



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

ASUHWU Unofficial Senate Meeting 14-001 called to order at 2:09 pm on July 1, 2014

Members Present:

President Courtney Ketzenberger
Vice President Ryan Sommer
Secretary Joyleanne Santos
Social Sciences Senator Isaiah Baclaan
Caucus Delegate Sara Perry
Student Affairs Advisor Leslie Opulauoho

Members Not Present:

Treasurer Shane Nishimura excused/absent
Sophomore Senator Crizalmer Carang Jr. excused/absent
Education Senator Katrena Gunn excused/absent
Student Life Coordinator Rouel Velasco excused/absent

Internal Reports

1. President
 - a. Senate should be expecting a new update on the strategic planning committee draft within the next couple of days.
2. Vice President
 - a. The body of document in the Strategic Planning committee is between 16-17 pages. The committee will break into smaller subcommittees to assure that the document is congruent and in order, so there will be many updates and changes to it. The due date for the whole document is this upcoming Monday, July 7th.
 - b. Tuesday, the 15th is the next training day: SLC Velasco will give a training seminar and Secretary Santos will train the senate on writing bills and resolutions.
 - c. Has been working with the treasurer on the budget. Kay Nagata shared that the senate has \$31, 305.21 carry over. With \$3000 per semester, ASUHWU is looking at \$51,305. 26 for the upcoming year.
 - d. Travel and hotel expenses update for the DC trip
 - i. Round-trip flights are \$895.40. If the ASUHWU takes 10 people and round the flight prices to \$1000 per person, then travel will be \$10,000.
 - ii. Hotel fees of 3 triple-bed rooms, including single room for advisor, are \$239/night. For 3 nights it adds up to \$2,718 total plus tax.
 1. Discount on rooms if booked through Hyatt for conference.
 - iii. Found a couple of car rental places that would be cost \$20/day. Recommended to not rent cars due to parking issues. An alternative is public transportation like taxis and the metro which has 2-day prepaid passes. The VP Sommer will continue his research and send all info to the treasurer. He just needs to calculate stipends to have initiation deductions, plus registration and meal prices in time.
 - iv. Meals estimated at \$30/day.
3. President on stipends
 - a. Waiting on preliminary budget to see what's left over from all expenses. Waiting for everyone's input too.
 - b. VP Sommer asked SLC Velasco about the dates for Ho'opilihou conference. SLC Velasco still hasn't heard anything. This is because the VP wants to plan for the whole budget instead of only for the semester. SLC Velasco reminded everything

that the conference will be held at Kilauea Military Camp. He will come up with full cost and everything soon.

- c. Caucus Delegate Perry also SLC Velasco asking for a bottom line number on her reimbursement. SLC Velasco assured Perry that he will email it to her.
4. Advisors
 - a. Name tags came in. The cost was under budget at \$217 from the \$225-230 set aside. Cost for 1 is \$8. Extras should be put in office. Consequences of the name tags were brought up by Caucus Delegate Perry, such as if lost then it must be paid for out of pocket. Treasurer Santos advised the senate to have it visible on them at all times, so that people know who is in the Senate and can approach us.
 - b. VP Sommer was reminded by Caucus Delegate Perry to send her the standard operating procedures for awarding medals.
 5. Legislative
 - a. Update on graduation medals and stoles parameters
 - i. Chair Sara Perry is currently working on the parameters.
 - ii. Suggested parameters:
 1. To only have the stoles for graduation, and medals rewarded for service.
 - a. Customization of stoles and medals were discussed, whether it is by adding stars to it or having different colors.
 2. Have to serve a minimum of one full term (summer, fall, and spring) in the Senate.
 - a. An exception of 2/3 vote from the Senate can be made for those who have not spent a full term in the Senate and is graduating to have a stole.
 3. Must be in good standing with ASUHWO.
 - a. "Good standing" is understood as not being censored or kicked out of the Senate.
 4. Have to graduate from UHWO.
 - a. Cannot receive stole if Senate member already graduated.
 5. If not currently in ASUHWO when graduating, must fill out a request form/application.
 6. If a Senate member wants a stole for graduation, then they must request for it to be taken out of their stipend in the beginning of the term.
 - iii. The stoles should not be paid for by the students, but as suggested, taken out of the stipends through a request form to be approved by the current Senate of that year.
 - b. Purpose of stoles
 - i. SLC Velasco urged the Senate to keep the purpose for the stoles in mind. The Senate already has the chance to go to leadership conferences, earn medals for service, and receive stipends for the service paid for by the students. These provisions are due to service to the students.
 - ii. The purpose of the stoles is to show appreciation to those who served a full term when they graduate. Those who served the in the Senate can wear it with pride showing that they served a full term.
 - iii. The stoles should not be paid for by the students, but as suggested, taken out of the stipends through a request form to be approved by the current Senate of that year.
 - c. Possible paperwork and process
 - i. Legislative Chair Perry reminded the senate that paperwork will be needed if the UH logo is going to appear on the stole along with the ASUHWO logo. It was suggested by President Ketzenberger that if a member wants a stole they must order and pay for it during their term. VP Sommer pointed out that the stoles could be ordered in bulk as well. If a request is put in and approved, then when stipend amounts are submitted for disbursement, the amount of the stole can be deducted. The amounts are approved by the VCSA anyway and also eliminate the problem of the Senate holding cash. VP Sommer says he will contact ASUH President

- Richard Mizusawa on how they award stoles, hoping to get insight on if there were hiccups or problems as well.
- ii. VP Sommer says he will set up a discussion with SLC Velasco and VCSA Hokoana to discuss the process.
 - iii. SLC Velasco advises that stoles should be ordered 2 months in advanced.
 - d. It was also inquired if the Board of Regents got paid or received stipends because the information is not retrievable.

Unfinished Business

- 1. Leadership update
 - a. VCSA Hokoana sent President Ketzenberger and VP Sommer flier of conferences better geared for organizations. One of the organizations is ASPC which does a lot of different leadership training that is held on the mainland. Caucus Delegate Perry suggested going to one but VP Sommer said that with the Ho'opilihou conference in Spring as well, the senate cannot do 2 massive trips.
- 2. Senator initiatives
 - a. With 3 senators in an 8 person senate, initiatives should not be taken lightly. The deadline to send in initiatives is August 1st. The idea presented here is that nonvoting members and executive board members should take up initiatives, too, in order to assure there is a constant flow of betterment for the campus and student advocacy. Just as the senators have initiatives, the Senate as a whole should have goals. Therefore, the executive board should pick up initiatives for now.
- 3. June 24th, Leadership reflection
 - a. The Senate believes that set guidelines should be sent to the presenters when they come in to do leadership training:
 - i. Specify that the person is speaking to whole senate and not to fixate on one person.
 - 1. The point of the training is to help round all members of the Senate even if it is tailored to a certain member in the senate. The knowledge is to prepare all members of the senate for the upcoming term and what to expect.
 - ii. If the person is bringing forms or worksheets, that they bring enough for everyone. Another option is to email it.
 - iii. It is up to the presenter on how to train the senate, whether it is through a PowerPoint presentation or an interactive activity.
 - b. VP Sommer said that he will put together a document of such guidelines to give the presenters and then will ask the Senate to look it over. Also, he will contact former senate member Micah on presenting Robert's Rules of Order for leadership training.
- 4. Letters to Governor Abercrombie
 - a. The letters are to inquire on why Gov. Abercrombie has not yet released funds for the planning of the combo Admin and Stem building for the school. President Ketzenberger has given a one week deadline to email any questions or concerns they have about writing the letters. Also, when letters are sent, please CC her. President Ketzenberger will send out a follow up email as a reminder as well.

Announcements

- 1. It is important that proxy votes are sent in if a Senate member is not able to make it to the meeting or else there will be no quorum and nothing can be voted on. It is the hope that next time, proxy votes will be sent in on the Friday before the meeting.