



UHM Staff Senate | Executive Board Meeting Minutes

Date December 4, 2020

Time 1:00 PM

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 1:00 PM.

II. Approval of Minutes

- A. Executive Board ([2020.11.04](#)) - approved unanimously with corrections 12/04/20, to be finalized for posting on MSS website.
- B. Senate Meeting ([2020.11.18](#)) - approved unanimously with corrections 12/04/20, to be forwarded for full Senate review.

III. Discussion | Topics

A. Phase 2 Mānoa Administrative Reorganization Proposal Consultation

1. Open Forum was held on 12/4/20.

- a) Several staff employees from Student Housing voiced concerns about their unit's reorganization. They were not consulted about the details of the reorganization before seeing the proposal on the UH Mānoa website.
- b) Question about position descriptions was shared.
- c) The MSS will discuss staff's concerns at the next MSS Meeting on 12/9/20.

(1) Actions that MSS will take regarding the concerns received: raise questions, ask for more clarification, and/or take a position on a certain topic.

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

A. Phase 2 Mānoa Administrative Reorganization Proposal Consultation

B. EB Election Options

C. Committee Assignment Signups

- 1. Information will be sent to senators prior to the January 2021 MSS meeting, and committee assignments will be finalized at that meeting.

V. Adjournment

- A. The meeting was adjourned by Chair Leong at 2:00 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.
Approved on January 6, 2021.