UHM Staff Senate | Executive Board Meeting Minutes

Date         June 17, 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</td>
<td>Present</td>
</tr>
<tr>
<td></td>
<td>Communications Officer</td>
<td></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>
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I. Call to Order
   A. The meeting was called to order by Chair Leong at 11:01 AM.

II. Approval of Minutes
   A. Executive Board Meeting (2020.06.03) - approved unanimously
   B. Executive Board Meeting (2020.06.09) - approved unanimously
   C. Senate Meeting (2020.06.10) - approved unanimously
III. Other business

A. Review “Meeting Agenda | Executive Board // DRAFT”
   1. Chair Leong will send this out prior to EB meetings.
B. Discussion on what Summer will be considered
   1. Update the bylaws
      a) Suggestion for break-down of dates for the year:
         (1) Fall: August 17, 2020 - December 31, 2020
         (2) Spring: January 1, 2021 - May 17, 2021
         (3) Summer: May 18, 2021 - August 13, 2021 (summer to be considered its own “semester” when accounting for unexcused absences)
      b) Chair Leong will send the proposed idea for summer being a separate “semester.” Proposal will be sent to all senators at least 14 days prior to the next Senate meeting, and then added to the July MSS meeting agenda.
C. Reinforce bylaw information on unexcused meetings so all senators are aware that it includes Senate meetings and Committee meetings.
D. Task Force to review the “Examples” in the Who to Contact
   1. Shared Governance will take the lead on this task.
   2. Diane Nakashima will be added to this committee to work on this specific task.
E. Standing Committee Assignments
   1. Elections/Outreach - Executive Board liaisons will call the first meeting and the committee will choose a new chair.
      a) Draft a timeline for the elections.
      b) Complete elections by end-October and plan to elect new Executive Board members before end-December. New senators will start January 2021.
F. MSS files and passwords
   1. Transfer ownership of files to be under uhmstaff or msschair.
   2. Passwords should be shared with the Executive Board.
   3. All Executive Board members will have the password for the “uhmstaff” email. Communications Chair is an Executive Board member and will access the email regularly and send replies.
G. Suggestion for process for future proclamations
   1. Establish a process to submit proclamation requests.
   2. Establish criteria to determine proclamations.
3. Approval of proclamations will require ⅔ vote of the filled Staff Senate seats. A proxy can be submitted if a Senator is unable to attend the meeting.
4. The results will be shared with the full Senate but individual votes will remain anonymous.
5. Include this matter for full discussion and vote at the next Senate meeting.

IV. Adjournment
   A. The meeting was adjourned by Chair Leong at 12:26 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary. Approved on September 2, 2020.