MSS EXECUTIVE BOARD MEETING MINUTES

Date: April 1, 2020
Time: 11:00 AM
Location: Virtual Meeting (via Zoom)

Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaret Leong</td>
<td>Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Ann Sakuma</td>
<td>Interim Vice-Chair Communications Officer</td>
<td>Present</td>
</tr>
<tr>
<td>Jenny Chow</td>
<td>Senate Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Laura Nakasato</td>
<td>Executive Board Secretary</td>
<td>Present</td>
</tr>
</tbody>
</table>

I. Call to Order by Chair Leong at 11:00 AM.

II. Approval of Minutes
   A. Senate Meetings (03/11/20 and 03/18/20) were unanimously approved.
   B. Executive Board Meeting (03/20/20) was unanimously approved.

III. Remarks from the Chair
   A. Shift MSS priorities
      2. Postpone MSS elections.
      3. Request whether 1-year senators are able to extend their terms until December 2020 with the caveat that the timing may change depending on the COVID-19 situation.
      4. Postpone discussion about executive search committees.
      5. Put two subcommittees (Election/Outreach and Shared Governance) on hold for now due to other pressing issues.
6. Create new task forces
   a) Possible goals for the task forces
      (1) How can MSS be more proactive about the current COVID-19 situation?
      (2) What role does the Senate have vs. what role does HGEA have during this time?
      (3) How are staff working conditions during the new work-from-home format?
      (4) How best to create a feedback system for all staff to the MSS?
         a) We would like to receive feedback on the current situation and how we can best help, but it is important not to overpromise and underdeliver.

7. Meeting minutes
   a) Find out if only Staff Senate meetings need to be posted.
   b) Find out if subcommittee meeting minutes need to be posted.

8. Upcoming MSS meetings
   a) Possibly extend the meeting longer or add an additional meeting.

9. Website is on schedule to be upgraded by July.
   a) The upgrade is dependent on funding requested through the President’s office.
      (1) Communications Officer Sakuma will follow up with Debra Ishii about the funding request.

10. Email address for MSS chair
    a) Chair Leong is researching the best way to create this.

11. Communications Officer Sakuma shared information on the April 2nd UH Communications meeting.
    a) UH Administration is working on grading options that will allow a credit/no credit option for Spring semester classes.
       (1) Goal is to provide flexibility for students to choose a grading option.
       (2) As of now, no tuition refunds will be approved because the semester will be completed.
    b) There has been feedback from APTs regarding the requirement of specific work plans and hours.
       (1) UH Communications will bring it up to the Administration; the goal is to show compassion through actions and provide flexibility.

IV. Succession Plan
   A. Vice-Chair will not be filled
      1. Communications Chair Sakuma will be “Interim Vice-Chair” in addition to continuing her current Communications Chair role.
VI. Branding | Logo
   A. Dee Okahara/Chris Sekiguchi provided three logo options.
   B. Options will be sent to senators prior to the April 8th meeting.

VII. Senate Agenda (April 8, 2020)
   A. Call to order
   B. Approval of Minutes
   C. Updates from Chair on Priority Shift
   D. Extension of Senator Terms
   E. Task Force creation and discussion
   F. Logo discussion

VIII. Adjournment at 12:24 pm

   Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

   Approved on May 6, 2020.