856 deficit/overspend for FY21 with payroll as its largest expense (projected @ \$25,284,124 for FY21).
- TFSF revenue is also used to annually pay for required debt service (\$4.14 million in FY21) related to revenue bonds issued to construct the campus and \$2.36 million for student scholarships per EP 6.204 (\$2.36 million in FY21).

As we look for ways to reduce our costs of delivery to offer accessible, affordable, and quality educational programs to contribute to a post-pandemic Hawai‘i – we need to “reimagine” our work. That is, how we will serve and what critical value-added programs we must offer. To do so with integrity does require us to look to our [Value Proposition, Mission and Vision](#):

- ...prepares 21<sup>st</sup> Century leaders...through integrated, transdisciplinary programs where learners discover, innovate, and engage diverse communities to create a vibrant and just world (Value Proposition);
- ...offers a distinct and accessible student-centered education that focuses on the 21<sup>st</sup> Century learner. The University embraces Native Hawaiian culture and traditions, while promoting student success in an environment where students of all backgrounds are supported. Our campus fosters excellence in teaching, learning, and service to the community (Mission);
- ...is a premier, comprehensive, indigenous-serving institution dedicated to educating students to be engaged global citizens and leaders in society. UH West O‘ahu fosters a dynamic learning environment where all students, faculty, and staff embody and perpetuate Pacific and global understanding rooted in Native Hawaiian values (Vision).

The facilitated discussion will pose three overarching questions that will provide opportunities to share strategies of how we might reduce our costs/stop doing, where we might be able to streamline our efforts and our programs, and what we should invest in. I look forward to our discussions!

### **E Ala Pono – Fall 2020 Progress Update 1 (Sept. 8-13, 2020)**

Mahalo UH West O‘ahu Faculty! Your participation in the Verification of Student Non-Participation allows us to meet financial aid compliance concerns and assists in reducing the large account balances on student accounts who fail to drop their courses.

Next, our E Ala Pono – Fall 2020 Progress Update 1 begins today and provides instructors with an opportunity to engage and identify students needing support prior to the “Last Day to Drop with 50% refund.” Submit between Sept. 8 and 13, 2020, via the My Success Portal.

The following Alert Flags are available in Progress Update 1 –

- NO Show
- Attendance Check
- Struggling with content
- Struggling with technology
- Supportive Consult Recommended
- Kudos: Keep up the good work!

For additional information (and the Alert Flag definitions), please click here for the EAP Faculty Resources at <https://westoahu.hawaii.edu/academics/advising/e-ala-pono/>.

### **Professional Development/Convocation Recording**

To those who may have missed out on the live Zoom session of our Fall 2020 PD Day and Convocation, a [recording is now available](#). Special thanks goes out to Director of Information Technology, Therese Nakadomari, who produced the video.

### **University of Hawai‘i COVID-19 resources**

Remember to visit the [UH West O‘ahu COVID-19 page](#) and [University of Hawai‘i System COVID-19 site](#) for information and updates regarding the COVID-19 pandemic.

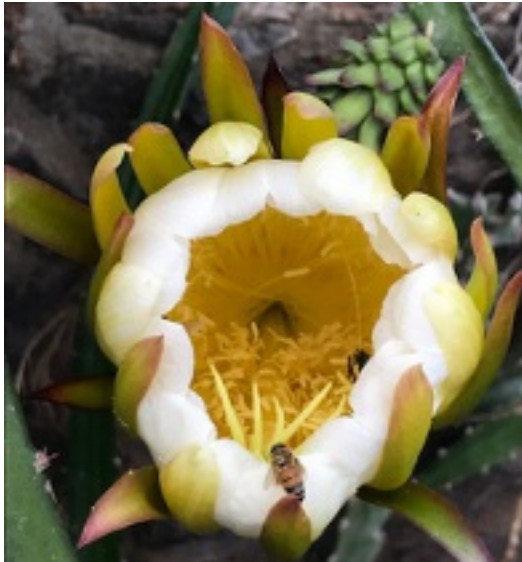
# COPING THROUGH COVID

How are you maintaining your mental, physical, and emotional well-being while practicing social distancing? We'd like to hear about your coping mechanisms or personal stories of how you are managing as we navigate these challenging times. Have unique tips to share? Fun activities? Email [uhwocomm@hawaii.edu](mailto:uhwocomm@hawaii.edu) to submit your survival strategies.

Here's a submission from Leslie Rush, instructor of business at UH West O'ahu:

In difficult times such as these, I have had to deliberately focus on "counting it all as joy" to keep my spirits up and to stay positive. My kids miss their friends. I miss my friends, and I especially miss my alone time. However, when I dwell on what is good and the blessings that have come from doing life during a pandemic, I can count it all as joy.

My family of four has reset our expectations on what school looks like. I am a university instructor, but I also teach 8<sup>th</sup> grade and K4. I am very fortunate to have a co-teacher (my husband) who takes turns with lesson planning and grading. I have readjusted my concept of time as I am not always in control. My days are long, but I am able to take breaks with my family. We have reexamined what family time was pre-COVID-19 and what family time means now. New rituals and traditions have taken up residence in our home. Friday fun nights are movies on the wall and popcorn. Saturdays are working in the garden and baking. Sundays are live streaming church and board games. It's all hands on deck right now, but we are healthy. We are safe. We have food and shelter. We have computers to distance learn. We have each other. We are very blessed.



*Photo courtesy of Leslie Rush*

## Monthly Mental Health Moment – Hidden Strengths

Clinical psychologists Dr. Steven Taketa and Dr. Analu Sing, with the [Mental Health Clinic at UH West O'ahu](#), will offer monthly mental health tips to students, faculty, and staff to cope through COVID-19 and these trying times:

Take a second and think about some of the best moments of your life. Some people may remember a graduation, a personal accomplishment, spending time with a role model or loved one, or any number of positive experiences. When you think about that memory, what personal qualities do you associate about yourself? For many, these memories can provide evidence of your strength, resilience, value, and compassion. If you spend some time remembering your successes, you may discover that you have qualities that you have forgotten to honor about yourself. Through the stress of education or the anxiety of a pandemic, we sometimes do not notice the abilities that have propelled us to overcome. Make self-gratitude and compassion part of your daily life and take notice of your hidden strengths.

## UH System messages

- **UH Whistleblower Hotline:** University of Hawai'i students, faculty, and staff have an important resource to confidentially report violations of laws, rules, regulations and UH policies. A whistleblower hotline launched in 2016 further advances the university's commitment to encourage and enable any member of UH or the general public to make good faith reports of misconduct.

University of Hawaii Whistleblower website:

<https://secure.ethicspoint.com/domain/media/en/gui/40480/index.html>

UH Whistleblower Hotline: 1-855-874-2849

For more information go to UH News at <http://go.hawaii.edu/coj>

- **Welcome to Fall 2020 from UH Information Technology Services:** Please take full advantage of the range of [services that we offer the UH community](#), including 24/7 phone and online access to our ITS Help Desk, and our Duo multi-factor authentication service to protect your UH credentials.

If you have any questions or suggestions regarding UH's information technology services, please feel free to drop a note at [gyoshimi@hawaii.edu](mailto:gyoshimi@hawaii.edu). You can also contact the ITS Help Desk, available 24/7 at [help@hawaii.edu](mailto:help@hawaii.edu), or (808) 956-8883. Click [here](#) to see UH Information Technology Services' entire message.

## September 2020 anniversaries

The University of Hawai'i celebrates [September 2020 faculty and staff anniversaries](#), including UH West O'ahu's Terri Lynn Ota, Instructional and Student Support (30 years); Reynaldo Habon, Building Maintenance Worker (20 years); Jon Magnussen, Associate Professor (10 years), and Leila Shimokawa, Information, Events and Publications (10 years). Congratulations!

## September is National Preparedness Month

During National Preparedness Month, the focus is on preparedness and to help students, staff, and their community prepare physically, financially, and emotionally. Please see the attached tips, courtesy Dr. Ross Prizzia, Director of Disaster Preparedness and Emergency Management (DPEM) Programs and Professor of Public Administration and Disaster Preparedness at UH West O'ahu.

## ERS COVID-19 Office Protocol

The Employees' Retirement System (ERS) has updated its COVID-19 office protocol. The notice and additional information are available on the ERS website at <http://ers.ehawaii.gov>. Should you have any questions, please contact the ERS at 586-1735. Please see the attached document.

## PIKO Outdoor Learning Space construction deliveries, photos of progress

Multiple construction deliveries continue for the PIKO Outdoor Learning Space project. When there are deliveries, please expect temporary disruptions to pedestrian access at the roundabout and entry ramp. All persons in the vicinity of this project are advised to respect all construction barricades and all posted safety/detour signs. If you have any questions or need additional information, please contact the UH West O'ahu project manager at 689-2546.

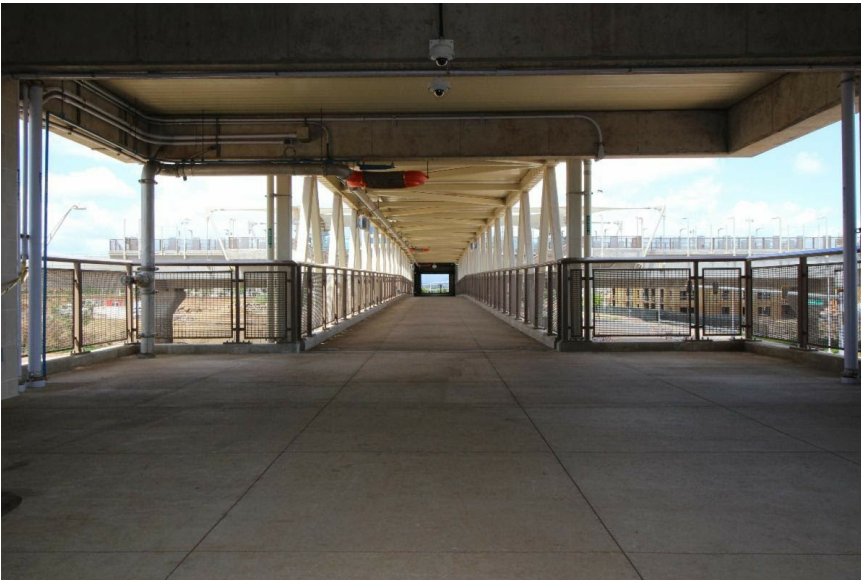
The following photos of the project were taken on Thursday by Planning and Facilities:





**Keone'ae (UH West O'ahu) Station**

Keone'ae (UH West O'ahu) rail station's pedestrian bridge view across Kualaka'i Parkway. Image courtesy of Nan, Inc.:



### Distance Learning Tip of the Week – Laulima course site’s Statistics tool

Wondering if students are active on your Laulima course site? Enable the Statistics tool to see reports of site activity including user visits and most accessed files. Find out when-and-if resources and lessons have been opened. You’ll find the Statistics tool in Site Info > Manage Tools.

### UH West O’ahu in the News

Hawai’i News Now (Sept. 4): “[UH West O’ahu: Progress report for the fall semester](#).” Chancellor Maenette Benham joined the Sunrise newscast with an update on UH West O’ahu’s fall semester, including our increased enrollment, new Creative Media Facility, and more.

Hawai’i Public Radio (Sept. 1) UH President David Lassner discussed its reopening in an [interview](#) that aired Sept. 1 on Hawai’i Public Radio’s The Conversation.

### News from [E Kamakani Hou](#)



[Student Support Spotlight: Career Services](#) - Welcome to a new E Kamakani Hou series that highlights the services the University of Hawai’i–West O’ahu offers to help our students succeed. Student Support Spotlight will profile the wide-ranging services that are important for our students and campus. The series has so far featured profiles on [Advising](#), [Admissions](#), the [Behavior Intervention Team](#), the [Bookstore](#), and [Campus Security](#).

[Student Support Spotlight: Mental Health Services](#)

[Student Support Spotlight: Disability Services](#)

[Student Support Spotlight: Distance Learning](#)

[Student Support Spotlight: Financial Aid](#)

[UH West O’ahu assistant professor contributes to archaeology paper published in science journal](#) - [Dr. Kirsten M.G. Vacca](#), Assistant Professor of Historical Archaeology at the University of Hawai’i–West O’ahu, was among the authors of a recently published archaeology paper that explores how ceramic cooking pots record the history of ancient food practices.

[UH West O'ahu professor's article in international publication](#) - [Stefanie Wilson](#), a professor of [Business Administration](#) at the University of Hawai'i–West O'ahu, has published a research article entitled, "Leading Edge Online Classroom Practices: Influenced by the Global COVID Pandemic" that can be used to assist educators with developing or strengthening the online classroom using technologies and practices for a more fulfilling classroom experience.

*The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department's [Communications Request Form](#).*

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## COVID-19 Update: ERS implements walk-in office restrictions

*Updated: August 28, 2020*

Aloha ERS Ohana,

With the recent rise in COVID-19 cases in Hawaii, the Employees' Retirement System (ERS) is implementing new office procedures to protect its members, retirees and staff.

Walk-in visits at the ERS's office at City Financial Tower will be on an exception-only basis to limit the number of visitors in the ERS reception and surrounding areas. Anyone who may have business with the ERS is encouraged to call 808-586-1735 before coming to the office to determine the accessibility and availability of services. ERS member and retiree forms are available by download or by mail and may be returned by mail. Some documents, such as retirement applications, will need to be notarized if noted on the form. Retirement application deadlines can be found [here](#).

### Contact information

Phone: (808) 586-1735

Email: [dbf.ers.sss@hawaii.gov](mailto:dbf.ers.sss@hawaii.gov)

All contact information:

[Contact us](#)

If visiting the ERS office is required, everyone must wear masks and practice social distancing. Please have your mobile phone with you to call in for assistance at the office entrance. Only one visitor will be allowed in the reception area at a time. Visitors will be asked to complete a questionnaire before entering. Please note that the City Financial Tower parking lot opens at 8 a.m.

ERS offices on Kauai, Maui and Hawaii island remain closed, and examiners can be reached by phone. Complete ERS contact information can be found here: <https://ers.ehawaii.gov/resources/contact-us>.

## Filing for retirement

For members filing for retirement, the ERS will mail a retirement packet of forms to be completed at home and mailed back to the ERS. Members will not be allowed to complete the forms at the ERS office. Phone counseling will be available, but members are strongly encouraged to call for a phone counseling appointment.

Forms can be requested by phone and can also be found on the ERS website: <https://ers.ehawaii.gov/members/member-forms>.

Email and telephone service will continue during our regular business hours of 7:45 a.m. through 4:30 p.m., Monday through Friday, except state holidays. However, there will likely be longer wait times for phone calls.

## Benefit payments will continue

ERS will continue to process benefit payments to retirees and beneficiaries as scheduled.

## Online resources

As a reminder, it is not necessary to visit the ERS for your retirement resources. Information and forms are available at <http://ers.ehawaii.gov> by clicking the drop-down menus for members and retirees. Our "Benefits Calculator" will provide you with retirement estimates and active member information is available at the "Member Information" link.



## Office plans

The ERS is purchasing/installing an intercom at the entrance doors to the Oahu office reception area as well as a temperature screening device. Once this is in place, members will be required to have their temperature taken and only be allowed in ERS offices once they are cleared.

Mahalo for your patience and understanding!

*During National Preparedness Month, the focus is on preparedness and to help students, staff, and their community prepare physically, financially, and emotionally.*



### Physically

Preparedness includes planning for your health, your home, and your family. National Preparedness Month involves sharing advice on how to limit the impacts that disasters have on families as well as understanding the risks in their area, by checking insurance coverage, and making their homes stronger in the face of storms and other common hazards.



### Financially

Families at all income levels have experienced the challenges of rebuilding their lives after a disaster or other emergency. COVID has been a huge reminder of why planning for a "worst case scenario" is *imperative*. In these stressful times, having access to personal financial, insurance, medical, and other records is crucial for starting the recovery process quickly and efficiently.



### Emotionally

During an emergency and/or pandemic it is common for individuals to feel emotional unrest. Families should contact healthcare and emergency agencies providing adequate aid and guidance for individuals with existing mental health conditions as well as those experiencing enhanced emotional distress during the coronavirus disease (COVID-19) outbreak, disasters, and emergencies generally.