



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

ASUHWO General Senate Meeting 15-010 called to order at 12:13 pm on May 19, 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
Senate Speaker George Kalantzis
Student Life Coordinator Rouel Velasco
Senior Class Senator Micah Gowen

Members not present

Public Administration Senator Jaquelyn Hanlon - absent

Guests

Caucus Ambassador Applicant Valentin Fletes

Quorum

Yes

Reading of Minutes

1. **Motion: To approve the minutes for GM 15-009**
2. **Motion by: Isaiah Baclaan**
3. **Seconded by: Briana Williams**
4. **Resolved: Minutes for GM 15-009 approved**
5. **Vote: Unanimous**

Reading of Agenda

1. **Motion: To approve the agenda for GM 15-010**
2. **Motion by: Joyleanne Santos**
3. **Seconded by: Isaiah Baclaan**
4. **Resolved: Agenda for GM 15-010 approved with following amendments**
Add new line item In New Business – 8.1 Gowen Stipend Appeal
Add new line item in New Business – 8.2 Introduction of Caucus
Ambassador applicant.
5. **Vote: Unanimous**

Internal Reports

1. President
Had a meeting last week concerning concurrent transcripts. Next step is working on taking on all points and questions from meeting and sending them over to the companies that might offer programs for these transcripts to be answered, so

that it can be determined what can be best to implement and set up a webinar with the chosen company for introduction to the product.

2. Vice President

Have worked on a few letters that will be addressed later on as well as looking at attendance for office hours and breaking it down to what amount of time is expected from senators and the executive board and to accumulate information on the amount of time each spends in the office to set expectations.

3. Secretary

Has been working on minutes and updating the website.

4. Treasurer

Starting to work on summer budget. Balance should be emailed by Friday, and then the budget will be worked on.

5. Advisors

Student Life Coordinator

Taking on other responsibilities for university, so if not in office for certain days, please email or leave a voice mail that can be responded too. Will also provide the dates soon.

6. Budget and Finance Committee

Budget done, just waiting on total amount for confirmation.

8. Legislative Committee

Making sure there are copies of all legislative material in binders residing in the office for this year and last year.

9. Veterans Service Committee

Need to set up a date for a meeting. Senate Speaker Kalantzis has joined this committee.

10. Senate Speaker

Working on contacting those in charge of grounds keeping to further initiative of having trash cans in the parking lot. Will hopefully complete initiative by the end of the summer.

11. Senior Class

Has graduated. The graduation ceremony went well for the seniors. Has been working on bylaws and can hopefully complete and have it codified soon.

12. Social Sciences

Emailed Student Services Office Manager the outline of Lending Library initiative to work out the count system, so that ASUHWO won't have to worry about selling books and holding money. Has been contacting professors in division about what books are usually needed for course and if they could donate any. Will ask communication committee if a blast email can be sent out asking faculty in division about these books.

13. Ambassadors

Student Caucus Ambassador Perry

Summer leadership transitional training composed of past and new caucus delegates will be held at UH – Manoa as a two to three day workshop so that everyone can get filled in on duties and responsibilities before the term begins.

14. Campus Committees

Communication

Next meeting will be in June.

Vice Chancellor of Academic Affairs Search Committee

The committee has narrowed the applications down to 11 candidates, with 30 applications in all.

Tobacco committee

Meets tomorrow morning at 9am.

Student affairs committee

Doesn't recommence until fall because faculty is currently on break.

Unfinished Business

1. ASUHWO By-laws Revised

Article VI concerning initiatives

Changed from one (1) initiative per semester to (2) initiatives per year to leave flexibility for senators and which could free up time to also join committees.

Duties of the President

Fixed to say that the President will attend Board of Regents (BOR) meetings only held on O'ahu unless Caucus representative is unable to attend a meeting on a different island, then the President should go if funding and scheduling allows. Changed wording on social media to keep it ambiguous. Kept a minimal of the three listed to assure that there is transparency no matter what media outlet is used. As far as messages from the President every month and the rest of added duties, he can do so with the help and organization of other groups. The concern of this position having too much duties was brought up but the Senate needs to keep in mind that it is not set in stone. Also, those who run for the seat will see such duties listed in the application, so it should not come as a surprise. The address in particular helps with transparency and keeping the students informed.

Motion: to amend Article II, Section B to include a presidential address as a duty of the President.

Motion by: Joyleanne Santos

Seconded by: Isaiah Baclaan

Resolved: Amending Article II, Section B to include a presidential address as a duty of the President approved.

Bi-Monthly Meetings

The Senate needs to have two general senate meetings a month but can also schedule special meetings. Trainings can be done on off weeks.

Vice President Duties

Will be in charge of tracking senate hours and log-in sheets, making office hours mandatory.

Treasurer Duties

Combined Items I and D.

Secretary Duties

In item G, remove signing legislation as a step in the process of codifying bills. Clarified that the secretary must keep transcription of everything at meetings and keep track of all documents, legislation, and minutes for meetings.

Members of the Senate Duties

Need to clarify that the senator-at-large is the Senate speaker. Need to remove Vice Presidential duty from it

Transition Committee

Starts in January and is dissolved by June 1. Change wording of “partner” to “coordinate” to show continuity with Vice Presidential duties. Session times are vague due to the varying length it may take to cover the materials needed. For item 3a. two trainings needs to be clarified as two general senate meetings attended by outgoing and incoming members, with the time to be decided by the committee.

Article IV elections and appointments

B. changed to “shall not.” Section 1c needs to be changed from “advisor” to “coordinator.”

Section 2. Ethics Statement

Change “board” to “commission”

Candidate Eligibility

If a person is running for a certain senate position, then said person must meet criteria for that position, such as a Business Administration major running for the Business Administration Senator position.

Section 4 of Election Procedure

Change “advisor” to “coordinator.” The election commission at the time can decide if they will approve each piece of literature or not.

Section 5 of Election Procedure

In item D, change “advisor” to “coordinator.” Delete item F.

Article VII: Senate Compensation

Changed to Senate being measured by four (4) factors being attendance, peer review sheets, event attendance, office hours and constituency meetings at 25 points each. This is due to the fact that the having only two factors of only attendance (60 points) and peer review sheets (40 points) hindered the ability of senators to get their stipend if class time

interfered with meeting times. An appeals process was added. The Vice President will share the peer review sheets via aggregated score no more than two weeks after codification of results. Suggested minimum amount of office hours is 4 hours. Logging in on sign-in sheets is only necessary if staying for longer than 30 minutes. Item C is taken out. Known absences for office hours may be excused and not counted if there is a notice and if it is rescheduled. Office hours and event attendance needs to be worked out for the distance learning student. As far as the appeals process, if there is a two-thirds (2/3) vote of approval regarding the release of stipends, then the treasurer shall release it to the aforementioned senator despite not meeting the stipend requirements.

Absentee voting

Absentee voting required ballots, which is why it was taken out. Proxies are for certain votes and a blanket proxy is for voting on everything, which is power given from one voting member to another if said member will not be present at the meeting. Need to add that the distance learning senator counts as physically present.

Motion: to table vote of ASUHWO bylaws until the vote is called for by the president.

Motioned by: Joyleanne Santos

Seconded by: Briana Williams

2. Standard Operating Procedures Manuals

Motion: to table review till next meeting

Motion by: Joyleanne Santos

Seconded by: Briana Williams

New Business

1. Gowen Stipend Appeal

This appeal is to award Senior Class senator, Micah Gowen, with his stipend due to his diligence and his hard work this past term in assuring that ASUHWO is functioning to its best ability, especially concerning the infrastructure of the bylaws.

Motion: to approve appeal for Micah Gowen

Motion by: Isaiah Baclaan

Seconded by: George Kalantzis

Resolved: Appeal for Micah Gowen is approved.

Vote: Passes

2. Introduction of Caucus Ambassador Applicant

Looking forward to being part of the senate and hopes the Senate will accept his application. Believes that he can carry himself uprightly, provide accurate reports, represent ASUHWO to his best ability, and assure that initiatives he takes on will better the campus and system.

Announcements and Open Forum

1. The secretary will be gone for three weeks so President Sommer will take notes,

motions, and record the meeting.

2. Treasurer will be gone from July to the second week of August.
3. If anyone misses a meeting date then email the president or vice president regarding attendance.

Meeting Adjournment at 2:58 pm

Motioned by: Brieana Williams

Seconded by: Micah Gowen

Voting Record

Voting Record for General Meeting 15-010, 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
Micah Gowen	X			Yes
Brieana Williams	x			NA
Isaiah Baclaan	X			NA
George Kalantzis	x			Yes

Voting Record for General Meeting 15-010, Approval of Agenda and Minutes: To Approve the Agenda for GM 15-010 with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Micah Gowen	X			Yes
Brieana Williams			x	NA
Isaiah Baclaan	X			NA
George Kalantzis	X			Yes

Voting Record for General Meeting 15-010, New Business: Gowen Stipend Appeal				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	x			NA
Shane Nishimura	x			NA
Micah Gowen			x	Yes
Brieana Williams	x			NA
Isaiah Baclaan	X			NA
George Kalantzis	x			Yes