MSS EXECUTIVE BOARD MEETING MINUTES

Date:       April 29, 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>
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<tr>
<td>Laura Nakasato</td>
<td>Executive Board Secretary</td>
<td>Present</td>
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</tbody>
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Guests:
Jennifer Matayoshi, MSS Shared Governance Committee Co-Chair
Conrad Mostiller, Jr., MSS Elections and Outreach Committee Co-Chair
Sarah Simmons, MSS Shared Governance Committee Co-Chair

I. Call to Order
   A. The meeting was called to order by Chair Leong at 11:02 AM.

II. Discussion | Mānoa Staff Senate Priorities
   A. Finalize who we are; what role do we play
      1. Finalize the MSS vs HGEA google doc.
      2. EB will set the framework/start discussion and bring to full Senate for discussion at the May 13th Senate meeting.
C. Website
   1. Updating current and launching our new website.
   2. Need content from senators.

D. Reorganizations
   1. Figure out what is our value-added and what is our role vs. HGEA’s role in reviewing reorganizations.
   2. Need to provide Sheila with the information she requested in order to formally be added into the flowchart for reorganizations.

E. Determine which campus-wide committees we need to be placed on.

F. Search advisory committees.

G. Sub-committee tasks based on the five priorities.
   1. Communications
      a) Website and branding.
   2. Shared Governance
      a) Reorg checklist
         (1) Draft provided to EB
            (a) EB will review for further discussion at the May 13th full Senate meeting.
            (b) EB will share the draft to senators for review before the May 13th meeting.
      b) Prepare documents Sheila is asking for regarding reorgs.
      c) Campus-wide committees
         (1) Identify committees
            (a) Ask Senators to add committees they know about onto the google doc that was already created.
   3. Elections and Outreach
      a) Elections on hold for now
         (1) Start work on:
            (a) Explore how online elections will work.
            (b) Research representative senate model.
            (c) Questions that need to be answered: How to communicate and get staff interested in the Senate? Who to reach out to? How do we reach out to them?
      b) Outreach
         (1) Work with the Communications committee in sharing information on the website and explore other means of communication.
(3) Social media
   (a) Not ready to launch yet, but can look into a plan and prepare information for later.

H. Other
   1. EB will create templates that include the approved MSS logo. Templates can be used for committee documents.
   2. Subcommittee meeting minutes should be saved to the Senate drive, but will not be published on the MSS website.

III. Adjournment
   A. The meeting was adjourned by Chair Leong at 11:20 AM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.

Approved on May 6, 2020.