UHM Staff Senate | Executive Board Meeting

Wednesday, September 6, 2023, 11:00 am - 12:00 pm
Virtual Meeting (via Zoom)

Agenda

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Christie Nitta</td>
<td>Chair</td>
<td>Present</td>
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<tr>
<td>Noweo Kai</td>
<td>Vice-Chair</td>
<td>Present</td>
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<tr>
<td>Jennel Sesoko</td>
<td>Communications Coordinator</td>
<td>Present</td>
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<tr>
<td>Raedelle Van Fossen</td>
<td>Senate Secretary</td>
<td>Present</td>
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<tr>
<td>Carol Oshiro</td>
<td>Executive Board Secretary</td>
<td>Present</td>
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<tr>
<td>Carl Dionne</td>
<td>Past Chair</td>
<td>Present</td>
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<tr>
<td>Elmer Ka’ai</td>
<td>Shared Governance Chair</td>
<td>Present</td>
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<tr>
<td>Andrew Sensano</td>
<td>Elections Chair</td>
<td>Present</td>
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I. Call to Order
   ○ 11:04 am
II. Approval of Minutes
   ○ Exec Board Meeting (2023.08.02), view at: MSS EB Meeting Minutes 8-2-2023
III. Discussion | Topics
   ● Appoint Vacant MSS Seats & Fall Election
      ○ Vacant Seats due to Keiko Knudson and Nicole Hyde
      ○ Outreach - Richard Okubo confirmed acceptance to UHM Staff Senate
         ■ Chair will ask Staff Senate for a ratification vote
      ○ College of Education to fill vacant seat; Chair Christie reached out for possible referrals
      ○ Retirement
         ■ Karen Blakely
         ■ Diane Nakashima
         ■ Chair has the power to appoint vacancies as seats become vacant due to retirement
      ○ Reach out to unit that does not have any representatives
         ■ College of Engineering,
         ■ Enrollment Management (Robin)
         ■ Another Meet and Greet for the Fall
   ● Committee/Committee Chair/Calendar of Events for 23-24
      ○ Outreach Co-Chairs - Noweo Kai and Carol Oshiro
      ○ Picture taking day; coordinate colors
   ● Treasure Timeline
      ○ MSS ByLaws 2023 has been amended to add Treasurer
      ○ Treasurer role will be continuous throughout the years and not on a one year term, redundancy is needed for this position
      ○ EB can provide edits and Senator Kaai will share with other senators for review
      ○ Procedural details will be documented after approvals are in place
      ○ Are duo roles by EB allowed? Should this be added to the MSS ByLaws?
   ● Outcome of UH Football
      ○ Survey results are posted online
      ○ Feedback received via MSS email

IV. Other Business

○ Wednesday, September 13, 2023 - President Lassner Guest
  1. Lassner will be present throughout the meeting

○ UHM Staff Onboarding Discussion
  1. Check with OHR to facilitate discussion
  2. Jennel shared this link: https://manoa.hawaii.edu/ovpae/academic-personnel/leading-with-excellence/
  3. MSS
  4. Email template ready for communication, just need to send Communication information

V. Adjournment at 12:00 pm