



# **Associated Students of the University of Hawai'i-West O'ahu *The 2nd Senate of Kapolei***

ASUHWO General Senate Meeting 14-004 called to order at 2:35pm on March 4, 2014

## **Members Present:**

President Ryan Sommer  
Vice President Courtney Ketzenberger  
Secretary Kalea Perry  
Senator at Large Distance Learning Vacant  
Senior Class Senator Sara Perry  
Sophomore Class Senator Brieana Williams  
Freshman Class Senator Kayla Smith  
Humanities Senator Shane Nishimura  
Education Senator Donna Soriano  
Student Life Coordinator Rouel Velasco  
Guest: Sarah Aiello, Librarian  
Guest: Shannon Putnam, Hoot Faculty Advisor  
Guest: Jordan Luz, Hoot Managing Editor  
Guest: Erika Berang, Hoot Staff Writer  
Guest: Katrena Gunn, Junior Senator Nominee

## **Members Not Present:**

Treasurer Edgar Milian [excused/tardy] (2:54pm)  
Bus. Admin. Senator Joyleanne Santos [excused/tardy] (2:52pm)  
Ambassador Jennifer Rodriguez [tardy] (2:43pm)  
Student Service Advisor Leslie Opulauoho [excused/absent]

## **Approval of Minutes**

1. Motion: To approve the minutes for General Meeting 14-003
2. Motion by: Brieana Williams
3. Seconded by: Kayla Smith
4. Vote: [Refer to page 5 for official breakdown of vote]
  - a. 6 Yea
  - b. 0 Nay
  - c. 1 Abstaine

## **Reading of Agenda**

1. Motion: To approve the agenda for General Meeting 14-004
2. Motion by: Shane Nishimura
3. Seconded by: Brieana Williams
5. Vote: [Refer to page 5 for official breakdown of vote]
  - a. Unanimous

## **Internal Reports**

1. President:

- a. Bus Shelter is moving forward after meeting with Vice Chancellor Hokoana and Kimo Yamaguchi. Costs vary from \$3,000 – 5,000; bidding process will begin soon and procurement is estimated to take one week minimum.
2. Treasurer:
  - a. Notes
3. Standing Committee: Budget and Finance
  - a. The committee believes that the Uniforms should be cancelled due to the time frame and cost.
  - b. The committee believes that the leadership retreat should remain on campus to save on the cost instead of scrambling at the last minute for an off campus overnight retreat at Turtle Bay.
4. Standing Committee: Activities
  - a. Sitting in at meetings for the Earth Day Event Planning and other events on campus.
5. Senator Report: Sophomore Class
  - a. Working on Initiatives and reaching out to clubs to see if anyone would like to sit at the table during some of the table hours.
  - b. Attended a meeting with some of the clubs on campus. The topic discussed was communication; ideas that were shared: group texts, pods casts, and they liked the idea of having the information table in the library.
6. Senator Report: Freshman Class
  - a. A Freshman Class Constituency Meeting has been scheduled for March 11 from 12:20-2pm. It has been announced via the Freshman Class Facebook page.
  - b. Would like to continue the initiative to obtain ashtrays/smoking section on campus.
7. Senator Report: Humanities Division
  - a. Next Field Days/Free Play on the Great Lawn: March 6, 11, and 18 2-4:30pm to promote the intramural sports program.
    - i. Planning to participate during Earth Day and West Fest events with a volleyball tournament.
8. Senator Report: Education Division
  - a. Professors in the Education Division have mentioned that some students are not reading at the college level and have suggested the use of a Grant to fund an outreach program that can assist with students in need of help in their reading and writing. The idea is to make this a service learning program where it is led and operated by students.
9. Ambassador Report:
  - a. Brought copies of the Testimonies and resolutions that were worked on during the Caucus meeting.
    - i. One testimony is regarding the Veterans receiving instate tuition rates.
    - ii. Resolution is regarding changes in class credits and status (attended a meeting at Manoa on this subject).
  - b. No Distance Learning Students met with Sara Perry after the Caucus meeting.
10. Campus Committee Report: Communications
  - a. Next meeting is tomorrow, March 5<sup>th</sup>.
  - b. Currently cataloging and coding the information that was received at the student forums.

### **Unfinished Business**

1. Elections Planning
  - a. Deadline for applicants March 10, 2013
  - b. Needing volunteers from the current senate from those not planning to re-run or are graduating to assist with this process. [Donna, Edgar and Kalea are able to assist].
2. Leadership Retreat

- a. Student Affairs has approved a Leadership Retreat whether it remains on campus or off campus.
- b. Vote for Off Site Leadership Retreat: [Refer to page 5 for official breakdown of vote]
  - i. 5 Yea
  - ii. 4 Nay
  - iii. 0 Abstain
- c. Vote for Overnight Retreat: [Refer to page 6 for official breakdown of vote]
  - i. 2 Yea
  - ii. 7 Nay
  - iii. 0 Abstain
- d. The Leadership retreat will take place off campus for one day for no more than 8 hours (Including Lunch).
- e. Course content and invitation suggestions are due by Friday at 12pm
- 3. Budget Vote: [Refer to page 6 for official breakdown of vote]
  - a. Unanimous
- 4. PRS Sheets Approval Vote:
  - a. The Chancellor and Vice Chancellor Hokoana have reviewed the PRS sheets drafted by Vice President Courtney Ketzenberger and Senior Class Senator Sara Perry. The sheets that meet their requirements are from VP Ketzenberger.
  - b. Vote to Approve PRS Sheets Drafted by Vice President Courtney Ketzenberger for inclusion to the Senate Bylaws. [Refer to page 6 for official breakdown of vote]
    - i. 8 Yea
    - ii. 1 Nay

### New Business

- 1. Junior Senator Appointments
  - a. Katrena Gunn
    - i. Vote: [Refer to page 6 for official breakdown of vote]
    - ii. Unanimous
- 2. Earth Day
  - a. Tentative event: Hosted by Eco Club on 4/22/14 10-2pm to promote sustainability on campus.
  - b. Next meeting Friday 2-3pm
- 3. Walk a Mile in Her Shoes Event (Domestic Violence/Sexual Assault)
  - a. April is sexual assault awareness month. April 9<sup>th</sup> is the Walk a Mile in Her Shoes walk for men to participate (red heels will be provided by Manoa)
    - i. 2 Walks will take place on campus: one in the morning and one in the afternoon
  - b. First two weeks of April there will be a visibility campaign “1 in 4” raising awareness regarding the statistics of sexual assault that takes place on a college campus.
  - c. Women may participate by assisting with creating poster boards and holding them throughout the course the men will be walking.
- 4. West Fest
  - a. The first meeting was held on February 26<sup>th</sup>.
  - b. Tentative Dates: April 29<sup>th</sup> 11-5pm and April 30<sup>th</sup> 9-3pm
  - c. Next meeting is March 12<sup>th</sup> 2pm in room E109
- 5. Caucus Expense Reimbursement
  - a. Senior Class Senator Sara Perry requests reimbursement for parking and mileage expenses incurred for travel relating to Caucus meetings on October 26, 2013, November 16, 2013 and January 25, 2014.
  - b. Vote: [Refer to page 7 for official breakdown of vote]

- i. 7 Yea
- ii. 1 Nay
- iii. 2 Abstain

**Announcements and Open Forum**

1. Course Availability:
  - a. [Business Admin Senator Joyleanne Santos] Spoke with a professor regarding how course days/times/locations are determined. They are determined by the desires of individual instructors and administration.
  - b. Joy will be working on securing transparency regarding the how's and whys the classes are chosen to be online or on campus.
    - i. [President Ryan Sommer] UHWO does not have rotating academic calendar, Joy is interested in assisting /sitting on a committee regarding this issue.
2. Project News: academic journals, etc. Is now available
  - a. [Sarah Aiello] available through the library services online and in the library.

**Meeting Adjournment at 4pm**

Motioned by: Kalea Perry  
Seconded by: Edgar Milian  
Vote: Unanimous

**Meeting Minutes Submitted by: Kalea Perry**

**Meeting Minutes Approved on: [Date]**

## Voting Record

Voting Record for General Meeting 14-004 Approval of GM 14-003 Minutes				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger			X	NA
Kalea Perry	X			NA
Edgar Milian	X			Yes
Sara Perry	X			NA
Brieana Williams	X			NA
Kayla Smith	X			NA
Joyleanne Santos				
Shane Nishimura	X			NA
Donna Soriano	X			NA

Voting Record for General Meeting 14-004 Agenda				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry	X			NA
Edgar Milian	X			Yes
Sara Perry	X			NA
Brieana Williams	X			NA
Kayla Smith	X			NA
Joyleanne Santos				
Shane Nishimura	X			NA
Donna Soriano	X			NA

Voting Record for General Meeting 14-004 Unfinished Business Item Number 2B: Off Site Leadership Retreat				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry		X		NA
Edgar Milian		X		NA
Sara Perry	X			NA
Brieana Williams	X			NA
Kayla Smith		X		NA
Joyleanne Santos	X			NA
Shane Nishimura		X		NA
Donna Soriano	X			NA

Voting Record for General Meeting 14-004 Unfinished Business Item Number 2C: Overnight Leadership Retreat				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry		X		NA
Edgar Milian		X		NA
Sara Perry	X			NA
Bricana Williams		X		NA
Kayla Smith		X		NA
Joyleanne Santos		X		NA
Shane Nishimura		X		NA
Donna Soriano		X		NA

Voting Record for General Meeting 14-004 Unfinished Business Item Number 3: Spring 2014 Budget				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry	X			NA
Edgar Milian	X			NA
Sara Perry	X			NA
Bricana Williams	X			NA
Kayla Smith	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Donna Soriano	X			NA

Voting Record for General Meeting 14-004 Unfinished Business Item Number 4: Vote to Approve PRS Sheets Drafted By Vice President Courtney Ketzenberger for inclusion to the Senate By- Laws				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry	X			NA
Edgar Milian	X			NA
Sara Perry		X		NA
				NA
Bricana Williams	X			NA
Kayla Smith	X			NA
Joyleanne Santos	X			NA
				NA
Shane Nishimura	X			NA
Donna Soriano	X			NA

Voting Record for General Meeting 14-004 New Business Item Number 1: Vote to Approve Appointment of Katrena Gunn as Junior Class Senator				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry	X			NA
Edgar Milian	X			NA
Sara Perry	X			NA
Brieana Williams	X			NA
Kayla Smith	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Donna Soriano	X			NA

Voting Record for General Meeting 14-004 New Business Item Number 5: Caucus Expense Reimbursement for Senior Class Senator Sara Perry				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry			X	NA
Edgar Milian		X		NA
Sara Perry			X	NA
Katrena Gunn	X			NA
Brieana Williams	X			NA
Kayla Smith	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Donna Soriano	X			NA

Voting Record for General Meeting 14-004: Meeting Adjournment				
Name	Yea	Nay	Abstain	Vote by Proxy(?)
Courtney Ketzenberger	X			NA
Kalea Perry	X			NA
Edgar Milian	X			NA
Sara Perry	X			NA
Katrena Gunn	X			NA
Brieana Williams	X			NA
Kayla Smith	X			NA
Joyleanne Santos	X			NA
Shane Nishimura	X			NA
Donna Soriano	X			NA