



UHM Staff Senate | Executive Board Meeting Minutes

Date May 6, 2020
Time 11:30 AM
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

A. The meeting was called to order by Chair Leong at 11:33 AM.

II. Approval of Minutes

- A. Executive Board Meeting minutes for April 1, April 24, and April 29, 2020 were unanimously approved.
- B. Senate Meeting minutes for April 8 and April 22, 2020 unanimously approved. The minutes will be presented at the May 13, 2020 Senate meeting for approval.

- C. Meeting minutes review process
 - 1. Executive Board and Senate meeting minutes will be uploaded to the folder for EB to review.
 - 2. Minutes spreadsheet will be updated at various stages after approvals are completed.
 - 3. Once minutes are approved, Senate Secretary or Executive Board Secretary will do final updates and move the file to the “Approved | Ready for Website” folder. Communications Chair will post to the website.
- D. Meeting minutes template
 - 1. Chair Leong will share a template for meeting minutes.

III. Other Business

- A. Senator meeting attendance
 - 1. Senate Secretary Chow will update the attendance google sheet and share with the Executive Board.
- B. Mānoa reorganization discussion
 - 1. Questions regarding Mānoa reorganization
 - a) There is a request for feedback. What happens with the feedback when received? Do the same design teams reconvene to make adjustments based on the feedback?
 - b) Are the design teams still active and will they continue to work on the reorganization during the summer after the feedback is received?
 - c) What happens if a Staff Senate person on a design team leaves the Staff Senate? Can we replace this person with someone else from the current Staff Senate? Example: Wendi Vincent’s seat on the Academic Excellence design team.
- C. Proposed reorganization for Library Services
 - 1. This was presented to the Mānoa Staff Senate for review, along with all the other governance groups and unions.
 - 2. The deadline for feedback is June 29, 2020 (45-day review period).
 - 3. Mānoa Staff Senate is currently not set-up to provide an official review of this reorganization proposal.
- D. Shared governance documents
 - 1. Table the two documents to a future Senate meeting after we determine the role of the Mānoa Staff Senate.
- E. Other
 - 1. Chair Leong is working on a Chair’s Handbook.
 - a) Determine best way to capture decisions made by the Executive Board and Mānoa Staff Senate along with the reason.

IV. Agenda | Senate Meeting (May 13, 2020)

- A. Minutes for approval
- B. Present five current Mānoa Staff Senate priority areas
- C. Mānoa Reorganization
- D. Proposed Reorganization for Library Services
- E. Discussion about who we are and what role we play

V. For future discussion

- A. Style guide for branding
- B. Guidelines for brand/logo use
- C. Determine the role of past chairs
- D. Set-up SOP for updating passwords and access for senators who leave Mānoa Staff Senate

VI. Adjournment

- A. The meeting was adjourned by Chair Leong at 12:51 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.
Approved on June 3, 2020.