



MSS EXECUTIVE BOARD MEETING MINUTES

Date: April 24, 2020
Time: 12:00 PM
Location: Virtual Meeting (via Zoom)

Members:

Name	Role	Attendance
Jaret Leong	Chair	Present
Ann Sakuma	Interim Vice-Chair Communications Officer	Present
Jenny Chow	Senate Secretary	Present
Laura Nakasato	Executive Board Secretary	Present

- I. Call to Order by Chair Leong at 12:00 PM.
- II. Discussion | Senate Meeting (April 22, 2020) Debrief
 - A. Branding | Logo (Implementation Plan)
 - 1. Logo next steps
 - a) Dee Okahara/Chris Sekigawa will provide MSS with the source files for the logo.
 - 2. MSS website
 - a) Add to website:
 - (1) Standing committee lists
 - (2) Meeting dates
 - b) Senate Secretary Chow will send to Communications Chair Sakuma the final meeting minutes for March 11th and 18th for posting to MSS website.
 - c) For future agendas and minutes
 - (1) Chair Leong will send Communications Chair Sakuma the agenda.

- (2) Senate Secretary Chow will send final Senate meeting minutes to Communications Chair Sakuma after it's approved and ready for posting to the MSS website.
- (3) EB Secretary Nakasato will send final EB meeting minutes to Communications Chair Sakuma after it's approved and ready for posting to the MSS website.

B. Themes that came out from the April 22nd MSS meeting: focus our attention on sharing information about MSS to internal UHM community; engage in outreach so people know we exist; want to make sure MSS is at the table for discussions where other shared governance groups are present too.

C. Other

1. Campus-wide committees

- a) MSS senators who are placed on campus-wide committees will share information about their meetings and progress with MSS
- b) Provide an agenda item on the monthly MSS meeting for updates to be shared.

D. Determine Senate Priorities

1. First need to determine: Who we are; what role do we play

- a) Complete the MSS vs HGEA google doc
- b) Ask for input from senators

2. Other priorities

- a) Website
- b) Reorgs (what will MSS review and what's the value-added vs. what HGEA will review)
- c) Determine which campus-wide committees we need to be placed on

E. Determine Standing Committee Priorities

1. Meet with Committee chairs on April 29, 2020

III. Senate Agenda for EB+Committee Chairs' Meeting (April 29, 2020)

A. Discuss Senate priorities

IV. Appreciation to Dee and Chris for the logo creation

A. Create official proclamation

V. Meeting adjourned at 1:15 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

Approved on May 6, 2020.