



UHM Staff Senate | Executive Board Meeting Minutes

Date October 8, 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 11:03 AM.

II. Approval of Minutes

A. Executive Board (2020.09.02) - approved unanimously 10/8/20

B. Senate Meeting (2020.09.09) - approved unanimously 10/8/20

III. Discussion | Topics

A. Communications Committee

1. The committee will continue to update the MSS website and add a new Voice of Staff section.
2. Training for the website
 - a) All EB will be invited to a website training session.
 - b) Main updates for the website will be done by the Communications Chair and Senate Secretary.

B. Elections

1. Communications Chair Sakuma will send out self-nomination reminder email on Tuesday, October 13th.
2. Email drafts related to elections will be shared with Communications Chair Sakuma for review. Senate Secretary Chow and EB Secretary Nakasato will send out emails on appropriate dates from the uhmstaff email.

IV. Agenda | Senate Meeting (October 14, 2020)

- A. Updates from Communications committee and Elections committee.

V. Other Business

- A. Provost has confirmed regular consultative meetings with the shared governance groups to occur every other Wednesday. Chair Leong will attend these meetings and share updates with the Senate.

VI. Adjournment

- A. The meeting was adjourned by Chair Leong at 12:00 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.
Approved on November 4, 2020.