



MĀNOA STAFF SENATE

Mānoa Staff Senate
Executive Board

UHM Staff Senate | Executive Board Meeting
Wednesday, August 2, 2023, 11:00 am - 12:00 pm
Virtual Meeting (via Zoom)

Name	Role	Attendance
Christie Nitta	Chair	Present
Noweo Kai	Vice-Chair	Present
Jennel Sesoko	Communications Coordinator	Present
Raedelle Van Fossen	Senate Secretary	Present
Carol Oshiro	Executive Board Secretary	Present
Carl Dionne	Past Chair	Excused
Elmer Ka'ai	Shared Governance Chair	Excused
Andrew Sensano	Elections Chair	Present

1. Call to Order
 - a. The meeting was called to order by Chair Nitta at 11:03 AM
2. Approval of Minutes
 - a. **Exec Board Meeting** (2023.07.05), view at: [MSS EB Meeting Minutes 7-5-2023](#)
 - b. Approved (2023.08.02)
3. Discussion | Topics
 - a. Confirm Committee Assignments
 - b. Football - September 1, 2023

University of Hawai'i at Mānoa Staff Senate
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Honolulu, HI 96822
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Website | manoa.hawaii.edu/staffsenate

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- i. SurveyShare will be finalized today - <http://www.surveymshare.com/s/AYAUMDC> (test survey).
 - 1. The survey will close on August 9, 2023.
 - 2. Football SurveyShare will require a password - "manoastaff". A test survey will be sent out to the Senators today.
 - 3. However, in the future, we will need to figure out the logistics to maintain the security of the survey by:
 - a. Export listserve email addresses and import users to the contact list to SurveyShare to maintain security for the survey.
 - 4. There was a question about the number of people in the listserve; the answer has yet to be discovered.
 - 5. Senator Sensano suggested adding a survey tab to the website to become a landing page for active feedback and surveys.
 - 6. The plan is to assemble a document with the survey results and take action if needed.
 - 7. Email message to be finalized today. Senator Christie will put the message on a Google document for feedback.
- c. Provost Council Meeting
 - i. Faculty shared that they believe sports are more important than other programs.
- d. Schedule of Calendar Request for MSS
 - i. Meeting Minute Due Dates
 - ii. When to post things on the websites?
 - iii. Announcements
- e. Telework
 - i. Current telework approvals will end on August 31, 2023.
 - ii. CTAHR will accept requests for telework for an additional year - Sep 1, 2023 to August 31, 2024.

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- iii. Civil Service (DHERD) had just received approval to begin teleworking. This will require the supervisor to be trained. This information will be shared with civil service employees once the details have been finalized, possibly at the Fall Forum.
- iv. HGEA teleworking policy is listed in the supplemental section.
- f. Treasurer
 - i. MSS would like to add a new Executive Board position
 - 1. Work with UHF to fundraise to support MSS
 - 2. We need to change the bylaws so that the position can be filled
- g. Bylaw Timeline - discussed above
- h. Deans/Supervisor support of MSS
 - i. Two senators have recently resigned.
 - ii. K Knudson shared that she resigned due to the lack of support from her supervisor.
 - iii. MSS is a volunteer organization to support Manoa staff; it's counterintuitive to prevent staff from participating.
 - iv. May need to reach out to the Provost to make a statement so that all supervisors are aware of MSS and to encourage staff participation
- 4. Other Business
 - a. Timeline for Minutes, Actions to take after meetings
 - i. Chair Nitta will provide a suggested timeline for EB MSS to follow
 - b. ADA Compliance, Grackle
 - c. Website - Senator Sensano suggested adding minutes to the website for easy access for Manoa staff
- 5. Adjournment
 - a. Chair Nitta adjourned the meeting at 12:15 PM

Respectfully submitted by Carol Oshiro, MSS EB Secretary.

Approved on 9/6/2023.

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