



MSS EXECUTIVE BOARD MEETING MINUTES

Date: January 13, 2020

Time: 1:45pm

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): N/A

I. Call to Order

- A. The meeting was called to order by Chair Vincent at 1:50pm.

II. Standing Committee Meetings

- A. Standing committee meetings will commence this month.
- B. Executive Board (EB) liaisons were reminded that committees are recommending bodies and may not adopt nor implement ideas until the full Senate has approved.
- C. Committee chairs will serve until June 30, which is the end of the term.
1. Since chairs may change each year, the EB and committees should think about how to create continuity from year to year and preserve historical memory.
- D. It is up to each committee how it will conduct votes for the committee chair position.
1. EB liaisons can administer votes by secret ballot.
 2. Liaisons can cast the deciding vote in the event of a tie.
- E. Once chairs are elected, the names of the committee chairs will be forwarded to MSS Chair Vincent, who will confirm their appointments and convene a meeting with them.

- F. In addition to the duties discussed at the 01/03/20 EB meeting, committee chairs will decide the process for taking minutes (e.g., rotating notetaker) and are responsible for submitting minutes to the MSS Chair.
- G. EB liaisons were asked to review the committee's charges at the first meeting so committee members could ask questions and begin discussing how they will work together to meet their goals.
- H. The Communications Committee set its agenda and has set a goal of implementing the new MSS website by June 2020.
 - 1. The committee will continue to update the current website with important information.
 - 2. MSS Chair Vincent reserved the right to review and edit all content.

III. MSS-HGEA Relationship

- A. Vice Chair Leong shared information from an HGEA presentation regarding the legislative process.
 - 1. HGEA sends out a call to its members in October to solicit ideas regarding new laws or updates to existing laws that are important for HGEA members.
 - a) Announcements are sent via the "Bulletin" email.
 - b) Constituents may contact their stewards or submit their requests directly to HGEA.
 - c) HGEA will look out for laws that might negatively affect HGEA members and work to fight against those laws.
 - 2. HGEA represents different units across the State of Hawai'i, not just UH.
- B. Since HGEA has multiple layers of leadership positions, Chair Vincent asked if an organizational chart was available for viewing. Vice Chair Leong will look into this and share back with the EB.
 - 1. The EB will continue to consider how to set up a collegial working relationship with HGEA that establishes clear boundaries for both parties.
 - 2. It is important to establish structures and processes for how the MSS will interface with HGEA to ensure long-term success.
 - 3. The MSS should also consider whether it is a conflict of interest for anyone serving in an HGEA leadership role to serve on the MSS.
 - 4. Currently, there is no reference guide available to staff so they understand who they can consult regarding workplace concerns. This is a point to consider discussing with HGEA leadership.
- C. Chair Vincent will resume discussions with Therese Nakadomari, Unit 8 President, and Mark Yap, Unit 8 State Director.
 - 1. Once a meeting has been scheduled, the EB will be invited to attend.

IV. Excellence in Academic Advising (EAA) Report

- A. Chair Vincent will share the findings report from the EAA review with the Senate.
- B. The Senate will determine whether it wants to invite the EAA leads, Jennifer Brown and Stephanie Kraft-Terry, to discuss the report.

V. Campus Reorganization Update Meeting

- A. Following the January Senate meeting, Chair Vincent scheduled a meeting between the EB, President Lassner, and Provost Bruno on January 23, 2020.
- B. The focus of this meeting is to obtain updates on campus reorganization efforts. These updates will be shared with the Senate at its February meeting.

- C. Since this is the first meeting with the President and Provost since the MSS was formalized, the EB will share pertinent updates:
 - 1. MSS mission, organizational values, and vision;
 - 2. Campus-level committees and work that the MSS has engaged in;
 - 3. Communication protocols, most notably that official communication between UH Administration and the MSS must occur via the MSS Chair.
- D. Chair Vincent will inform the Senate of this meeting and ask for feedback and questions to be submitted for EB consideration.
- E. The EB discussed questions/issues that have already arisen.
 - 1. There is a concern that the update that will be shared with the campus will not include an accounting of impacted positions. At what point will the redesigned organizational charts be populated with positions?
 - a) From the staff perspective, is it possible to understand whether the redesigned areas will be effective and have adequate resources without the positions included?
 - 2. What is the Administration hoping to accomplish when they ask the campus community for feedback? What will they do with the feedback they receive?
 - 3. The reorganization is focused on conceptual redesign and functions, not positions and people. When details emerge related to how positions and actual job duties will be impacted, HGEA will be responsible for working with the Administration to address concerns.
 - 4. There are multiple concerns regarding the lack of transparency in the design teams and the processes that have been employed.

VI. Adjournment

- A. The meeting was adjourned by Chair Vincent at 3:30pm.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

Approved on February 5, 2020.