



The Associated Students of the University of Hawai'i – West O'ahu 4th Senate of Kapolei

ASUHWO General Senate Meeting 16-003 called to order at 2:00 pm on August 4, 2015.

Members Present

President Ryan Sommer
Vice President Briana Williams
Secretary Joyleanne Santos
Senior Class Senator Jacxine Kaulili-Guzon
Social Sciences Senator Isaiah Baclaan
Junior Class Senator George Kalantzis
Student Caucus Ambassador Sara Perry
Student Caucus Ambassador Valentin Fletes
Student Life Coordinator Rouel Velasco

Members not present

Treasurer Shane Nishimura - excused
Distance Learning Senator Daniel Sieradzki – excused
Sophomore Class Senator Terina Faagau - absent

Guests

Librarian Sara Aiello

Quorum

Yes

Reading of Minutes

Motion: To approve the minutes for GM 16-002

Motion by: Briana Williams

Seconded by: George Kalantzis

Resolved: Minutes for GM 16-002 approved

Vote: Unanimous

Reading of Agenda

Motion: To approve the agenda for GM 16-003

Motion by: Isaiah Baclaan

Seconded by: Briana Williams

Resolved: Agenda for GM 16-003 approved with the following amendment(s):

Change line item 8.2 title from "ST 15-01" to "ST 16-01"

Add line item 8.6 "Senate Bill 16-01 (Special Order)"

Fix "Assosciated" at the top of the agenda

Add 'okina to O'ahu and Hawai'i

Vote: Unanimous

Internal Reports

1. President

Thanked the Senate for being patient with his responses as he was taking care of family. Vice Chancellor of Student Affairs has been out, but is still getting things pushed through.

2. Vice President

Second training session was completed on July 22nd with Secretary Santos holding a workshop on how to write legislation and Student Caucus Ambassador Perry holding a workshop on creating a Hawai'i legislature account and writing testimonials. If anyone has missed a training, they need to contact VP Williams so she can make the appropriate accommodations. Also, a student came in showing interest in becoming a senator. If there are any inquiries on becoming a Senate member, please take down their name, class status, and interested position so that we can contact them at a later time. When it is time, please direct them to the election packets as well. Would like to have Senate initiatives sent in via email. Feel free to contact the VP if there is trouble narrowing down initiatives or thinking of one. Once collected, they will be on the website and in classrooms. Also, take a look at schedules to find out availability to host constituency meetings and send it to the executive board. They need to be held once a month by each Senate member. Will be doing an inventory check soon, so if there are any supplies the office needs please contact the VP

3. Secretary

Has been updating the website with all minutes. Still working on getting some legislations and agendas up.

4. Advisors

Student Life coordinator

Has transitioned into a new faculty position in student life as Coordinator of Leadership Programs, but will still be serving as an advisor. The position of Student Life Coordinator is now looking to be filled. There is hope to get someone to do administrative and fiscal responsibilities in student life, so that ASUHWO can have someone to go to right next door instead of to the Student Services office. The Senate needs to give the Caucus a secondary person's name to represent ASUHWO, so when speaking of open positions for the Senate, also talk about the Caucus Ambassador position. The swearing-in ceremony for the Senate will be on September 2 during Club Rush. As far as involvement at Punua Day, the first day will have 300 students and the second day will have new students and transfer students.

5. Budget and Finance Committee

Will be working on Fall semester budget when the Treasurer gets back.

8. Activities Committee

The Senate is tabling at the Punua event. Thinking about the swearing-in ceremony. Got swag order in today, which will be ready for upcoming events. Need Senate pictures for pamphlets. The plinko game will be of use for a game.

9. Legislative Committee

Emailed out SOP binder to everyone and e-board. Committee needs to vote on it, then everyone can vote. Deadline to vote is by Friday, August 7. Also, took a look at lending library bill that is up for vote today.

10. Technology Committee

Got skype to work on computers in office again. A room request form was sent out. One of the options on the form is to have IT come in, drop screen, and set up a camera system so that our distance learning senators can interact with us. Skype is already integrated into the rooms.

11. Senior Class

Working on mentorship program which will become an initiative. Working on the write up and will revisit it with the professor as soon as possible.

12. Junior Class

Finishing up first bill and sending it out to respective people. In order to send the Junior class emails, will need to create it and send it to the Student Life Coordinator to send out.

13. Social sciences

An initiative will be working on is working with professors and students on the issue of advocating, especially for more on-campus classes.

14. Ambassadors

Student Caucus Ambassador Perry

Will be emailing Vice President of Student Affairs soon on getting August leadership training for Caucus planned.

15. Campus Committees

Communication

Communication committee meeting and Tobacco committee meeting is tomorrow, August 5th. Vice Chancellor of Academic Affairs Search committee is done.

Unfinished Business – 2:28 pm

1. ASUHWO Lending Library

Received ballpark estimate of how much books would cost for the semester. \$3,000 would cover 42 used books, but would bump up to \$4,000 for new books. These books covered roughly 60 different courses and professors. The second option would be to buy books adding up to \$2,000. Buying used books would save \$500-1,000. Last option is a wide range of books recommended to the library and bookstore of 25 books from course level to division course at \$900 used or \$1,200 new. It covers around 40 classes. Over the semester, will research possibility. Over budgeted on bill depending on what we get. Will look into possibility of building an account that refunds and rebuilds for books. When books are lent to students, they have to stay in the library and can be borrowed for 2 hours at a time. Any fees due to damage will be collected by the library since they are housing the books. The Senate promotes the books, make sure students are aware of it, and removes books when semester ends. There is \$10,000 in the budget for initiatives like this. Can also provide a bookmark saying

“Brought to you by ASUHWO” and information on one side and information about Texts.com on the other. Can also promote initiative by having each class syllabus that books are provided for mention the initiative. As far as reinvestment, the Senate can decide to continue this every year depending on feedback. If the books are used a lot, then more funds can be allocated to the program. As far as books being outdated, could sell books on Amazon and take those funds to reallocate toward more purchases. To track success, the library can share how much times each book has been checked out. Even if this is a trial run for a semester, there still may be students who don't know about the initiative so the Senate should also consider a second or third trial. If successful, the Senate can write up a resolution to review this program every year and oppose/support funding for it. Senators in each division can take care of promoting the different books available in the library. The amount in the bill covers the Fall semester but also goes over into the next semester.

2. Veterans Committee Update

Last meeting was on July 29 from 2 pm to 3 pm. Survey questions were established. There weren't many updates or change of directions last meeting due to low attendance. Spoke with VCSA to assure that sending the survey to a certain demographic of veterans, dependents, and active personnel wouldn't be neglecting anyone else. Will make sure to vet the survey through the proper channels. Still in the phase of being created. Information was shared that there is a grad student from UH – Manoa named Nate who is interning here at UH – West Oahu to explore and assist with student veteran issues for a semester. Within academic affairs, one of the advisors would be a go-to person for student veterans for academic advising pieces. No grants specific to construction for schools have been identified yet, but there are tons of grants for veterans.

3. Election Day Planning

The election packet is finished. Can start handing out on August 19 along with Caucus applications. Deadline to file for candidates is Friday, September 11. Elections require full senate involvement. A great opportunity for promoting elections is at Punua event. Elections Assistance Commission was contacted and are waiting on dates for elections, so they know when to help out. They are willing to send volunteers and do polling stations. It can be an event where students can poll via iPads, so the Activities committee can think about it. There is an issue with the voting system because myUH changed platforms, so need to see if current platform can accommodate for voting or else will need to look for an alternative like Google forms which requires UH username for login. The challenge with this is that then would have to manually go through emails to make sure they are from UHWO. Will contact the VP to IT to see if he can do something for our campus.

4. Summer Budget

Budget was sent out to the VCSA who has not responded back yet. The signed copy went in today so if she is not in today then the Director of Admissions has the authority to sign off on it so it can start processing.

5. Welcome Back/Club Rush Event

Will send out the swear-in ceremony procedure and commitments so that the

Senate can practice it. Will be emailing Vice Chancellors, the Chancellor, directors, and whoever would like to swear us in. Swear in will be during Club Rush at 12:25 pm. The Senate will also be hosting a table with information fliers and a game.

New Business – 12:59 pm

1. Punua – August 19th and 20th

August 19 accommodates freshmen students and August 20 accommodates Transfer students. The event runs from 8 am to 3 pm. There is a 10 minute slot the Senate can speak in at 9 am. The involvement fair is from 12 pm to 1 pm where the Senate can pass out election packets and swag.

2. ST 16-01 (First Reading)

Tributes are to recognize members of the Senate who did outstanding work during their time in the Senate. Last tribute was for Stacy Garcia who basically put the Senate together with his multiple versions of the constitution and bylaws drafted. This tribute is to recognize and honor Sara Perry who is the poster child for senate initiatives having accomplished 9 or 17 throughout this past year to better the campus and increase visibility of the Senate.

3. Fall Meeting Schedule

Email the president your availability by Friday so that dates and times can be displayed in office. Will try to accommodate and have as much people in the office as possible. We also need to keep the planning of the town hall meeting in mind.

4. Fall Office Hours

Fall Office Hours are to keep office staffed between 9 am and 5 pm. It helps when constituents stop by the office that there are Senate members ready to accommodate them. Also, the more people in the office increases productivity. Send in availability by Friday via email so that office hours can be allocated and printed out along with constituency meeting dates.

5. Room Request Form

There is now a form that is needed to request a room that involves requests for food or catering, what the visitor size is, and special set ups. No costs were added on the list. The policy so far is that anything within operations of business day (8:30 am to 4:30 pm) is free unless an event is held in the ballroom. If event is extended past business hours or is on weekends then it may require funding.

6. Senate Bill 16-01 (Special Order)

There are three options that the senate can consider when it comes to the totals on the bill. The first option is spending \$1,500 on 25 books that cover 35-40 classes. The second is spending \$2,200 on 30+ books that cover 40 classes. The third option is spending \$4,000 on 42 books that cover 60+ classes. The prices are based on if the books are bought new. Keep in mind that the library can't be holding 100 books. This initiative is not meant to replace the book store, but another resource for students. It can be part of advertisement that in case book bag gets stolen, they can get an access to book. The books recommended rarely change and cover multiple courses. It saves students money. Another way

this initiative can be improved is if the books can be narrowed down to exclude the books required, but are actually never used.

Motion: to approve SB 16-01 To Appropriate Funding for Textbooks for Lending Library Initiative

Motion by: Briana Williams

Seconded by: Joyleanne Santos

Resolved: Appropriations of funding for textbooks for Lending Library Initiative approved with the following amendments:

SB No.: take out dash between SB and bill number

Bill title: add "To Appropriate Funding for..."

Line 2: addition of 'okinas

Line 5: capitalize "lending library"

Line 6: delete sentence "Take out up to \$1,500."

Line 9: add the benefit of saving students money

Line 13: add "\$1,500.00"

Line 19: replace "event" with "pilot project"

Line 23: capitalize "senate"

Vote: Unanimous

-Announcements and Open Forum

1. Library is temporarily losing two of group study rooms until the end of October. It will become faculty offices until Human Resources moves. Down to one group study room that requires three students at a time.

Meeting Adjournment at 3:51 pm

Motioned by: Briana Williams

Seconded by: Isaiah Baclaan

Voting Record

Voting Record for General Meeting 16-003, Approval of Agenda and Minutes: To Approve the Minutes for GM 16-002				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	X			NA
Jacxine Kaulili-Guzon	X			NA
Brieana Williams	x			NA
Isaiah Baclaan	X			NA
George Kalantzis	x			NA

Voting Record for General Meeting 16-003, Approval of Agenda and Minutes: To Approve the Agenda for GM 16-003 with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	X			NA
Jacxine Kaulili-Guzon	X			NA
Brieana Williams	x			NA
Isaiah Baclaan	X			NA
George Kalantzis	X			NA

Voting Record for General Meeting 16-003, New Business: to Approve SB-16-01 (Special Order): To Appropriate Funding for Textbooks for Lending Library Initiative				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	X			NA
Jacxine Kaulili-Guzon	X			NA
Brieana Williams	x			NA
Isaiah Baclaan	X			NA
George Kalantzis	x			NA