



# The Associated Students of the University of Hawai'i – West O'ahu 5<sup>th</sup> Senate of Kapolei

ASUHWOW General Senate Meeting 17-001 called to order at 1:05pm on June 4, 2016 in the Student Lounge

## **Members Present**

President Isaiah Baclaan  
Vice President Haylie Culp  
Treasurer Elizabeth Gustafson  
Secretary Lehua Gould  
Sophomore Class Senator Christielove Espinosa  
Business Administration Senator Rashad Hicks  
Education Senator Lydia Haff  
Student Caucus 1 Brian Watson  
S.L Coordinator Rouel Velasco

## **Members Not Present**

Distance Learning Senator Shermila Sioson - excused

## **Guests**

No Guests

## **Quorum**

Yes

## **Reading of Minutes**

**Motion: to approve the minutes for General Meeting 16-020**

**Motion by: Elizabeth Gustafson**

**Seconded by: Christielove Espinosa**

**Resolved: Minutes for General Meeting 16-020 approved with the following amendments**

- **Correct Education division to read “working with HYPE” as apposed to HSTA.**
- **Correct Education division to reflect that Kappa Delta Phi was established. and will be implemented in Fall 2016.**
- **Correct Announcements and Open Forum #4 to funded \$10,250.**
- **Correct Roll Call to reflect S.L Coordinator, Rouel Velasco as present.**

**Vote: Unanimous**

## **Reading of Agenda**

**Motion: to approve the agenda for General Meeting 17-001**

**Motion by: Haylie Culp**

**Seconded by: Elizabeth Gustafson**

**Resolved: Agenda for General Meeting 17-001 approved with the following amendments**

- **Correct New Business 8.1 to reflect Senate Budget for the fiscal year 2017.**



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- **Add New Business 8.5 Senate Fall Meetings Schedule**  
**Vote: Unanimous**

## Internal Reports

### 1. President

Attended the Chancellor Search Committee last Wednesday. Will be looking over potential candidates to replace Interim Chancellor Doris Ching. Will be sending out a discussion forum to which everyone can contribute questions that they'd hope to ask, from a student's perspective, in an interview with a potential candidate. Will also be following up with Vice Chancellor Judy Oliveria concerning the Star Advertiser and a coordinator for our standing committees. Will ask for volunteers for standing committees later on in the agenda.

### 2. Vice President

No new reports.

### 3. Treasurer

Will present budget in New Business.

### 4. Secretary

No New Reports.

### 5. Advisors

#### a. Student Life Coordinator

To all those who are new to the Senate as well as the returnees, welcome to the first and only Senate meeting of the summer. We are very excited that you are all here and we are looking forward to working with each and every one of you. As the ASUHOW advisor, my role is not only to help you folks fulfill your tasks but to also help you folks personally develop as human beings. Not only is it my duty to see that you acquire the skills to effectively serve in your positions, but it is also my commitment to aspire growth from the time that you've joined the Senate until the time that you leave student government. That is one of my commitments to you folks. In addition, I will forward the shout out made by Interim Chancellor Doris Ching to the incoming Senate that was posted on the Chancellor's Office West Winds. Also, I believe next week there is a welcome for the Vice Chancellor of Academic Affairs. He hails from the University of Hawai'i at Mānoa campus so this is a prime position on campus as an administrator in dealing with the academics, in dealing with faculty members, instructors, ect. Throughout the rest of the semester, we will further discuss who belongs to which position on campus and what their kūleana or responsibilities are in that position. It is an exciting time to have a new administrator coming to campus.

### 6. Standing Committee Reports

#### a. Budget and Finance

As a Budget and Finance Committee, we met and created a budget that will be



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later presented to the Senate.

- b. Activities  
Need to assign senate members to this committee.
- c. Legislative  
Need to assign senate members to this committee.
- 7. Ad Hoc Committee Reports
  - a. Transition Committee  
Need to assign members to this committee.
  - b. Election Planning Committee  
Need to assign members to this committee.
- 8. Senators Report
  - a. Sophomore Class  
No New Reports.
  - b. Business Administration Division  
No New Reports.
  - c. Education Division  
No New Reports.
- 9. Caucus Ambassadors Report
  - a. Brian Watson  
No New Reports.
- 10. Campus Committee Report  
No new reports as all committee meetings have been cancelled.
  - a. Communications Committee
  - b. Transportation Committee
  - c. Technology Committee
  - d. Health Committee
  - e. Strategic Planning Committee
  - f. Chancellor's Search Committee



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## Unfinished Business

### 1. ALA Aloha Girls State

Next week, ALA Aloha Girls State is beginning. This week, we've received an additional \$5,000 donation from the Women's Fund of Hawai'i. Therefore, we've now received \$17,000 for this year's ALA Aloha Girls State. We are using a large chunk of that money for next year's event. We have 32 girls attending and we will be sleeping at Tokai International. The old senate had agreed to host ALA Aloha Girls State but what that actually meant was never really identified. We discussed leading a bills and resolutions workshop but when brought up to the old president, there wasn't any interest in being involved. Therefore, we've found other volunteers to help out with the event but if you'd like to be involved you're more than welcome to attend. ASUHOWO's logo is on all banners and in all handbooks in order to help advertise and promote UHWO's student government. They will arrive on Monday and be getting settled from 12pm – 2pm. If you'd like to see the life of the girls, that will be on Wednesday evening during our showcase for organizations or sponsors of the event. They will also be practicing their talents for that evening. Each one of these girls are juniors in high school and they've been selected because of great academic achievement, leadership, and community service. The purpose of this event is to help these girls develop citizenship and help them understand how to write bills and resolutions and what that can look like in the real world. So on Wednesday morning, they will go to the capital, debate their legislation, and return to campus. That night will be the showcase of all the organizations. If you would like to stay and watch them, they will be giving their campaign speeches, they will hold their final election for governor, lieutenant governor, and then they will have a talent show. If you folks would like to be involved, you are more than welcome to come. On Thursday morning there will be a breakfast for the sponsors. You are welcome to come at 10am if you'd like.

## New Business

### 1. Approving ASUHOWO Budget Fiscal 2017

You all received an email with the recently created budget attached. This is what the Budget and Finance Committee, consisting of Lehua, Isaiah, Haylie and myself, have put together. If any of you would like to attend the Budget and Finance Committee meetings please feel free. We haven't set official dates yet for those meetings because we will wait till the beginning of the fall semester. So looking at the budget, what we did was budget for the entire year as opposed to by semester as was done in previous years. Typically, we serve approximately 2,500 students each year and of their student fees, which are paid by semester, we receive \$5, which gives ASUHOWO a total of \$25,000. This leaves ASUHOWO with \$32,117 as we were able to add leftover money from the last semester's budget. There are a few amounts that cannot be changed such as the Contract for Survey, which needs to be done every year, Compensation, which is everyone's stipends and was budgeted to reflect having a full Senate consisting of 11 members, and Mileage and Parking Reimbursements, which for example, are used to reimburse the Caucus Representative who may need to travel.



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Amounts that can be amended include Training, Consumable Supplies, and Program Supplies. We calculated amounts for each of these sections by deducting money needed for the unchangeable sections of our budget from our total budgeted amount for the year and allocated the difference between these three sections. For Training, we will have fall and spring training to go over everyone's responsibilities and to make sure we all understand the main purpose and goal of ASUHW O. Past senates have gone on trips but what we've discussed as a senate is we want to better connect with the students on our campus; therefore, we'd like to hold our trainings closer to campus. For Supplies there are two sections: Consumable Supplies and Program Supplies. Consumable Supplies include office supplies and furniture. What we are going to do is take inventory of our supplies to determine what we need and can later figure out if we can reallocate some of those unused funds to another section of the budget. Program Supplies includes funds for student incentives and senator initiatives/programs, for example, Christie's condom initiative. Also up for discussion in relation to senator led or created programs is creating a ASUHW O scholarship to show students that we understand that college is expensive so we may give something such as a \$250 book store gift card.

Corrections to be made to the budget:

- Survey description: Survey student body about student needs, elections, ect.
- Compensation should be changed to Awards and description should read Awards for service for board

**Motion: to approve Senate Budget 2017**

**Motion by: Christielove Espinosa**

**Seconded by: Haylie Culp**

**Resolved: Senate Budget 2017 approved with the following amendments**

- **Correct Survey Description to read "Survey student body about student needs, elections, ect."**
- **Correct Compensation to read Awards and description to read "Awards for service for board"**
- **Correct Program supplies monetary value from \$13,167.88 to \$13,167.89.**

**Vote: Unanimous**

## 2. ASUHW O Passing the Torch Ceremony

It was discussed at our last executive board meeting that we may want to have a Passing the Torch Ceremony since the swearing in of new board members does not happen until fall. This would probably need to happen during the summer and would be planned to accommodate everyone's schedules. I wanted to bring this to the board to discuss if we would be interested in having this type of ceremony for the old senate and the new senate to pass on their positions.

The senate has decided that they are not interested in participating in a Passing of the Torch Ceremony with the old senate because it may be asking too much of them to come back and participate in this ceremony for us. But the senate is interested in creating this event for the next senate to come and pledging to be available to pass the



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torch on to the next senate.

### 3. ASUHOWO Training Retreat

There will be an overnight senate retreat on Tuesday, July 26, 2016 – Wednesday, July 27, 2016. We need to make sure that everyone is available to attend. What we are looking at doing when we all arrive is have our picture taken and we will use those headshots on whatever we post around campus. What we'd like is to have one picture of us all in our ASUHOWO shirts and one picture of us all nicely dressed in casual business attire. If you haven't received an ASUHOWO shirt, please see Rouel for a shirt. ASUHOWO shirts are to be worn to senate meetings as our meetings will take place on school days. Plan to wear the shirt throughout the day in order to constantly represent ASUHOWO. Students will then be able to relate your face to the pictures they see in classrooms and understand that you are a member of ASUHOWO and you are present on campus. This will allow you to be more approachable for students if they do have any concerns they'd like to be brought to the board. At this retreat, we will also be discussing what ASUHOWO represents and what our mission is on campus, how do we execute that mission, how are our meetings structures, what is the proper process to writing a bill and resolution, and how do we move through a meeting according to Robert's Rules of Order. Entirely, the goal of this overnight retreat is to bring all members together as a senate in order to strengthen us all as a newly formulated team.

Everyone has agreed to attend.

### 4. Assigning Standing Committees

Student government has three standing committees, Activities, Legislative, and Budget and Finance. The Activities Committee is in charge of planning and organizing ASUHOWO's involvement in campus wide activities such as West Fest and Fall Fest. The Activities Committee will also attend campus wide committee meetings for those activities. The Legislative Committee is in charge of tasks such as reviewing bills and resolutions and constantly updating the ASUHOWO constitution and bylaws. The Budget and Finance Committee is responsible for creating an ASUHOWO budget as Lizzy did for the fiscal year 2017. The Budget and Finance Committee is also responsible for looking over bills, approving bills, and deciding how to allocate funds for bills presented to the Legislative Committee. These are the responsibilities you will take on when joining one of the three committees and senators are required to serve on at least one committee. The purpose of these standing committees is so that discussion of these items takes place at committee meetings and when brought to the senate, the committee is able to give a quick and detailed report. Standing committee meetings, similar to executive and senate meetings, should also be advertised and made public to students.

The Budget and Finance Committee is chaired by the Treasurer; Rashad Hicks, Lydia Haff, and Brian Watson will join the Budget and Finance Committee. Christielove Espinosa will join the Activities Committee. Christielove Espinosa will join the Legislative Committee and Brian Watson is interested in joining. The chair for each committee is in charge of planning committee meetings.



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The first assignment for the Activities Committee is to plan ASUHWO's involvement in Punua Days on August 11<sup>th</sup> and 12<sup>th</sup>. The Activities Committee will also need to begin planning an activity for the first Welcome Back week of the Fall Semester and for Club Rush, happening in either the second or third week of school.

There are three campus committees. The Health Committee, Transportation Committee, and the Technology Committee. These committees include senate members, teachers, and faculty.

The Transportation Committee is in charge of transportation aspects of our campus such as the shuttles we provide and the new bus shelter that is to be put in place. The Technology Committee is in charge of the technological aspects of the school budget. The Health Committee is in charge of the health fee that student's pay and deciding how to properly use those funds. These committees are responsible for properly utilizing student fees towards health, transportation, and technology components of West Oahu. Normally, two members will serve on each of these committees. Isaiah will continue to serve on the Transportation Committee and Haylie will join him.

## **Motion: Three-Minute Recess**

**Motioned by: Haylie Culp**

**Second by: Isaiah Baclaan**

Lehua and Rashad will join the Technology Committee. Elizabeth is on the Strategic Planning Committee, will step down from the 40<sup>th</sup> Anniversary Committee, and will join the Health Committee. Rashad is interested in sitting in on Health Committee meetings. Christielove is on the 40<sup>th</sup> Anniversary Committee. All committee meeting times should be advertised to students. Isaiah will be meeting with Vice Chancellor Judy Oliveira to determine who will be chairing these committees.

## 5. Senate Fall Meetings Schedule

Meetings will take place on the first and third Tuesday of every month from 3pm – 5pm.

These meeting times can also be used for committee meetings on the second and fourth weeks of the month. Meeting dates for the spring semester have not yet been set.

## Announcements and Open Forum

### Meeting Adjournment at 2:26pm

**Motioned by: Elizabeth Gustafson**

**Seconded by: Christielove Espinosa**



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## Voting Record

General Meeting 17-001, Approval of Agenda and Minutes: To Approve Agenda for GM 16-020				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Lehua Gould	X			N/A
Elizabeth Gustafson	X			N/A
Rashad Hicks	X			N/A
Christielove Espinosa	X			N/A
Lydia Haff	X			N/A

General Meeting 17-001, New Business: To Approve Senate Budget 2017 with Amendments				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Lehua Gould	X			N/A
Elizabeth Gustafson	X			N/A
Rashad Hicks	X			N/A
Christielove Espinosa	X			N/A
Lydia Haff	X			N/A