



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

ASUHWU General Senate Meeting 14-014 called to order at 3:37pm on September 3, 2014.

Members Present:

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

Special Guests:

Librarian Sara Aiello
Student Briana Williams

Members Not Present:

Sophomore Class Senator Crizalmer Caraang Jr. unexcused/absent

Reading of Minutes

1. **Motion: To approve the agenda for 14-013**
2. **Motion by:** Ryan Sommer
3. **Seconded by:** Shane Nishimura
4. **Resolved: Minutes for meeting 14-014 approved with the following modification**
 - a. Addressed issue of re-approving the budget due to a motion by a non-voting member
 - b. Change "P5lanning for the upcoming events" to "Planning for the upcoming events" for item 3 in Announcements and Open Forum
5. **Vote:** Unanimous

Reading of Agenda

1. **Motion: To approve the agenda for 14-014**
2. **Motion by:** Ryan Sommer
3. **Seconded by:** Joyleanne Santos
4. **Resolved: Agenda for meeting 14-014 approved**
5. **Vote:** Unanimous

Quorum

Yes

Internal Reports

1. Vice President

Shuttle Status: the driver informed the VP today of increased usage of the shuttle going from 35 students a day from last year to 60-70 students a day this year. Once the new bus is acquired it will cut down waiting times since the driver won't need to make second trips. It was also recommended to keep the current shuttle when the new shuttle comes in, so that it can be utilized for shuttling fewer students to save up on gas.

Ambassador Perry did raise the concern of the possibility that the increase number of students riding the shuttle would decrease the frequency of the Bus. SLC Velasco

ASUHWU General Meeting Minutes 14-014 approved on September 17, 2014

assured the if the Bus did take notice of students riding it less frequently, they will alert the public of decreased frequency in routes on their website. VP Sommer added that even if there is an increase of students taking the shuttle, the Bus won't be aware of the affects until the end of the year. Also, with Takai opening up shortly, if there is a decrease it will be small between then and now.

Bus Shelter update requested by Ambassador Perry: President Ketzenberger still has not met with VCSA Hokoana to discuss that, but will do so in the next week. The last VP Sommer heard about the shelter is that the bidding process needed to be adjusted because of a system wide rule that said the school can't have maintenance erect the structure. The shelter needs to be a licensed structure so that company that provides it needs to reach out to another contractor to put it up on their behalf.

2. Secretary

Praised everyone on doing a good job on showing up and participating at the Involvement fair and Club Rush.

3. Advisors: Student Life Coordinator

Fall Special Elections: Election packets are now available but is in need of help promoting it. At the tables set up for the Involvement fair and Club Rush it was brought to SLC Velasco's attention that the Senate did not take down the names of students who took application so the Senate needs to be mindful of that next time in order to follow up with those students on the deadline. Students have until Monday at 4:30pm. A mass email went out today and another will be sent out on Friday reminding the students.

Updated ASUHWO website: Former Senator Donna Soriano added Secretary Santos as editor of the website so that Santos has access to upload documents like the minutes. VP Sommer asked to be added to the list as well.

Reminders about DC Trip: If members of the Senate has not yet, to visit Kay and sign papers so that she can send it to the next level to get it signed by the Chancellor.

Being courteous: When emailing and leaving voice mails with university staff who are not in their offices for whatever reasons, know that they also are working. Be mindful of the tone, words and messages you leave with university staff.

Status of government funds: SLC Velasco has not heard anything yet. The Senate is concerned because it's for the campus' solar panels, STEM/Admin. building after all.

4. Budget & Finance

Meeting this Friday at 10am. Updating budget for expenditures the Senate made so that the Senate has an active running budget.

5. Legislative

Chair Perry wanted to clarify if criteria is needed for the stoles. President Ketzenberger made an executive decision that yes, there will be criteria for a member of the Senate to obtain a stole upon graduation. Touch base on writing up criteria on stoles for graduation.

6. Social Sciences

Club Rush: Used event to collaborate with various clubs associated with division. They're enthusiastic with brilliant communication. Looking forward to going to meetings. Personally went to each club, and could only find three: psychology club, Psy Chi, and the Sociology club. When approaching clubs he went through his roles as a senator, exchanged contact information, informed them about when the meetings are and answered any questions they have.

Monthly Meeting day: will schedule it soon in the library and will contact Senate tomorrow about it.

7. Strategic Planning Committee

The Strategic Plan is in the process of being open so people can submit criticism. After it's been out and suggestions sent in, a decision still needs to be made if the committee will once again send out the draft or to just send it to the official people, such as the chancellor once they gather feedback and adjust the Plan. Ambassador Perry reminded the Senate of the forum on Friday for the Strategic Plan. There is also an

online feedback form students can fill out to voice their concerns. SLC Velasco urges the Senate to participate in this discussion because it is the students as well as everyone on campus who are stakeholders in the future of the campus. President Ketzenberger, in regards to the decision, said she voted for the plan being sent out once again when it was revised and Ambassador Perry shares the sentiment because it shows transparency.

Unfinished Business

1. Per Diem Vote

Kay brought to the Senate's attention that although per diem for the trip was originally \$90 per person for the week, it needs to be increased to \$257.14. The per diem would cover meals and transportation. SLC Velasco advised in motioning for the Senate to be reimbursed for expenditures inclusive of parking in the airport, baggage, and transportation (metro, taxi, shuttle). Velasco followed up on how the per diem is to be dispersed, which it will be a cash advance, not as an account with the hotel.

Motion: To raise per diem from \$90 per person per week to \$257.14 per person per week.

Motioned by: Ryan Sommer

Seconded by: Shane Nishimura

Vote: Unanimous

SLC Velasco also reminded the Senate that if anything is taken out of the fridge or if it costs to use wifi, it will be out of the Senate's own pockets.

Motion: To reimburse ASUHWO members on expenditures inclusive of parking, transportation (metro, taxi, shuttle, bus), and baggage.

Motioned by: Ryan Sommer

Seconded by: Shane Nishimura

Vote: Unanimous

2. Sophomore Class Senator

According to Article IV, Section 8, Line 3 of the ASUHWO Constitution, any member who has two unexcused absences is automatically terminated. Therefore, Sophomore Class Senator Crizalmer Caraang Jr. is terminated from his position as the Senate has also sent him various emails with no response and explanations to the Senate about his absences.

3. Senator and Executive Initiatives

President Ketzenberger encourages the senate to take up initiatives and shares her hopes that there will be more senators coming in as well who will do so. She said the Senate can go to her for any clarification

Coffee Shop on Campus Initiative – Treasurer Nishimura: Treasurer Nishimura noticed how the campus does not have a coffee shop and would like to get one here on campus. Ambassador Perry brought up how the café has not yet been constructed and was wondering if there would be a new vender in its place instead of Peet's Coffee and Tea. SLC Velasco shared that it's something that needs to be looked into further. The space needs to be furnished and any costs to renovate would be on the campus. VP Sommer explained that the reason it's not finished is because the school ran out of money. Typically, the leaser (UHWO) would provide the cost for construction. The school bought proprietary equipment and furniture as well, stuff that can't be used with any other store, so a complete remodel would be needed. There were suggestions to find a company that was large enough to lease and pay for the remodel like Starbucks or Kissaten. The Senate needs to look for places that would add vibrancy to student life. If the school would even open up a bar, there would be the added cost of security like at Manoa.

Event planning: SLC Velasco recalled the workshop on event planning and encouraged the Senate to look at those initiatives drafted as well.

Ambassador Perry shared her idea of a carpooling tree program as a green initiative that lets people sign up for carpools either on campus or online, sharing emails, numbers, and times of when they would need to go to campus.

Concurrent transcript – VP Sommer: has been researching 3 separate computer programs that other campuses use for concurrent transcripts. Such transcript is list the extracurricular activities the student has been involved in during the time on campus, which would be coupled with the school's transcript of grades. It is envisioned that this transcript be requested by students instead of mandatory. The process: student requests that a certain club/organization be put on transcript, it's sent over to the president to sign off on, student life confirms participation, and then request goes back to student services to be put on transcript. Such a transcript would benefit students since a lot of career paths want college transcripts.

ASUHWO Signage: instead of purchasing ASUHWO bulletin boards suggested last year, a member can print out pictures and information of ASUHWO and post them in the classrooms, which is cost effective.

Following up on the coffee shop, Ambassador Perry suggested finding a coffee cart vendor as a temporary fix or even persuading Da Spot to set one up. Measures need to be taken however to make sure bringing in an outside vendor would violate the school's contract with Da Spot. A compromised would be for Da Spot to provide baked goods at the coffee cart.

More benches and more classes, bike routes, manapua trucks – Senator Baclaan: Senator Baclaan noticed how there was no place to hang out on Saturdays other than the court yard. VP Sommer suggested putting in requests for funding for outside furniture. SLC Velasco mentioned the umbrella tables in front of the school could be dispersed around campus as well with approval by Kimo. Also, if benches donated could have plaques on them on who it was donated by. It's been brought to Senator Baclaan's attention the need for an increase in in-class classes since those taking upper-division classes have to take some online, which poses as an inconvenience in communication with groups. Another initiative would be to set up a bike route since currently the roads tear the tires of bikes apart within a matter of 2 years. Getting a manapua truck on campus would be great as well.

Comment box – Student Williams: a comment box is needed for students to voice their concerns because recently they've been doing it by talking amongst themselves and with teachers. Student could choose to provide their contact information or not and then their concern. Senator Baclaan agreed with the initiative because it's a way to get students to start talking to the student government so that the Senate can lead them to the right people that can address their concerns. Student Williams brought up the fact that such an initiative has to be a group effort and not just for one person alone.

4. Senate Photos

After the meeting, the Senate will be taking portraits outside with the buildings in the background as well as a group picture.

New Business

1. Caucus Assistance

The Senate praised Ambassador Perry for being elected Caucus chair. It's the first time that a student from ASUHWO has been a caucus chair. Ambassador Perry also filled the Senate in on who was on the executive board. At the first meeting, Caucus mainly did ice breakers to get to know one another. They brought each other up to date on the Chancellor Apple issue and are working on a resolution to promote transparency and student voice. Adding more student positions to the Board of Regents (BOR) and requesting more transparency in policy is a big step forward that is necessary, as relayed by VP Sommer. Ambassador Perry agrees seeing as how there is only one student reagent on the BOR and caucus wants to see more because the BOR is such an overarching body that is in control of the system. Everyone seems pretty involved with schools and carry issues from last year like distance education, student fee, credit transfer. Will continue to go over inherent issues that would be interesting caucus topics

Announcements and Open Forum

1. VP Sommer sent an email to Kay to update her on the status of Sophomore Senato Caraang Jr.
2. Trying to get Cromwell to come to meetings because his added insight would greatly benefit the organization and student body.
He visited the school a couple of months ago, researching measurments for a speaker system and has many side projects that he may provide information on for the Senate and ideas that may benefit the student body.
3. Librarian Aiello: After piloting extended hours for the library last term, the extended hours have been approved and the library will be open till 9pm during the week. Bookmarks were passed out with library info and times.
VP Sommer inquired on the reservation of textbooks. Aiello explained that if the library has a copy, they will put it on reserve or else the professor will have to bring in a copy to be reserved.
4. SLC Velasco: Planning an E Ola Kakou week event from September 15-18. It means "We live" and is a health and wellness fair.
Monday: Overall wellness
Tuesday: Talk-sex Tuesday (i.e. Title IX, policies and procedures, sexual health)
Wednesday: Booths and Wellness tables
Thursday: Think About It Thursday (information on career exploration, financial literacy, managing finances, credit score, etc.)

It's a good time for ASUHWO to promote the color run and push for participation.

Meeting Adjournment at 5:11 pm

Motioned by: Ryan Sommer

Seconded by: Joyleanne Santos

Voting Record

Voting Record for General Meeting 14-014, Approval of Agenda and Minutes: To Approve the Minutes for GM 14-013 with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 14-014, Approval of Agenda and Minutes: To Approve the Agenda for GM-014				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 14-014, Unfinished Business: To raise per diem from \$90 per person per week to \$257.14 per person per week				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Isaiah Baclaan	X			NA

Voting Record for General Meeting 14-014, Unfinished Business: To reimburse ASUHWO members on expenditures inclusive of parking, transportation (metro, taxi, shuttle, bus), and baggage				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Ryan Sommer	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Isaiah Baclaan	X			NA