



UHM Staff Senate | Executive Board Meeting Minutes

Date September 2, 2020
Time 11:00 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 11:05 AM.

II. Approval of Minutes

- A. Executive Board (2020.06.17) - approved unanimously
- B. Executive Board (2020.08.05) - approved unanimously
- C. Senate Meeting (2020.08.12) - approved unanimously

III. Discussion | Topics

A. School of Social Work Dean Search

1. One self-nomination was received.
2. Chair Leong will contact Michele Tom to ask for options for moving forward.

B. Shared Governance - [Minutes](#)

1. [Who to Call List](#)

- a) Shared Governance completed their review and update. They shared the information with the Communications committee.
- b) Communications committee will work on updating the format to a more user-friendly FAQ list that will be posted to the website.
- c) The information will also be updated to state clearly what unit is the lead and administrator of the process/initiative, and how MSS can help to support/promote it for all staff to easily access.

2. [Proposed Change to MSS Bylaws](#) - possible vote by the entire MSS?

- a) EB will share their suggestions regarding the proposed changes and the Senate will vote.

C. MSS website

1. Update to the new website format will occur from Friday, September 4, 2020 through Monday, September 7, 2020.

IV. Agenda | Senate Meeting (September 9, 2020)

V. Adjournment

- A. The meeting was adjourned by Chair Leong at 12:20 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.
Approved on October 8, 2020.