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**MSS EXECUTIVE BOARD MEETING MINUTES**

**Meeting Date** March 20, 2020  
**Meeting Time** 2:00 PM  
**Location** Hawaii Hall 202A

**Members:**

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

- I. Call to Order**
  - A. The meeting was called to order by Chair Vincent at 2:00 PM.
  
- II. 03/04/20 Minutes**
  - A. The EB unanimously approved to adopt the minutes for the 03/04/20 meeting.
  
- III. 03/18/20 Senate Meeting Debrief**
  - A. Elections and Outreach Discussion
    1. The EB needs to modify the elections and communication timeline in light of the decision to postpone the 2020 elections.
    2. The MSS website can be used to communicate that elections are postponed due to the COVID-19 health crisis.
    3. The EB should check in with current senators if they are willing to extend their terms if needed.

4. The bylaws do not need to be modified but it should be recorded for historical documentation purposes that election procedures were modified in response to an unprecedented emergency.
- B. Shared Governance Discussion
1. The Shared Governance Committee will develop a recommended process for how MSS will interface with reorganizations.
  2. The EB decided to work on the internal reference guide that will be used to better understand MSS and HGEA roles.
    - a) The Senate may be asked for input in creating examples.

#### **IV. Communication Protocols**

- A. The EB will revisit the expectations it created for senators to include guidelines that will help ensure consistency and credibility in MSS messaging.
1. It is particularly important to clarify MSS roles and contributions.
  2. It is also important for guidelines to be established for when senators discuss elections with prospective candidates.
    - a) The MSS wants to ensure an unbiased process.
    - b) The EB will develop a list of general topics that any senator should be able to speak on (e.g., time commitment involved).
  3. Chair Vincent recommended hosting a webinar when the MSS is ready to pursue elections.
    - a) This will minimize communication responsibilities for individual senators and ensure staff are receiving the same message.
    - b) The webinar can include an update on Senate activities.
- B. The EB will also consider asking committee chairs to create an annual report that provides highlights from the year.

#### **V. Other Pending Business**

- A. The Senate needs to discuss how the MSS will assist with search advisory committees. This issue has been tabled for several meetings.
  1. This discussion will be scheduled for the April 8 meeting.
- B. The EB will determine whether it will continue to use Zoom for future MSS meetings.
- C. The EB should determine how information from campus committees will continue to be provided to the MSS when senators end their terms. For some of these committees, it may not be possible to change representatives (e.g., Commission to Address Racism and Bias).
- D. The bylaws need to be reviewed annually. The EB and MSS should begin reviewing the current bylaws in April so that recommendations can be discussed during the May and June meetings.
- E. The EB will need to determine the best process for archiving MSS records.
- F. Chair Vincent will send an email to the President and Provost to inform them of the MSS chair transition. She intends to copy their assistants as well as senior administration.

#### **VI. MSS Leadership Transition**

- A. Chair Vincent noted for the record that MSS chair duties would transfer to Vice Chair Leong on March 23, 2020.

#### **VII. Adjournment**

- A. The meeting was adjourned by Chair Vincent at 3:54pm.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

Approved on April 1, 2020.