



MĀNOA STAFF SENATE

Mānoa Staff Senate
Executive Board

UHM Staff Senate | Executive Board Meeting

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

Agenda

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	Present
Elmer Ka'ai	Shared Governance Chair	Present
Andrew Sensano	Elections Chair	Present

- I. Call to Order
 - 11:04 am

University of Hawai'i at Mānoa Staff Senate
2500 Campus Road, Hawai'i Hall 202
Honolulu, HI 96822
Email | uhmstaff@hawaii.edu
Website | manoa.hawaii.edu/staffsenate

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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
 -

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- No response from UH Administration
 - Quarterly meeting with Administration in October
 - Athletics “Volunteers”
- 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

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