



MĀNOA STAFF SENATE

Senate | Executive Board Meeting

October 2, 2024, 11:00am - 12:00pm
Virtual Meeting (via Zoom)

Agenda

Name	Role (*EB members)	Attendance
Andrew Sensano	*Chair	<i>Present</i>
Reynold Kajiwara	*Vice-Chair	<i>Present</i>
Carol Oshiro	*Communications Chair	<i>Present</i>
Raedelle Van Fossen	*MSS Secretary/Elections Chair	<i>Absent</i>
Christie Nitta	*Past Chair	<i>Present</i>
Michele Inouchi	*Treasurer	<i>Present</i>
Kristen Ferrer	*EB Secretary	<i>Present</i>

- I. Call to order - 11:01 am
- I. Discussion | Topics
 - Proclamation
 1. Thanks Senator Ferrer for the new combination version
 2. Hoping all senators were able to review both versions
 3. Next week will call for a motion to recall previous motion for resolution
 4. Motion for which version to pass, then motion to pass majority version
 5. Most EB ok to pass the proclamation forward even if another lukewarm vote
 - Jean Takamura Staff Excellence Endowment Fund
 1. Draft email from Robin Okamura
 2. Within your unit you can select one staff member to submit to Provost and Chair Sensano, 2 will be chosen for \$1000 award each
 3. Funds taken from endowment fund and given to department (handled at unit level so MSS does not need to distribute funds)
 4. Due date will be 9/21
 - MSS T-shirt
 1. Formal survey forthcoming for number, sizes, etc

2. Shirts will be out of pocket expense (looking at ordering 40 shirts)
 3. Multicolor will be more expensive
- Appointments to Senate
 1. Senator Nitta will announce her MSS resignation next week
 - a) Will Staff Orientation/onboarding work with Jan continue?
 - b) Was working with Jordyn Saito, Jennel Sesoko, Karlee Hisashima
 2. Approached by someone who is interested in becoming a senator
 - UH Presidential Finalists
 1. They can talk the talk, not sure if they are ready to walk the walk
 - Provost event for Staff
 1. Robin Okamura reached out
 2. Think of staff event to boost staff morale
 3. Training, retreat, guest speaker, staff brunch
- II. Other Business
- Senator Oshiro: webinar invite, someone not MSS signed up from system
 1. MSS meetings are open, anyone is welcome to attend
 - Senator Kajiwara: will update google drive accesses and send google form to update website information (new senator bio, title, office, etc)
- III. Adjournment
- The meeting adjourned at 11:48 am.
 - *Reminder MSS meeting next week is in Bachman Loulu Conference Room