



Mānoa Staff Senate  
Executive Board

**UHM Staff Senate | Executive Board Meeting**

Wednesday, February 7, 2024, 11:00 am - 12:00 pm  
Virtual Meeting (via Zoom)


**Agenda**

I.

Name	Role (*EB members)	Attendance
Christie Nitta	*Chair	<i>Present</i>
Noweo Kai	*Vice-Chair/Outreach co-chair	<i>Present</i>
Carol Oshiro	*EB Secretary/Outreach co-chair	<i>Present</i>
Raedelle Van Fossen	*MSS Secretary	<i>Present</i>
Jennel Sesoko	*Communications Chair	<i>Present</i>
Carl Dionne	*Past Chair	<i>Present</i>
Michele Inouchi	*Treasurer	<i>Present</i>
Elmer Ka'ai	Shared Governance Chair	<i>Excused</i>
Andrew Sensano	Elections Chair	<i>Present</i>

II. Call to order 11:05 am

### III. Approval of Minutes

- EB mtg:  MSS EB | Minutes (2024.01.03)

### IV. Discussion | Topics

#### A. Future of Shared Governance

1. Request to change the Shared Governance Standing Committee to a function among all MSS committees. This will result in not having a Shared Governance Committee in the future.
2. If a Shared Governance Committee is needed, the chair can assemble an ad-hoc committee to address the concern at the time.
3. March 28, 2024 - presentation of "What is MSS?"

#### B. Elections Spring 2024

1. Senator Sensano is creating a docket for communication among our senators.
2. The goal is to create a template for the emails to be sent automatically. Changes can be made. It allows MSS senators to be more time efficient, and the email campaigns can be easily edited.
3. Increase the number to 12 senator seats per term
4. Try to recruit senators from non-represented colleges or units. Elections and Outreach will contact the non-represented groups to see if they want to join the MSS.

#### C. UH Presidential Search Update

1. Jared Leong will serve as the Co-Chair for the Presidential Search Advisory Group (PSAG)
2. Action Items:
  - a) Chair Nitta will set up a meeting with Jaret at a later time
  - b) February 16, 2024 - testimony request at the special BOR meeting
  - c) MSS will provide written and oral testimony
  - d) Present the spectrum of MSS staff responsibilities and who we are

#### D. Auto Email from MSS to Staff

1. Anytime that there is a new staff member, ITS will send MSS a monthly list of new employees to the MSS Chair

#### E. Staff On-Boarding

1. Chair Nitta is working with VP Gouveia to implement a new staff training program.

**University of Hawai'i at Mānoa Staff Senate**

2500 Campus Road, Hawai'i Hall 202

Honolulu, HI 96822

Email | [uhmstaff@hawaii.edu](mailto:uhmstaff@hawaii.edu)

Website | [manoa.hawaii.edu/staffsenate](http://manoa.hawaii.edu/staffsenate)

*An Equal Opportunity/Affirmative Action Institution*

F. Outreach

1. MSS Recruitment - Campus Center
  - a) February 20, 2024 - 11 am to 1 pm
  - b) Mar 5, 2024 - 11 am to 1 pm
2. March 8th - Blood Bank Event
3. Noweo has purchased some recruitment activities for tabling
  - a) (1) white table runner with MSS logo (to lay across the width) - Signs Today
  - b) (1) hunter green 6' fitted tablecloth - Amazon
  - c) (1) emerald green spandex tablecloth - Amazon
  - d) (1) pack of 100 gold metallic chrome balloons - Amazon
  - e) (1) pack of 100 green balloons - Amazon
4. Future co-branded event for MSS and Unit 8 for a meet and greet
5. Professional development opportunities in the future for staff
6. Materials
  - a) Button and Magnets

G. Initiatives (Feb - June 2024)

H. MSS Budget

1. Chair Nitta and Senator Inouchi will work on finalizing the budget request.

V. Other Business

A. BOR Meeting (March 21, 2024)

1. MSS Presentation

VI. Adjournment at 12:17 pm

**University of Hawai'i at Mānoa Staff Senate**

2500 Campus Road, Hawai'i Hall 202

Honolulu, HI 96822

Email | [uhmstaff@hawaii.edu](mailto:uhmstaff@hawaii.edu)

Website | [manoa.hawaii.edu/staffsenate](http://manoa.hawaii.edu/staffsenate)

*An Equal Opportunity/Affirmative Action Institution*