UHM Staff Senate | Executive Board Meeting Minutes

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

Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
</tr>
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<tbody>
<tr>
<td>Jaret Leong</td>
<td>Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Carl Dionne</td>
<td>Vice-Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Lori Ward</td>
<td>Communications Officer</td>
<td>Present</td>
</tr>
<tr>
<td>Christie Nitta</td>
<td>Senate Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Sarah Simmons</td>
<td>Executive Board Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Ann Sakuma</td>
<td>Outgoing Interim Vice-Chair Communications Officer</td>
<td>Present</td>
</tr>
<tr>
<td>Jenny Chow</td>
<td>Outgoing Senate Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Laura Nakasato</td>
<td>Outgoing Executive Board Secretary</td>
<td>Present</td>
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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.