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## UHM Staff Senate | Executive Board Meeting Minutes

**Date** March 3, 2021

**Time** 11:00 AM

**Location** Virtual Meeting (via Zoom)

### Members

| Name           | Role   | Attendance |
|----------------|--|------------|
| Jaret Leong    | Chair  | Present    |
| Ann Sakuma     | Interim Vice-Chair<br>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 11:00 AM.

### **II. Approval of Minutes**

- A. Executive Board (2021.02.03) - approved unanimously 03/03/21; to be finalized for posting on MSS website.
- B. Senate Meeting (2021.02.10) - approved unanimously with corrections 03/03/21; to be forwarded for full Senate review.

### III. Discussion | Topics

#### A. Mānoa Reorganization | Administrative

1. EB will create a follow-up letter that will be sent to administrators present at the Graduate Division and Title IX meetings.
  - a) Group lead and EB liaison for each group will send a follow-up email to staff attendees to capture comments and feedback to include in the letter.
2. MSS Chair will send an email to Debra Ishii, President Lassner, and Provost Bruno to say thank you and to inform them the MSS will be submitting a recap of the two meetings that were held.
3. Estimated timeline: send email out to Graduate Division and Title IX staff by Friday, March 5th; deadline to submit comments is by March 10th

#### B. MSS Standing Committee Charges

1. Communications
  - a) EB agreed with the charges presented by the committee.
  - b) Co-chairs will be given access to make website updates
2. Elections
  - a) EB agreed with the charges presented by the committee.
  - b) Create a SOP for MSS elections.
  - c) For the upcoming election, unique code will be given to each person eligible to vote; this will increase the security of the election.
3. Outreach
  - a) Group lead shared that the team is brainstorming ideas that can be done. EB suggestion for a possible outreach event: create a virtual talk-story session with current senators that can tie into the opening of self-nominations for this year's election. Goal of the session is for staff to learn more about MSS and what it entails to be a senator.

4. Shared Governance

- a) EB agreed with the charges presented by the committee.
- b) Finalizing criteria for reorganization. May use School of Communication as an example for the template.

**IV. Agenda | Senate Meeting (March 10, 2021)**

**A. Approve prior meeting minutes**

**B. Elections**

**V. Adjournment**

- A. The meeting was adjourned by Chair Leong at 1:10 PM.

Respectfully submitted by Laura Nakasato, MSS Executive Board Secretary.  
Approved on April 7, 2021.