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## MSS EXECUTIVE BOARD MEETING MINUTES

**Date:** March 4, 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

**I. Call to Order**

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

**II. 02/05/20 Meeting Minutes**

A. Chair Vincent, MSS Secretary Chow, Executive Board (EB) Secretary Nakasato, and Communications Officer Sakuma voted to adopt the 02/05/20 meeting minutes. Vice Chair Leong was not present during the vote.

**III. MSS Website Questions and Requests**

- A. Some of Chair Vincent's requests were addressed prior to this meeting.
- B. The Communications Committee will update the FAQ page to address the indentation issue.

**IV. Legislative Watchlist**

- A. Senator Simmons contacted Chair Vincent with an inquiry regarding MSS interest in current bills.
- B. The EB agreed the MSS does not currently have the capacity to actively monitor bills but legislative matters should be factored into MSS business in the future.
  - 1. The EB and Shared Governance Committee should cooperatively work on this effort.
  - 2. It was recommended that the MSS meet with Elmer Ka'ai, Director of Government Relations and Community Affairs, to learn about the legislative

process and determine the best way for the MSS to build these issues into its workload. This meeting should occur early in the second MSS term.

#### **V. MSS-HGEA Leadership Meeting**

- A. Chair Vincent reached out to HGEA leaders Mark Yap and Therese Nakadomari to schedule a follow-up meeting to the one conducted in Fall 2019. The goal is to clearly distinguish what the Staff Senate will address from what HGEA already addresses. There should also be a long-term, cooperative structure set up between the two entities.
  - 1. The meeting is scheduled for Tuesday, March 10. Chair Vincent and Vice Chair Leong will attend. The entire EB is welcome to attend if schedules permit.

#### **VI. MSS Logo**

- A. Campus Services - Marketing will initiate its work on the logo based on the information provided by Chair Vincent.
- B. Communications Officer Sakuma will send a follow-up email to provide additional information discussed by the EB.
  - 1. The logo design should be centered around the MSS organizational values.
  - 2. The MSS logo should be complementary to the official UH Mānoa logo.
- C. Any official communication sent out by the MSS should include the official UH logo.
- D. A style guide for internal use by the MSS should be developed.
- E. The MSS website should feature both the MSS logo and the UH logo.

#### **VII. Updates and Recommendations from Standing Committees**

- A. Shared Governance
  - 1. Following up on one of its charges, the committee sent a request to MSS Chair Vincent to inquire with the Mānoa Faculty Senate (MFS) and HGEA if they keep track of campus-wide committees.
    - a) Per discussion with John Kinder, there is no list being maintained by the MFS. Non-MFS committees are listed on the MFS website but it is unclear what is still active.
    - b) HGEA also does not maintain any list.
    - c) The Provost's Office also does not maintain a list. A staff member in the Chancellor's Office used to maintain a listing but this practice stopped when that person retired.
    - d) The EB agreed to share with the full Senate a Google Sheet created by the Shared Governance committee and ask all senators to input any committees or initiatives they are aware of that exist on campus.
  - 2. MSS Chair Vincent sent an inquiry to Sheila Kanemaru, Assistant to the Vice Chancellor for Administration, Finance, and Operations regarding the reorganization process and how to incorporate MSS in the process.
    - a) The MSS will not be able to participate in the reorganization consultations for A&H/LLL/SPAS and Campus Services. However, it may provide independent feedback.
    - b) The EB will schedule a discussion with the full Senate to determine next steps. Most notably, the MSS needs to make clear how its feedback and participation is adding value to the process and is distinct from HGEA.

- (1) At the least, the MSS should be involved in the development process to advocate for staff and ensure they are being included/considered. The MSS can help with sharing information and setting up proper communication throughout the process and particularly before the reorganization proposals are submitted to the unions for formal consultation.

**B. Outreach and Elections**

1. The EB accepted the recommendations to use the same platforms from last year's elections, including the use of Google Forms to collect self nominations and SurveyShare for voting.
2. The EB will need to modify the proposed elections timeline.
3. Communication guidelines and protocols need to be discussed by the EB before any outreach efforts can begin.
  - a) The EB agreed it is important to establish guidelines regarding outreach so that efforts are fair to all eligible APTs.
  - b) A broader approach is best for use this term; additional outreach strategies can be developed for the second term.
4. The full Senate will be asked to discuss concerns raised by the committee regarding the upcoming elections.

**C. Communications**

1. Recommendations regarding the MSS website were approved.
  - a) A group photo will be scheduled for the March 11 meeting.
  - b) The Communications Committee will assign an additional person to be responsible for updating the website if needed.
    - (1) It will be important for member access to be updated when senators exit their roles on committees.
2. The EB will consider both the recommendations of the Communications Committee and Outreach & Elections Committee in creating a revised timeline.
  - a) Before any news stories or communications are sent out, the EB should make sure communication protocols are in place.
  - b) Information regarding elections can be sent out in April.
    - (1) The Outreach & Elections Committee should draft what will be posted on the website regarding the elections.
  - c) Ideally, the MSS can work with Jon Burdios to have election information included in the April 20 Opportunities Email that is sent out to the UH community twice a month.
  - d) A press release is not needed, but it would be good to make an announcement regarding the new Senate in late June/early July.

**VIII. March and April Senate Meetings**

- A. A tentative agenda was set for the March 11 meeting.
  1. EAA liaison Stephanie Kraft-Terry will share information on the EAA report.
  2. HGEA State Director Mark Yap will share information on the Framework for the Future report.
- B. The EB agreed to call a special MSS meeting on March 18 to have focused discussions on key pending issues.
  1. Due to the time-sensitive nature of these issues, it would be best not to wait for the April MSS meeting.

2. While the Shared Governance Committee was scheduled to meet on this date, it is to their benefit to resolve pending issues via Senate discussion so they can move forward in their committee work.

**IX. Transition Plan**

- A. Due to time, this item was deferred until the next EB meeting.
- B. The EB was asked to think about plans for the future, including archiving Senate materials and future service.

**X. Communication Protocols**

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

**XI. Other Business**

- A. MSS Mailbox
  1. The EB agreed it made sense to have a mailbox in the President's Office since the MSS currently does not have a physical office/meeting space.
  2. The EB agreed to have UH Communications create an official letterhead featuring the Hawaii Hall address.
- B. Campus Leadership website
  1. Communications Officer Sakuma advised of a Campus Leadership website at the UH Communications meeting. The MSS currently does not appear on this site.
    - a) Chair Vincent will follow up on this item.

**XII. Adjournment**

- A. The meeting was adjourned by Chair W. Vincent at 12:40pm.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

Approved on March 20, 2020.