



# **Associated Students of the University of Hawaii - West Oahu *The 3rd Senate of Kapolei***

ASUHWOW General Senate Meeting 15-009 called to order at 3:35 pm on May 5, 2015.

## **Members Present**

President Ryan Sommer  
Vice President Briana Williams  
Treasurer Shane Nishimura  
Secretary Joyleanne Santos  
Social Sciences Senator Isaiah Baclaan  
Student Caucus Ambassador Sara Perry  
Student Life Coordinator Rouel Velasco

## **Members not present**

Senate Speaker George Kalantzis – excused  
Senior Class Senator Micah Gowen – excused/4:55 pm  
Public Administration Senator Jaquelyn Hanlon - absent

## **Guests**

Librarian Sara Aiello

## **Quorum**

Yes

## **Open Forum Guest**

1. Sara Aiello

## **Reading of Minutes**

1. **Motion: To approve the minutes for GM 15-008**
2. **Motion by:** Shane Nishimura
3. **Seconded by:** Isaiah Baclaan
4. **Resolved: Minutes for GM 15-008 approved**
5. **Vote:** Unanimous

## **Reading of Agenda**

1. **Motion: To approve the agenda for GM 15-009**
2. **Motion by:** Isaiah Baclaan
3. **Seconded by:** Shane Nishimura
4. **Resolved: Agenda for GM 15-009 approved with following amendments**  
Remove the second Communication committee under Campus Committees  
Add item 8.6 Caucus Application
5. **Vote:** Unanimous

## **Internal Reports**

1. President  
Waiting to hear back from the Vice Chancellor of Student Affairs on the meeting

with the Chancellor concerning the technology, health, and transportation fee. It is rescheduled for Friday morning. Also, approached by three students this week regarding veterans' service who want the issue addressed.

2. Vice President

Updating inventory list. Talking individually to members about performance up until now. Calculating stipend sheets that are finished. Contacted Vice Chancellor of Academic affairs about a committee forming on the higher level in regards to academic neglect of students. Working and planning more training sessions.

3. Treasurer

Starting on summer budget. Will have a running budget soon.

4. Secretary

Have been uploading pictures of the senate this term and maintaining Instagram.

5. Advisors

Student Life Coordinator

Purchase order for benches went through. Will be signing off on that and an amendment for the addition of a plaque and resubmitting the order. Sent the list of newly elected senators to the president to be contacted. Need to work on getting schedules and having first meeting

6. Activities Committee

Care packages were a success. Gave out over 78 packages. Next semester, planning for more to contribute to event. Students really liked it and the game that went along with it. Still have some bottles left over Thank you to everyone who helped out for caucus. Waiting for debrief session.

8. Legislative Committee

Had secretary codify legislation Senate Resolution SR 15-05 to be sent out.

9. Social Sciences

Placed texts.com stickers on care packages to create more awareness on this program that works. Met with library and bookstore. Discussed further parameters like how many books potentially thinking of putting into lending library initiative. Bookstore asked to work out with business office to make an account with the book store. Will email out parameters to the Student Services Office Manager. Advisor or VCSA would soon off on the copyright. Will start with social sciences professors and see what books they usually require. Future senators can also contact the professors of their division on those books. Should have a ballpark bill and basic layout by the next meetings. Reminder to CC advisor in emails.

10. Ambassadors

Student Caucus Ambassador Perry

Thank you for help and participation on Saturday for the meeting. Will schedule a debriefing soon. Will work on writing up a procedure for next time so that everything is laid out for the next senate, like making allergies known and working out vendors. Planning transition training for new caucus members in July. Will be writing up a proposal and sending it to those in Manoa to how it is

probable to host at Manoa. Transitional leadership training is important because it gets the group to work as a cohesive unit. There wasn't one held last year and would like to reinstitute it.

#### 11. Campus Committees

##### Communication

May meeting got cancelled and bumped to the first week of June.

##### Vice Chancellor of Academic Affairs Search Committee

Currently in the process of sorting through applications.

##### Tobacco committee

Just had our first meeting. The next meeting is next month.

##### Student affairs committee

Working to change minimum passing grade from a D to a C-. Also, looking at having an open door policy for students as opposed to the current policy of assigning a general advisor the first two years then transferring over to a faculty advisor because some students seem to change their minds on their majors or need access to a faculty advisor sooner due to being in the field at an earlier time. Next meeting is held off until August because that is when faculty will be back.

#### **Unfinished Business**

##### 1. ASUHWO By-Laws Revised

###### Proxy voting

Clarification is needed on the effect of the president approving those designated as proxies in relation to the legitimacy of quorum and voting for those who are not present. The Senate can vote on it via email. Absentee Voting also needs to be addressed.

###### Senate Resignations

A file needs to be created for senate resignations.

###### Operating Rules and Procedures

###### Section 9

Will be changed to Section 8.

###### Item A.

If anything written or passed in the SOP binder conflicts with the constitution, it is not legally allowed.

SOP binder will be reevaluated annually like the bylaws.

Should add that for process refer to the transition committee section.

###### Duties of the President

###### Item L – Town Hall meetings

Quarterly means two per semester. Will be held in court yard set up with microphones so the students can talk story with the senators, executive board, and president, ask questions, and voice their concerns.

Addressing issue of constituency meetings not being as effective as they could be. This is on top of those meetings and helps with advocacy. Take out "senate" in "senate town hall" and replace with word with "student."

###### Item M – Presidential Address

Thinking of addressing the students via video. If it is to play on school tvs with captions, it needs to be transcribed because there is no sound. This makes it possible to put on social media and publish in the Hoot.

President attending Caucus meetings and Board of Regents (BOR) meetings

It is important for president to know and understand issues on the system level because it will eventually affect campus, such budget and policy issues. Need to be changed to if there is no caucus representative or if the current representatives are unable to attend off island meetings, then the president may go in their place if funding and scheduling allows. The president should also attend all meetings on O'ahu if scheduling allows.

Reminder: as the Senate places these opportunities to travel and others like stipends in place, the Senate needs to remember that these are exactly that, opportunities, and also privileges. They are not guaranteed. Stipends does need to be addressed for the purposes of financial aid.

#### Duties of the Vice President

Item L – Senior Class Senator Working with Vice President on Transition Committee

Working hand in hand with each other because it can be as an initiative to head the transition committee with the hopes that this senator will have the most years on campus. Will be in charge of preparing and accounting for transitions sheets and such.

Item J – Office Hours

Will be the one to keep log of office hours and send it secretary to codify as an official record in the ASUHWO archive, which needs to be addressed in the Secretary section.

#### Duties of the Treasurer

Item D

Modified to include this duty to be done on a weekly basis and remove Item I.

#### Duties of the Secretary

Item K

Remove "Twitter" in this section and in the Presidential duties concerning social media.

Add coordination of all senate meetings,

Reserving room locations for meetings and events.

#### **Motion: To table reading of bylaws to the next meeting**

**Motion by:** Shane Nishimura

**Seconded by:** Isaiah Baclaan

#### 2. Caucus Process Bylaws – Article II. Section 3

Item B

Added lines 7-10

Line 5

Changed that caucus members are NOT voting members.

Line 7

Added duty of two initiatives.

Line 8

Requiring a log of office hours

- Line 9  
Will be attending Caucus meetings and BOR meetings as scheduling and funding allows.
- Line 10  
Meet with State Legislators and City Council representatives when scheduling allows.
- Line 11  
Must be able to provide supplementary materials, such as resolutions, bills, and any other materials created by caucus, along with the minutes and agenda.
- Line 12, subsection B  
Changed “operating procedures” to “operating rules and procedures” for congruency.
- Line 2  
If the caucus representative cannot attend to duties, must notify alternate in x amount of time or period
- Line 4  
Clarified dress code as ASUHWO apparel or business attire.
- Line 8  
Cross this out, but can include in Vice Presidential Duties

**Motion: To approve amendment to Article II, Section 3 of ASUHWO Bylaws**

**Motion by:** Shane Nishimura

**Seconded by:** Isaiah Baclaan

**Resolved: Article II, Section 3 of ASUHWO Bylaws approved with aforementioned amendments.**

**Vote: Unanimous**

3. Initiatives and Programs Bylaws

New article to be added to ASUHWO Bylaws as Article 6

Section 1b.

Changed from “one initiative per semester” to “two unique initiatives per year”

Added section 1c

Funds should be made available for initiatives.

Added 1d

Vice President shall be charged with assisting all initiatives and keep a log of active and past initiatives in the office.

A added to maintaining initiatives

Section 2a

Adjusted to say that a senate program may be any ongoing effort by ASUHWO for raising standards of academic affairs and administrative excellence on campus or in the community.

**Motion: To include the executive board as having to do the same number of initiatives per semester as the Senate and Caucus representatives (two initiatives) in the stated article and that it be amended as such.**

**Motion by:** Micah Gowen

**Seconded by:** Isaiah Baclaan

**Vote:** Not passed

**Motion: To approve inclusion of Article VI into the Bylaws**

**Motion by:** Micah Gowen

**Seconded by:** Isaiah Baclaan

**Resolved: Inclusion of Article VI into the Bylaws approved with the following amendments**

Exclusion of executive members from being required to do initiatives.

**Vote:** unanimous

4. Standard Operating Procedures Manual

**Motion: To table item 7.4 until the next meeting**

**Motion by:** Isaiah Baclaan

**Seconded by:** Shane Nishimura

5. Stipends Result (Vote)

Those receiving a stipend are President Sommer, Vice President Williams, Treasurer Nishimura, Secretary Santos, Social Sciences Senator Isaiah Baclaan, Public Administration Senator Hanlon, and Caucus representative Perry. Those who did not receive a stipend is due to attendance. It is understandable that senators that do not have a stipend can ask to repeal the results.

**Motion: To approve current stipend results.**

**Motioned by:** Isaiah Baclaan

**Seconded by:** Micah Gowen

**Resolved: Current Stipend Results approved**

**Vote: Unanimous**

**New Business**

1. ASUHWO Senate Summer Schedule

Last meeting is in two weeks and a doodle poll will be sent out for the first meeting of summer that will include the new members. Secretary Santos will not be present for the first meeting.

2. ASUHWO Summer Training

Vice President will send out doodle poll for summer training. Suggestions are welcome like a weekend training or incorporating a camp out session, as well as the type of sessions.

3. Ad-Hoc Technology Committee (summer only)

Purpose: get in touch with distance learning senator and figure out logistics for setting up skype session or whichever communication method in order to be present during meetings. Will meet with facilities to figure that out. Vice President Brieana and Social Sciences senator Baclaan has joined. Anyone who can help can also be a member of this committee.

4. ASUHWO Fall 2015 Strategic Plan

Create one for ASUHWO which could be in the form of the Midwest Academy model. For returning members, think about what you want to be accomplished in the next year. Think about goals the organization should tackle, which could also be applied to individual ideas.

5. Ad-Hoc Veteran Services Committee

Three veterans have brought up the issue of the lack of services for veterans so the goal of this committee is to work with them on researching what is currently offered on other campuses and what can benefit the students here and outline a program that administration can follow. With the shuffling around there will hopefully be a space opening up for a veterans center, and if not, a space will need to be designated. As far as funding, President Lassner made a point of adding funding for veterans in the budget. Possible people to bring in are dependents, other veterans, those in service, and supporters, like William Kong, Marty, and Stacy. There is currently a task force for veterans' affairs that has formed and the UHWO representative should be contacted about it.

#### 6. Caucus Application

Addition to bylaws. Includes typical questions for hiring committees that will be supplied beforehand so that applicants can prepare. Critical thinking skills should be added somewhere in the third line in addition to oral and written skills. Military service section added because it speaks to a level of leadership development and discusses organizations structure and how it works. Need to make it clear that it is not mandatory for position. Instead of this portion, applicant should attach a resume. In addition to mentioning that meetings are on Saturday, should include section on if applicant is able to travel interisland and if they are available on Thursdays as well. Due date is May 20 to leave room for interviewing people prior to Caucus training in June or July.

#### **Announcements and Open Forum**

1. Debrief for West Fest & Earth Day on May 7 from 3-4pm.
2. Solar panel permitting still going through and expected to be completed in the next 3 to 4 months. Construction will commence after that with a finished date of January 2016.
3. Hale benches are done and delivered. Getting inscription of plaque done and delivered by May 15. It will say "A gift from ASUHWO – 3<sup>rd</sup> Senate of Kapolei 2015."
4. Student expressed concern of no shelves being above the urinals to place books. Contacted facilities who said they will put in funding for shelves.

#### **Meeting Adjournment at 5:41 pm**

**Motioned by:** Shane Nishimura

**Seconded by:** Micah Gowen

## Voting Record

Voting Record for General Meeting 15-009, Approval of Agenda and Minutes: To Approve the Minutes for GM 15-009				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Brieana Williams	x			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 15-009, Unfinished Business: To Approve Current Stipend Results				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Micah Gowen	x			
Brieana Williams	x			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 15-009, Approval of Agenda and Minutes: To Approve the Agenda for GM 15-009 with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Brieana Williams	x			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 15-009, Unfinished Business: To approve amendment to Article II, Section 3 of ASUHWO Bylaws with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Brieana Williams	x			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 15-009, Unfinished Business: To include the executive board as having to do the same number of initiatives per semester as the Senate and Caucus representatives (two initiatives) in the stated article and that it be amended as such.				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Brieana Williams	x			NA
Micah Gowen		x		NA
Isaiah Baclaan		x		NA

Voting Record for General Meeting 15-009, Unfinished Business: To approve inclusion of Article VI into the Bylaws with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Brieana Williams	x			NA
Micah Gowen	x			
Isaiah Baclaan	x			NA