



UHM Staff Senate | Executive Board Meeting Minutes

Date February 3, 2021

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 ([2021.01.06](#)) - approved unanimously, 02/03/21

B. Senate Meeting ([2021.01.13](#)) - approved unanimously, 02/03/21; will be forwarded for full Senate review

III. Discussion | Topics

A. Committee Assignments + Charge

1. All committees are set and will be announced at the next MSS meeting.
2. Committees will determine 2-3 tasks based on the MSS 2021 Priorities.
3. EB will task the Shared Governance committee to develop a draft template for MSS to review upcoming academic department reorganizations.

IV. Agenda | Senate Meeting (February 10, 2021)

A. Committee assignments

1. If time allows, committees will meet in break out sessions during the MSS meeting.

V. Other Business

- #### **A. MSS response on the Administrative Reorganization will be posted on MSS website.**

VI. Adjournment

- #### **A. The meeting was adjourned by Chair Leong at 11:55 AM.**

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.
Approved on March 3, 2021.