



MSS EXECUTIVE BOARD MEETING MINUTES

Date: February 5, 2020

Time: 11:00am

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. Dee Okahara, Marketing Specialist - Campus Services, Marketing
2. Chris Sekigawa, Graphic Designer - Campus Services, Marketing

I. Call to Order

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

II. MSS Logo Discussion

- A. Dee Okahara and Chris Sekigawa from Campus Services met with the Executive Board (EB) to discuss the possibility of creating an MSS logo for branding efforts.
- B. Communications Officer Sakuma, who had contacted Dee Okahara, was asked to inform the EB of any information that had previously been shared. Per Communications Officer Sakuma, no prior information was shared.
- C. Chair Vincent provided an overview of the MSS, including mission and organizational values, and advised that the logo needs to transcend any growth and change that will occur over time.
 1. The MSS will foster opportunities for staff to grow and develop leadership skills; currently there are limited opportunities for staff to engage in professional development at UHM.
 2. Senators are expected to hold themselves to a high standard of honor and integrity. The MSS wants to be an organization that can be trusted to do the right thing and lead by example.

3. It is particularly important in the short-term for the MSS to establish itself, gain traction, and be intentional and consistent in its operations.
 4. It was confirmed that the MSS represents all staff at UHM.
- D. A discussion on timelines and the process occurred.
1. The EB expressed that the logo could ideally be ready for use on July 1, 2020, which is the start of the second term.
 - a) The MSS needs both color and black & white versions of the logo. The MSS also needs electronic versions.
 - b) The EB anticipates the logo will be used for the MSS website, printed materials, and PowerPoint presentations.
 2. Due to a recent change in leadership, it is unclear how workloads within Campus Services will be affected.
 3. Chair Vincent advised the EB would share information with the full Senate at its February meeting. If the Senate is in favor of moving forward with logo development, Chair Vincent will be in touch via email to confirm the logo request.
 - a) Communications Officer Sakuma will then be designated as the point of contact for this project.
 - b) It was advised that decisions regarding the logo need to be vetted through the MSS.
 4. The discussion concluded and guests left the meeting at 11:40 AM.

III. 01/03/20 Meeting Minutes

- A. The EB unanimously approved to adopt the 01/03/20 meeting minutes.

IV. 01/13/20 Meeting Minutes

- A. The EB unanimously approved to adopt the 01/13/20 meeting minutes.

V. Senate Briefing on Campus Reorganization

- A. It was determined that the EB would provide a summary of its 01/23/20 meeting with President Lassner and Provost Bruno for senators to review before the February Senate meeting.
- B. The EB discussed the need to create a communication plan to share information with all staff regarding the reorganization and upcoming town hall.
 1. It will be important for the MSS to consider its role in the following:
 - a) Communication about the town hall
 - b) Staff feedback process
 - (1) After the town hall, should the MSS send an email to all staff to encourage them to submit feedback directly to the site that will be set up by UHM administration?
 - (2) Will the MSS also request feedback from all staff to be better equipped to provide input in the shared governance consultations?
 - c) Overall shared governance process
 - (1) In what format will MSS feedback be submitted?
 2. The EB agreed to recommend the following to the Senate:
 - a) The MSS will not send a follow-up email about attending the town hall meeting.

- b) After the town hall meeting, the MSS will send an email to all staff to: 1) remind them to watch the video of the town hall if they could not attend; and 2) encourage them to provide feedback through any channels that are established.
- 3. The EB agreed that it would be helpful to create a checklist of what the MSS is examining within reorganization proposals vs. what HGEA is examining.
- C. EB Secretary Nakasato advised that the Enrollment Management Design Team is meeting on Thursday, February 6. Chair Vincent advised that the Mānoa Leadership Team meeting is on Friday, February 7.

VI. Standing Committees

- A. Chair Vincent will be meeting with all standing committee chairs on February 6.
 - 1. Chairs will need to actively coach their committees regarding their roles within the Senate. Committees are responsible for creating and communicating recommendations to the MSS. Committees may move forward on initiatives if they are commissioned by the MSS.
 - 2. It will take time to figure out how to effectively run these committees and to work out processes so that committees can easily share information and collaborate.
 - 3. Committee chairs need to submit a request to the MSS Chair if they want to add an item on the MSS agenda.
 - 4. The EB determined that it would be useful to allot time on each MSS agenda for committee chairs to share general updates.

VII. MSS Website Questions and Requests

- A. Due to time, this item was deferred until the next EB meeting.

VIII. Legislative Watchlist

- A. Due to time, this item was deferred until the next EB meeting.

IX. February Senate Agenda

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

X. Other Business

- A. Chair Vincent shared that President Lassner sent an email to members within senior administration to remind them about the MSS and forwarded the mission, vision, and values the EB shared with him and Provost Bruno on January 23.
- B. Chair Vincent received an inquiry as to whether the MSS wants to have a mailbox in the President's office since the MSS does not have a physical address. The EB was asked to think about this and provide feedback before a decision is made.

XI. Adjournment

- A. The meeting was adjourned by Chair W. Vincent at 12:39pm.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

Approved on March 4, 2020.