



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

ASUHWO General Senate Meeting 14-010 called to order at 2:00 pm on June 3, 2014.

Members Present:

President Courtney Ketzenberger
Vice President Ryan Sommer
Secretary Joyleanne Santos
Treasurer Shane Nishimura
Social Sciences Senator Isaiah Baclaan
Education Senator Katrena Gunn
Student Caucus Representative Sara Perry
Student Life Coordinator Rouel Velasco

Guests Present:

Alexander Bautista
Ira Villafranca

Members Not Present:

Sophomore Class Senator Crizalmer Caraang excused/absent
Student Services Advisor Leslie Opulauoho

Guest Open Forum

1. Alexander Bautista: invited by President Ketzenberger to observe and see if he wanted to become part of the senate.
2. Ira Villafranca came to observe and refresh his memory on how student government is run.

Approval of Minutes

1. Motion: To table the minutes for GM 14-009
2. Motion by: Ryan Sommer
3. Seconded by: Sara Perry
4. Resolved: Minutes for meeting GM 14-009 tabled.
5. Vote: Unanimous.

Reading of Agenda

1. Motion: To approve the agenda for GM 14-010
2. Motion by: Ryan Sommer
3. Seconded by: Sara Perry
4. Resolved: Agenda for meeting GM 14-010 approved unanimously
5. Vote: Unanimous.

Internal Reports

1. President
 - a. Is continuing on with the Strategic Planning committee.
 2. Vice President
 - a. Still waiting to hear back from facilities manager, Kimo, regarding placing trash cans in parking lot. He will follow up on it after the meeting.
 - b. Messaged Vice Chancellor of Student Affairs Lui Hokoana and Student Affairs Operation Coordinator, Kay Nagata, concerning the times they're available for
- ASUHWO General Meeting Minutes 14-010 approved on June 17, 2014

the training seminar. The training will involve formatting the budget for the Fall and Spring semester, as well as the form that need to be filled out for purchases to the business office.

i. He assures that these days will be in addition to the meeting dates like last year.

3. Secretary
 - a. Discloses that she will do her best in her position.
4. Treasurer
 - a. Discloses that he will try to do his best.
5. Advisors
 - a. Student government shirts have arrived and are available for pick-up in Rouel's office. A wide variety of sizes were ordered. Clarification was needed on who the shirts were for, specifically if the last senate was going to get shirts, and it was addressed by Vice President Sommer that since the ASUHWO bought it, it was the student government's property and was not meant to be given to past senate members.
 - b. ASUHWO name tags were ordered and will be picked up by the end of the week.
 - i. Purchased it through Trophy House, a locally owned business.
 - c. Intramural equipment have been purchased and picked up.
 - d. Inquiry about wifi and access for the computers and laptop.
 - ii. In order for IT to support and maintain services required, they need to tag computers. To do that, they're putting in UH inventory and keeping stock and inventory so they know what laptops can do or function.
 1. Two out of the three computers have wifi access. The one that does not has something downloaded on it that blocks the wifi. This will clean out the computers, making sure that wifi is accessible.
 2. If you have any information or documents on the computer, be sure to save it on a thumb drive, so that it is saved.
 - iii. Another contributing factor to wifi interference may be that the microwave is under the wireless, so that may change.
 - iii. Hopefully as IT tags the computers, they'll be able to hook the printer up to the wireless as well.
 - e. Eat the Street is being hosted on campus on Saturday, June 14th, with location still to be disclosed.
6. Budget and Finance Committee
 - a. Made up of Treasurer Nishimura and Vice President Sommer
7. Activities Committee
 - a. Made up of Education Senator Gun, Treasurer Nishimura, and Social Sciences Senator Baclaan
 - b. Caucus Delegate Perry volunteers her services.
8. Legislative Committee
 - a. Made up of Secretary Santos and Caucus Delegate Perry.
9. Social Sciences Division
 - a. His goals are to get familiar with his position and constituents, get in contact with his clubs, and to do his best.
10. Education Division
 - a. Will not be able to attend next two meetings due to internship.
 - b. Goals: get an honors program for education division established and extending it out to get other honors program for other degrees.
 - i. Was in the educational sorority Kappa Delta Pi at her previous college and wanted to start one here. Plans to contact previous professors for help.
 - ii. Was informed that Professor Paula Majors might already be trying to start an society like this up and expressed how she would like to be involved with the process, and will be thinking about other goals.

11. Caucus Delegate

- a. Caucus does not officially start until August.
- b. Was working on Color Run: Saturday, November 8th, and can pass the buck onto activities committee.
 - i. Packets are going to be sent out to be included in Freshmen orientation paperwork packets.
 1. Can get contact number of people from Rouel.
 2. Information to be included along with copies and contacts will be forwarded to the activities committee.
 - ii. Participation will include the school having its own color zone (need 25 participants), display of school banners, and throwing of (possibly school) colored powder.
 - iii. Motion to make the Color Run a mandatory ASUHWO senate event: Ryan Sommer
 - iv. Second by: Katrena Gunn
 - v. Vote: Unanimous.
 1. May only be excused if school, family, or work issue arises.
 - vi. As far as t-shirts for the event go, should wait for budget to be approved, so that monies can be drawn under line item "office supplies," so a bill will not be needed.
- c. ASUH stoles and tassels
 - i. Noticed that ASUH senate graduates from other schools have these and proposed UHWO order them too so that our ASUHWO graduates look professional.
 1. President Ketzenberger expresses the need for parameters when it comes to awarding these stoles and tassels.
 - a. Perry proposes the legislative committee draws up a resolution outlining these parameters.

12. Strategic Planning Committee

- a. President Ketzenberger and Vice President Sommer are on this committee
- b. Purpose of committee is to determine the path of the institution that will be followed for the next two years; determine where the funds will go.
- c. There is a work force development subcommittee, where suggestions are generated on what path the school should take.
 - i. Since the best interest is to serve on the committee as students and government, Vice President Sommer promoted student leadership in classrooms
 1. Excel and exceed in selective fields
 - a. Health care admin. division managers
 - b. Get it to hone in on encouraging curricula to reflect that
 - ii. Will have the committees input soon and will put first draft to be shown at committee tomorrow, 11 am in this room.
- d. Looking to rebrand this school as something other than affordable and on the west side; wants this university to have a focus, like how Manoa's plan was to make it a research school.

New Business

1. Constitutions and Bylaws Review

- a. Packets were given to the new members of ASUHWO that included the Constitution and the Bylaws, so that they could get familiar with them. Previous members should also review these documents.
 - i. The Constitution and Bylaws will be reviewed by the Senate as a whole should in a training session. The bylaws can be changed and updated every term, which is why it's important to review.
 - ii. Review should only take around 30 minutes and is hoping that it could be

- added to the training day with Lui and Kay. Ryan will email everyone with the dates once he gets confirmation on their availabilities.
- b. Leadership training
 - i. Decided that it should be held on the Tuesdays when there is no senate meeting and during the same time as senate meetings.
 - ii. Possible dates for training are June 10th and June 24th.
2. Changing Bylaws to Reflect Initiative Hours
 - a. Initiative requirement
 - i. A senator must have at least one initiative per semester that serves to benefit their constituency and/or the university.
 1. Initiatives range from coordinating a “date with a book,” getting trash cans in the parking lot, obtaining ashtrays to go at the ends of the building to getting Styrofoam banned, learning how to write grants for programs or taking surveys.
 - b. Tracking of hours a senator takes on initiatives is a display of the senator’s dedication to their position and can justify raising stipend amounts.
 3. Raising Stipend Amounts
 - a. Current Stipend amounts
 - i. Based on the \$5 student government fee from the old campus.
 1. UHWO had a smaller population with not as much funds as other universities, like Manoa.
 2. Senators receive \$150 per term and Executive Board members receive \$500 per term.
 3. At the time, senators weren’t required to do much since bylaws weren’t solidified.
 - b. Solidification of bylaws to justify raising stipend amounts.
 - i. Senators are now required to meet with constituency once a month, as well as have one initiative per semester.
 - ii. A tracking system needs to be in place to make such justification.
 - c. Benefits of raising stipend amounts.
 - i. Students can see it as a job, especially if the hours are tracked. It allows them to participate in student government and earn money, when they might be seeking employment elsewhere.
 - ii. Being compensated makes up for the money one spends on transportation to make it to meetings or events, especially if he/she calls off from work to fulfill duties.
 - d. Regaining perspective on what a stipend is.
 - i. Stipends are a reward for service. It is not meant as another job. The reasons one should participate in student government in the first place should be to gain experience in government and provide a service to the students. It is not a “by the hour” job, even though that is how some student government run.
 - e. What stipend amounts need to be based off now
 - i. It is decided that stipend amounts should be raised but the amount is not decided on yet.
 1. Need to keep budget and finances in mind like how much is there in the reserve, as well as monies needed for leadership training and travel, before an amount is decided.
 - ii. Still need to iron out process on how to track hours spent on initiatives and constituent meetings.
 1. It is to not only justify stipend amounts, but to also show the senator’s progress as well as promote transparency in the senate.
 2. Spending five to ten hours a semester was suggested. Might just have to rely on an honor system.
 4. Open Position Nominations

- a. The difficult part is finding students that want to get involved. President Ketzenberger advises to recruit people for the right reasons, recruit people who want to better the school and who are able to dedicate their time.
 - i. If someone has a nomination in mind, put forth their nomination and have a conversation with them about it.
- b. Special Elections
 - i. The date is still to be determined. The senate will work with the elections commission, if there is one by that time. If not, we will work with Rouel who did a fantastic job last time.

Announcements and Open Forum

- 1. Office Keys
 - a. After much discussion on who should be holding the sets of keys and who can be contacted if a person with a key is not present at the school, it was decided a doodle poll will be sent out on who can be in the office at what hours during school, nearing the start of school, and delegate the keys that way.
 - i. It was voiced that the executive board having keys was a good idea because it showed transparency and implied that they would be in the office a lot due to their position, but keeping work and class schedules in mind, a doodle poll was decided as the best way to decide who got the keys.
 - b. Those that can be contacted if a person with a key is not present at school are campus security.

Meeting Adjournment at 3:07 pm.

Motioned by: Vice President Sommer

Seconded by: Treasurer Nishimura

Vote: Unanimous.

Voting Record

Voting Record for General Meeting 14-010, Tabling of GM Minutes 14-009 until GM 14-011				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Isaiah Baclaan	X			NA
Katrena Gunn	X			NA

Voting Record for General Meeting 14-010, New Business: Color Run as a mandatory ASUHWO event				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Isaiah Baclaan	X			NA
Katrena Gunn	X			NA