



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

ASUHWO General Senate Meeting 14-011 called to order at 2:42 pm on June 17, 2014

## **Members Present:**

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

## **Members Not Present:**

Sophomore Class Senator Crizalmer Caraang Jr. excused/absent  
Education Senator Katrena Gunn excused/absent  
Student Services Advisor Leslie Opulauoho absent

## **Approval of Minutes**

1. Motion: To approve the minutes for 14-009
2. Motion by: Ryan Sommer
3. Seconded by: Shane Nishimura
4. Resolved: Minutes for meeting 14-009 approved
5. Vote: Unanimous
  
1. Motion: To approve the minutes for 14-010
2. Motion by: Ryan Sommer
3. Seconded by: Shane Nishimura
4. Resolved: Minutes for meeting 14-010 approved with the following modifications
  - a. Capitalization of Senator Perry's last name
5. Vote: Unanimous

## **Reading of Agenda**

1. Motion: To approve the agenda for 14-011
2. Motion by: Joyleanne Santos
3. Seconded by: Ryan Sommer
4. Resolved: Agenda for meeting 14-011 approved with the following modifications
  - a. Addition of approval of minutes for general meeting 14-008 as line item 5.4 under "Approval of Agenda and Minutes"
5. Vote: Unanimous
  
1. Motion: To approve the minutes for 14-008
2. Motion by: Ryan Sommer
3. Seconded by: Shane Nishimura
4. Resolved: Minutes for meeting 14-008 approved
5. Vote: Unanimous

## **Internal Reports**

1. Secretary
  - a. Commended Eat the Street brought to the UHWO campus by John Murakami.  
ASUHWO General Meeting 14-011 Minutes approved on October 22, 2014

- b. Vice President Sommer inquired if UHWO was a dry campus or if it was that UHWO couldn't sell alcohol. He also brought up the idea of having a beer garden on campus, which has been talked about before. SLC Velasco confirmed VP Sommer's inquiry that UHWO is a dry campus and cannot sell alcohol. A beer garden is possible, but it would need to be monitored if done by an external group.
2. Advisors
- a. The computers in the office and lounge have been cleaned. IT will begin working on them and tagging them so that they can be serviced and get connected to the wifi. Will put in request for IT to pick up one or two of the computers at a time and switch them off.
  - b. Name tags have been completed and need to be picked up at trophy house.
  - c. Vice President for Student Affairs Jan Javinar on leadership conferences.
    - i. VPSA Javinar came up with list of student conferences for student government, so that the Senate can plan and think about where we want to go for training
    - ii. VP Sommer has already researched going to a national conference held by the American Student Government Association (ASGA). If the Senate joins the organization by paying a fee, there is the possibility of a conference being hosted on UHWO's campus in the future.
    - iii. SLC Velasco advises the senate to do their research and find out which one's we feel strongly about. The senate has a lot of time to think about this, and any fees for joining any organizations needs to be talked about with him and Kay.
    - iv. VP Sommer relays that with the conference in D.C., we get a tour of capital from our own senators. ASGA conference has 2-3 day seminar, noon to 2, with wide variety of topics. It's a chance for UHWO to get more involved with the nation, and possibly more funding.
    - v. Treasurer Nishimura asked if senate at Manoa attended these conferences because it might be helpful if the two schools went together. SLC Velasco will try to find out.
  - d. Hoopilihou
    - i. Will occur the ending of January, 22<sup>nd</sup> – 25<sup>th</sup> or 29<sup>th</sup> – feb 1<sup>st</sup> on Big Island, Kona side, Kilauea military camp.
      - 1. More info will be shared when details are fine tuned.
    - ii. Flight prices and information need to be given to Treasurer Nishimura to fit into the budget.
    - iii. President Ketzenberger and Ambassador Perry showed concern for the conference being so early in the semester and inquired if it could possibly be pushed back to spring break, so that students would not miss class. SLC Velasco suggested a formal letter be drawn up and given to teacher who find it hard to excuse students from class saying that the student has an opportunity to attend a leadership conference and will make up any missed work.
3. Budget and Finance
- a. After budget training, they will meet up and get facts and figures, such as prices for travel and other expenditures, sorted out to create a preliminary budget.
4. Legislative
- a. Parameters on graduation medals and stoles still need to be discussed. Instead of a resolution, the parameters must take the form of a bill for the cost of said medals and stoles, just like for the uniforms and name tags. The parameters will be an addendum to the bill.
  - b. SLV Velasco proposed the creation of a manual/guide for awarding the medals and stoles.
  - c. Ambassador Perry says she will take the lead on creating a standard-operating-

procedures manual for this that will mirror the guidelines for receiving other medals given by student government. VP Sommer will provide Perry with the information, guidelines, and access points from past semesters to create the binder.

5. Ambassador
  - a. Color Run fliers have been printed out, which includes 10% off registration code. Ambassador Perry asks that the Senate take them and put in classrooms, give to friends, post it in Starbucks, etc.
6. Strategic Planning Committee
  - a. President Ketzenberger and VP Sommer presented a rough draft packet of the strategic plan for the school.
  - b. There are five main themes documented so far: teaching, learning, indigenous, partnership, and collaboration. The idea is to not have one main theme, like leadership, but to have the five themes selected to overlap so that there is congruency.
  - c. The committee has looked at other schools' strategic plans and mirrored the rough draft after them.
  - d. The themes are broad and generalized, so that the school is not conformed into doing one thing. This is done because these documents are supposed to set campus plan for period of time for 2 or 5 years. UHWO will definitely be changing. The only colleges that have 10 year strategic plans are those like Harvard where programs change and fluctuate.
  - e. Treasurer Shane, Ambassador Perry, SLC Velasco expressed their needs for a copy.
  - f. Ambassador Perry did express her concern that the rough draft is not focusing on sustainability as much as it should be. After all, that is what UWHO has been striving for, and countless dollars have been spent to uphold this image.
  - g. It was explained that sustainability fell under indigenous serving and, although it is an important aspect of the school, it would be hard to measure how the school is being sustainable. To get more information on how sustainability fits into the strategic plan in the rough draft, the senate could talk to Melissa Saul, another member.
  - h. The VP told the senate to keep an open mind because it is only the first rough draft, with many more to come. The committee is made up of 30 passionate people who strive to place the school on the right path. The strategic plan is a goal, a baby.
  - i. Many topics are being discussed and the plans that are being laid out are meticulous. There needs to be plans for studies that outline course content, the implementation of it, along with subcategories on how it's going to be measured.
  - j. There will definitely be student input, but the strategic plan has to be made first.

## **New Business**

1. Senator Initiatives and Deadlines
  - a. President Ketzenberger urges the senators to think of their initiatives. Deadline for them to be sent in is August 1<sup>st</sup>. A packet was also provided as an example to inspire the senators. An email will be sent out as a reminder.
  - b. Initiative Parameters
    - i. It was decided that a senator should be working 3-5 hours a week on their initiatives on top of constituency meetings, school, and work. Such hours can be adjusted, and VP Sommer will keep track of the senators' progress.
2. Senate Photo
  - a. It was decided that photos of the senate will be taking on the day of the first August meeting. Attire will be both polos and business clothes. A reminder email will be sent out 2 days prior to the date.

- b. As a reminder, shirts need to be picked up in SLC Velasco's office. First senate should wear polos to every meeting, event, conference with professional bottoms and dress shoes.
3. Leadership Update
- a. Next week Tuesday, leadership training by VCSA Hokoana on how to do a proper budget for UH system format. Will aid and assist in a lot of the issues with formatting and problems we ran into for funding w/ business office and will free up ASUHWO to be more effective. Whenever a bill is submitted, the Senate will know its affect on the budget, where the money will come from or fall under.
  - b. President Ketzenberger encourages all members of the senate to attended meetings as to produce a well-rounded senate with leadership education.
  - c. Starting at 2pm, VCSA Hokoana will provide training on how to format a budget. At 3pm, Kay Nagato will host seminar on common form ASUHWO fills out and submits to business office. For example, a bill requesting funding – treasurer or committee submits form, but it's important for leadership so that everyone has an education for it and how to format and familiarize oneself with forms and the whole process in general.
  - d. Over the summer, it would benefit the Senate more if one meeting out of the two of every month was spent on reporting, and the other meeting on leadership training, so that the Senate will be prepared for fall semester. It will allows for a more effective senate.
  - e. The next leadership training is July 15<sup>th</sup>.
    - i. SLC Velasco will host training on achieving your goals and advocacy system by Midwest academy.
    - ii. VP Sommer will reach out to past Senate Member, Micah, so that the Senate will be trained in Roberts Rules of order.
    - iii. Secretary Santos will lead training on how to write legislation, such as bills and resolutions.
  - f. VP Sommer will keep in touch with SLC Velasco on the different conferences the senate is able to attend this term and be sure to send the information to the treasurer.
  - g. Constitution and bylaws meeting still needs to be set up.
4. Agenda Line Items
- a. The Senate was reminded that it is their job to provide what needs to go on the agenda besides the updates that can be covered in external reports. Internal reports are updates like on initiatives. Any new ideas or concepts, or anything brought to attention, we should move and act on this, email to president so when time comes, ready. Also, if it's a sensitive topic, it can still be put on the agenda anonymously.
5. VCSA Lui Hokoana Email
- a. The email concerned the CIP funds that Governor Abercrombie has not yet approved and released for the planning and development of the Administration/STEM building. VCSA Hokoana is asking for a list of people who are able to email the Governor about this issue within two days. President Ketzenberger, Vice President Sommer, Secretary Santos, Treasurer, Nishimura, Senator Baclaan, and Caucus Delegate Perry have agreed to writing emails to the Governor.

### **Announcements and Open Forum**

- 1. Eat the Street a success
  - a. Looking to host Eat the Street on the UHWO campus once again in September. A possible change of location from the parking lot to the center of campus was discussed that may provide more seats and better acoustics, but it is up to the discretion of the hosts.

**Meeting Adjournment at 4:09 pm**

Motioned by: Ryan Sommer

Seconded by: Joyleanne Santos

Vote: Unanimous

**Voting Record**

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

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

Voting Record for General Meeting 14-011, Approval of GM Agenda 14-011 with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Shane Nishimura	X			NA
Joyleanne Santos	X			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 14-011, Approval of GM Minutes 14-008				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Shane Nishimura	X			NA
Joyleanne Santos	X			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 14-011, Motion to Adjourn GM 14-011				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Shane Nishimura	X			NA
Joyleanne Santos	X			NA
Isaiah Baclaan	X			NA