



## MSS EXECUTIVE BOARD MEETING MINUTES

**Date:** January 3, 2020

**Time:** 10:00am

**Location:** HH 309

**Members:**

Name	Role	Attendance
Wendi Vincent	Chair	Present
Jaret Leong	Vice-Chair	Present
Jenny Chow	Senate Secretary	Present
Laura Nakasato	Executive Board Secretary	Present
Ann Sakuma	Communications Officer	Present

**Guest(s)**

1. Michele Tom, Executive Search Coordinator, Office of the Vice Chancellor for Academic Affairs (OVCAA)

**I. Call to Order**

- A. The meeting was called to order by Chair Vincent at 10:00am.

**II. School of Nursing and Dental Hygiene (SONDH) Dean Search Advisory Committee (SAC)**

- A. The Executive Board (EB) debriefed the SAC process with Michele Tom, Executive Search Coordinator in the OVCAA, to discuss the process used with SONDH and to determine whether procedural improvements were needed for future executive searches.
  1. It was unanimously agreed that the MSS should be involved in the nomination process to help ensure staff have fair opportunities to serve on SACs.
    - a) This duty was previously handled by HGEA.
    - b) The MSS is responsible for moving forward 3-4 names to the Provost's Office/OVCAA for consideration.
    - c) MSS involvement in the nomination process has no bearing on who will be selected for the SACs.

2. It is important to create a consistent process to promote positive interactions between staff and the MSS.
  3. Since some units already have an internal process, it is reasonable that they should be able to use the process they developed.
  4. If the unit is using their own process, the MSS could offer to run elections (if applicable) to help ensure an impartial process.
  5. MSS-led processes should ensure all staff have the opportunity to nominate themselves.
  6. For future searches, the MSS may want to learn how many staff are in the unit in order to advocate for fair representation on SACs.
- B. The following recommendations were made for the next search:
1. The unit contact should be introduced to the MSS Chair.
    - a) The contact is usually an HR specialist from the unit.
  2. The MSS Chair will make it clear to the unit contact that the unit can follow their own internal vetting process.
    - a) The Provost's Office/OVCAA is not informed of the unit's process and they do not need to know the process.
    - b) There is no current accounting of which units already have a process in place.
  3. The MSS Chair could meet with the unit staff to discuss the process. This would help build relations between the MSS and staff over time.
- C. The EB will continue to be responsible for overseeing this process but resolved to discuss procedures with the full Senate for feedback.

### **III. Biennium Operating Budget and Legislative Priorities**

- A. Chair Vincent, Vice Chair Leong, and EB Secretary Nakasato debriefed their meeting with Elmer Ka'ai, Director of Government Relations and Community Affairs, on December 19, 2019.
- B. While the MSS is not in a position to weigh in on legislative matters this term, it should begin thinking of how it will work with this information in the future.
- C. The Shared Governance Committee will most closely work on these matters but the EB determined it would benefit the full Senate to hear from Director Ka'ai and understand the processes involved.

### **IV. MSS Website and Communications Committee**

- A. Communications Officer Sakuma updated the EB on the work of the Communications Committee.
  1. The temporary MSS website has been updated.
  2. The committee will share its recommendations regarding a permanent and more dynamic website at the March Senate meeting.
  3. The approved December Senate meeting minutes will be posted within the next few days.
  4. Future agendas and approved minutes will be sent to the entire EB. Communications Officer Sakuma will post these items on the website.
    - a) Additional edits may not be made to the minutes once the Senate has approved them.

- (1) All senators are expected to review the draft minutes circulated via Google Doc and enter any suggested edits in “Comment” mode ahead of meetings.
  - (2) Any suggested amendments to wording should be entered as a comment in the sidebar so the Senate can discuss whether the edit will change the meaning of the statement.
5. The committee will work on its charge to explore how senators can stay in communication with each other outside of meetings and store documents (e.g., Lulima, Slack, etc.)
6. The committee will present its findings and recommendations at the March or April Senate meeting.
7. The committee will also explore how to provide remote access to senators who are unable to attend meetings in-person.
- B. The MSS will commission a logo as part of branding development efforts.
  1. The EB will meet with Dee Okahara, Marketing Specialist in Marketing and Campus Services during its February meeting.

## **V. Commission to Address Racism and Bias**

- A. Chair Vincent reported that no senators submitted their names to the EB for consideration.
- B. Senator Ward will be contacted to determine whether she would be willing to have the MSS submit her name as an MSS representative on the commission.

## **VI. Standing Committees**

- A. EB Liaisons
  1. The EB discussed how to ensure liaison duties were a good use of time for EB members.
    - a) Liaisons should not take on committee duties. Committee members are responsible for conducting the work of their committees.
    - b) The EB will consider whether specific EB roles should be permanently assigned to specific committees.
      - (1) The Communications Officer is assigned to the Communications committee per the MSS bylaws.
      - (2) Strategically, the Vice Chair is a good liaison for the Shared Governance committee as this will allow the Vice Chair to become versed in issues, which will prepare them for the Chair position.
  2. Liaisons are responsible for scheduling the first meeting.
  3. Chair Vincent asked liaisons to make sure it was clear to committees that they are responsible for making recommendations to the full Senate. They are not authorized to make decisions and implement actions without the expressed consent of the Senate.
  4. Liaisons should act in an advisory capacity and help ensure committees keep the big picture in mind so they don’t work in isolation.
  5. Liaisons are expected to contribute to - but not dominate - committee discussions.
  6. Liaisons should help cultivate positive relations between the committees and the EB.

**B. Committee Chairs**

1. The most pressing item of business at the first committee meeting is for a chair to be elected.
  - a) The MSS chair is responsible for confirming the committee chair appointments.
2. Minimum duties for committee chairs will include:
  - a) Scheduling meetings;
  - b) Setting meeting agendas;
  - c) Providing updates at Senate meetings as needed; and
  - d) Presenting recommendations to the Senate on behalf of the committee.
3. MSS Chair Vincent plans to schedule a meeting with committee chairs to discuss additional expectations and communication protocols.

**C. Meeting schedules**

1. Committees need to confirm their meeting schedules. The 4th Wednesday of each month at 11:00am is currently reserved for committee meetings.
2. Liaisons are responsible for securing a location for the first meeting. Committee chairs will assume that responsibility for future meetings.

**VII. January Senate Meeting**

- A. A tentative agenda was set for the January Senate meeting.

**VIII. Adjournment**

- A. The meeting was adjourned by Chair W. Vincent at 12:16pm.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

Approved on February 5, 2020.