



UHM Staff Senate | Executive Board Meeting Minutes

Date July 7, 2021
Time 11:00 AM
Location Virtual Meeting (via Zoom)

Members

Name	Role	Attendance
Jaret Leong	Chair	Present
Carl Dionne	Vice-Chair	Present
Lori Ward	Communications Officer	Present
Christie Nitta	Senate Secretary	Present
Sarah Simmons	Executive Board Secretary	Present
Ann Sakuma	Outgoing Interim Vice-Chair Communications Officer	Present
Jenny Chow	Outgoing Senate Secretary	Present
Laura Nakasato	Outgoing 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 ([2021.06.02](#)) - approved unanimously 07/07/21; to be finalized for posting on MSS website.
- B. Senate Meeting ([2021.06.09](#)) - approved unanimously with corrections 07/07/21, to be forwarded for full Senate review.

III. Discussion | Topics

A. Transition of Power

- 1. Previous EB in attendance to assist with transfer and Orientation.
Encouraging of separate meetings with outgoing member in respective position to discuss and understand responsibilities and any logistical needs.
- 2. Previous EB members left the meeting after this discussion.

B. MSS Committee Assignments

- 1. Review of Senator preference listing for committee assignment.
- 2. Will give assignments to full senate and ask the committees to meet to elect committee leadership and priorities at the next full senate meeting.

C. Priorities for Fall 2021

- 1. Previously set priorities for 2021:
 - a) Post-Pandemic Fallout
 - b) Mānoa Reorganization | Administrative
 - c) Mānoa Reorganization | Academic
 - d) All Campus Council of Staff Chairs (ACCSC)
 - e) Standing Meetings with the Provost and President (or invited to MSS meetings)
 - f) Internal Infrastructure
 - g) Transparency and Communications
 - h) Awareness Campaign - BOR, other Shared Governance, other Staff Senates/Councils, State Legislatures
 - i) Campus Awards for Staff
 - j) Explore the possibility to shift to a senate representative model - representatives for each college/school/unit
- 2. Discussion of new priorities or initiatives:
 - a) Encouragement of better communication from Administration on reorganization and budgeting/post-pandemic planning.
 - b) Discussion of standing meeting time with Provost and/or President.

3. Will retain same list of priorities for this coming term.
- D. Communications Plan
1. Discussion on newsletter or some regular communication out to all staff.
 - a) Will refer to Communications committee.
 2. Communications committee had [drafted a support document](#) to gather info needed for all-staff communications on events or topics.

IV. Agenda | Senate Meeting (July 14, 2021)

- A. Introductions
- B. MSS Priorities
- C. Committee Assignments
- D. Return to Campus (if updates available)

V. Adjournment

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

Respectfully submitted by Sarah Simmons, MSS Executive Board Secretary.
Approved on August 4, 2021.