

THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII  
2465 Campus Road, Campus Center Room 211A  
Honolulu, Hawai'i 96822

General Senate Meeting #2 of the 106<sup>th</sup> Senate  
Wednesday, May 30th, 2018

## **OPENING**

### **Call to Order**

President Dela Cruz called the meeting to order at 6:07 PM in CC 310.

### **Roll Call**

Present:	President Dela Cruz, Vice President Simeona, Treasurer Honda, Interim Secretary Sakamoto, Senators-at-Large Kim, Li, Manabe, Senators Balico, Galeng, Hortizuela, Lao, Oshiro, Urasaki [13]
Excused Absent:	Senator Dunham [1]
Unexcused Absent:	Senator Yamada [1]
Excused Late:	Senator Ramirez [1]
Unexcused Late:	[0]
Excused Early Departure:	[0]
Unexcused Early Departure:	[0]
On Leave:	[0]
Advisors:	Advisor Manini [1]
Guests:	[0]

### **Reading and Approval of Minutes**

1. General Senate Meeting Minutes #25, 105th Senate - April 25th, 2018	
<i>VP Simeona</i>	Move to accept the reading and approval of minutes for GSMM #25.
<i>Treasurer Honda</i>	Second.
<i>VP Simeona</i>	Move to correct all grammatical, typographical, formatting and Hawaiian diacritical mark errors.
<i>Treasurer Honda</i>	Second.
	Motion carries.
<i>SAL Manabe</i>	Move to change Internal Affairs to Student Affairs in the 2/3 Roll Call Vote to Discharge SR 08-18.
<i>Senator Lao</i>	Second.
	Motion carries.
<i>Senator Lao</i>	Move to finish my motion made on page 5 of 10 and President Dela Cruz's statement under Open Forum.
<i>SAL Li</i>	Second.
	Motion carries.
	Motion carries.

**THESE MINUTES HAVE BEEN ADOPTED BY THE 106<sup>TH</sup> SENATE ON JUNE 13<sup>TH</sup>, 2018**

**Official Correspondence**

**Testimony**

**REPORTS**

**Executive**

**President**

a. Updated Requests to be On-Leave (Summer)

*Senator Lao* Move to accept the Requests to be On-Leave for the Summer document.  
*VP Simeona* Second.  
*President Dela Cruz* The only change that has been made was the new request to be on-leave made by Senator Vargas. Her leave started on May 24th and she will be back on July 1st.  
*Senator Lao* Move to change the date at the top of the document from May 2 to May 30.  
*VP Simeona* Second.  
Motion carries.  
  
Motion carries.

b. PM #2: Relating to Interim Secretary Appointment

*VP Simeona* Move to accept PM #2: Relating to Interim Secretary Appointment.  
*Treasurer Honda* Second.  
*President Dela Cruz* As I have mentioned, no Secretary was elected in the General Election, so I decided to make an appointment for an Interim Secretary who will serve until a new appointment is made. This would appoint Jaclyn Sakamoto, Senator of the College of Arts and Sciences, to be our Interim Secretary. She was appointed as Vice Chairperson for two committees, but there will be another President's Message following this to make the necessary changes because she cannot serve as Vice Chairperson if she has been appointed Interim Secretary.  
*Senator Lao* Move to include "or one is elected" following "until a new appointment is made" in the second paragraph.  
*SAL Manabe* Second.  
Motion carries.  
  
Motion carries.

c. PM #3: Relating to Standing Committee Appointments (Summer)

*Senator Oshiro* Move to accept PM #3: Relating to Standing Committee Appointments.  
*SAL Kim* Second.  
*President Dela Cruz* I made the changes reflected so that Interim Secretary Sakamoto will no longer be serving as Vice Chairperson for the Campus Life and Student Affairs committees and I made new appointments for those positions. I also moved a Senate member into the Internal Affairs Committee so that they may have the opportunity to meet this summer. Please be sure your name appears on this document twice.  
*SAL Manabe* Move to add my name as ex officio under the Elections Committee.  
*VP Simeona* Second.  
Motion carries.  
*VP Simeona* Move to include my Hawaiian name.  
*SAL Li* Second.  
Motion carries.  
  
Motion carries.

d. 106th Senate Team Drive

- President Dela Cruz* Last Senate, many people were interested in having a Team Drive so that they can have the space to collaborate and upload documents to help the success of Senators. This year, I implemented a Team Drive and had it shared with everyone, so everyone should have editing access to everything that is in there. This is also where I will be uploading the draft versions of legislation, minutes, agendas, and what not. Committees can also complete work on the Team Drive. Please familiarize yourself with it. I have also included new documents that address issues we have had in the past, such as how to earn your Awards for Service. There is also a contact list and various links. On the ASUH website, there is a "For Senators" link where you can access work request forms, the rate sheets, etc. I have made a copy of that as a document in the Team Drive, so if you cannot find it on the website, it is there for you in the Team Drive.
- Senator Oshiro* I am not sure if this is in the 105th Senate or 106th Senate Team Drive, but I saw that everyone has access to everyone's WH forms, which could potentially be a security issue because you can see everyone's Social Security Number.
- Senator Hortizuela* I will delete that right now.
- President Dela Cruz* Thank you for pointing that out. If there is anything confidential, do not put it on the Team Drive.
- SAL Manabe* Would you be able to give access to the Internal Affairs email to the Team Drive so that I can upload documents?
- President Dela Cruz* Yes, I will give access to all committee emails so that you may access the Team Drive.

e. Reminders

i. NEW Deadlines for Agenda Items

- President Dela Cruz* I have set new deadlines for agenda items. If you would like any piece of legislation to be included on the agenda, the legislation name and number must be sent to me by Fridays and the actual document must be sent to me the following Monday.

ii. ASUH Leadership Kick-Off

- President Dela Cruz* I have sent out an invite for our ASUH Leadership Kick-Off. This is an event where we will get to talk about initiatives we want to work on for the year, goals, and ways we want to improve ourselves as a Senate. It is taking place on Monday, June 11 from 1:00 PM to 3:30 PM. All of the Executive Committee and Vice Chairpersons are expected to attend, but the entire Senate is welcome to come. Place is to be announced.

iii. Executive Committee Meeting Reminder: *June 6, 2018*

- President Dela Cruz* The next Executive Committee Meeting will be taking place on June 6. These meetings are open to the entire Senate if you wish to come, but all of the Executive Committee is required to attend.

**Vice President**

a. Committee Reports *due June 11*

- VP Simeona* I have already shared this information with the Chairs and Vice Chairpersons of each committee. The Committee Report is a document where each committee can write a description of their committee, what they are currently working on, what they are planning on working, etc. I know last year there was miscommunication and we were not really aware of what the other committees were doing, so I thought this would be a good way to keep track of what the other committees are working on. I also included an "Issues" box, which will show if other committees are having similar issues as your own.

b. Chair & Vice Chair Workshop Dates

*VP Simeona*

I apologize, but I will get the Chair and Vice Chair workshop dates out later tonight. I had some difficulties with scheduling because of the varying availability. I am planning on holding two workshops so that everyone can attend. Thank you to everyone that did reply with their availability, but not everyone did. In the future, when I send out availability surveys, please get it done in a timely manner. It was also brought to my attention that the "When Is Good" survey does not function properly on mobile, so I will be using either "When2Meet" or "Doodle." For the month of June I will be sending out weekly availability surveys to all of the Chairs and Vice Chairs to see when you are available to meet.

**Treasurer**

a. May Rate Sheets due May 31, 2018 11:59 PM

*Treasurer Honda*

For returning Senators, this will be the second rate sheet you will be doing for the month of May. This is just a reminder that the rate sheet for May is due tomorrow by 11:59 PM. Thank you to those who have contacted me regarding issues with the rate sheet. The name from previous rate sheets have been removed. Because of the shortage of Senate members, if you find yourself a Chair or Vice Chair for multiple committees, you may have to use your personal email for the second Chair/Vice Chair rate sheet. The way the form works is that you may only use one email account. I know new Senators may not have done committee work yet, but keep in mind that you must complete the rate sheet if you want to receive your Award for Service. You can opt out of doing the rate sheet, but that will result in you not being eligible for the Award for Service.

*Secretary Sakamoto*

Because there have been changes in positions and committee assignments, should those changes be reflected in May's rate sheet?

*President Dela Cruz*

The President's Message does not go into effect until June 1st, so you would not make those changes until the June rate sheet.

**Secretary**

*Secretary Sakamoto*

I know some committees are starting to meet, so this is just a reminder for Chairs and Vice Chairs that meeting minutes are due on Kaulike four business days after your meeting.

**Administrative**

a. Advisor

*Advisor Manini*

I emailed all of you the advisor assignments for this upcoming academic year. The only change that has been made is in regards to the Student Affairs committee. Because they are working on the UPASS and the food pantry and I have more information regarding these issues, I will be switching with Advisor White. She will be overseeing External Affairs and I will be advising Student Affairs. The rest of the advisor assignments are the same from the 105th Senate.

b. Operations Manager

**Judicial Branch**

a. Student Court

**Standing Committees**

**Campus Life**

*VC Galeng*

No report.

**Elections**

*Chairperson Lao*

We have our first Elections Committee meeting on Monday, June 4th at 1:00 PM. To my committee members, please attend. I have been drafting up the election schedule. We should have more Senate members elected by early October. It looks like we will ratify the results from the Fall Special Election on October 10th.

**External Affairs**

*VC Urasaki*

No report.

**Finance**

*Chairperson Li*

I met with Treasurer Honda and we have created the timeline for next semester's RIO funding. If any changes are made we will let you all know.

**Internal Affairs**

*Chairperson Manabe*

First, I am planning to have a committee meeting next Wednesday before the Executive Committee Meeting. We will be discussing the strategic plan for Internal Affairs, approving delegates, and discussing our first workshop for the Senate. Second, I am looking for delegates immediately for the Academic Grievance and Student Conduct Appellate Board. I already have a few names, but if you know anyone or you want to join yourself, please let me know. There are other committees, but I just sent out an email today asking about the status. Third, we are going to be having two workshops. The first being the rules workshop, familiarizing new and returning Senate members with the Senate rules. We will also have a revisions workshop. This workshop is only intended for Internal Affairs, but all Senate members are welcome. Finally, now that the rule revisions made last Senate have been approved, I will be updating the rules and they will be online and in the Team Drive either tonight or tomorrow.

**Investments and Long Range Planning**

*Advisor Manini*

Former Senator Clinton Ng should meet with Treasurer Honda for a transition meeting and we will move on from there.

**Student Affairs**

*Chairperson Kim*

I just got the results back from the availability survey and it looks like the best time to have our meeting is June 8th from 10:00 AM to 11:00 AM.

**Undergraduate Academic Affairs**

*Chairperson Hortizuela*

Our first meeting will be Wednesday, June 6th at 4:30 PM. I will be sending the place and agenda soon.

**Other Committees**

**SPECIAL ORDERS**

**UNFINISHED BUSINESS AND GENERAL ORDERS**

**NEW BUSINESS**

a. General Senate Expectations

*President Dela Cruz*

At the last Executive Committee Meeting, I gave the opportunity to the Executive Meeting to talk about any expectations they have. You are all welcome to look at the document that is linked. I wanted to talk about expectations anyone might have for the General Senate as a whole. You may find on the Executive Committee expectations that there are items such as attending meetings regularly, maintaining two-way communication, support one another, and other things. Based off of this, what are some expectations you want to have for the General Senate?

*SAL Manabe*

Don't do it for the Award for Service.

*SAL Li*

Communicate with fellow Senators.

*Treasurer Honda*

Be proactive.

*Senator Urasaki*

Participate in discussion.

*SAL Manabe*

Adding to Senator Urasaki's suggestion, do not limit discussion to only a few people.

*Senator Lao*

Disagree courageously, but be respectful.

*VP Simeona* Lend a helping hand.  
*Senator Lao* Don't overcommit yourself.  
*SAL Kim* Take care of yourself.  
*President Dela Cruz* Adding to being proactive, take initiative to volunteer.  
*Senator Oshiro* Communicate with constituents. If there are ASUH-sponsored events, we should let people know that they are happening.  
*VP Simeona* Communicate with your college admin.  
*Treasurer Honda* Don't be afraid to ask questions.  
*Senator Lao* Pay attention during meetings.  
*VP Simeona* Respond to availability surveys.  
*Senator Oshiro* Check your email.  
*President Dela Cruz* From this point forward, please keep these expectations in mind and hold each other accountable. If you feel there are some people who are not meeting the general expectations we have for each other, give them a friendly reminder.  
*VP Simeona* Have fun.  
*Senator Lao* Keep the office clean, including language.

b. Potential Ad-hoc Committee to Revise Rules regarding Awards for Service  
*SAL Manabe* Last Senate, we talked about most likely revising Rule 18, which is now Rule 19. Basically it highlights what is on the rate sheet so that you may receive your Award for Service and has general expectations for Senate members. This also ties in with learning the rules so that you can understand the role of our officers and Chairs and Vice Chairs. A lot of the questions on the rate sheet have been kind of vague, very hard to understand, or if you have not have a committee meeting there has been confusion on how to rate your committee. This is just to gage to see who would be interested in working on adjusting Rule 19.  
*Advisor Manini* We need to also adjust the language in regards to the budget. The 6500 Code used to affect financial aid recipients, but now that we are using the 7244 Object Code, it does not affect anyone's financial aid anymore. We can now just do Awards for Service or Service Awards so that everyone can receive their award based on however you all decide to revise this rule. We previously had two different methods so that we could accommodate everyone. The documents need to be updated to reflect this change.  
  
President Dela Cruz, Vice President Simeona, Treasurer Honda, Senators Lao and Oshiro are interested in serving on the potential Ad-hoc Committee to Revise Rules regarding Awards for Service  
  
*President Dela Cruz* I will draft a President's Message to establish this Ad-hoc committee and whoever will be in charge can schedule meetings as necessary.  
*SAL Manabe* In the current rules, if your attendance is low in one committee, the participation in an Ad-hoc committee can replace that.

#### **OPEN FORUM**

*VP Simeona* I am planning in either late June or July to have a storage room clean-up. I will be sending out an availability poll. We should be respecting our space and it is a big space we can utilize for events, so look out for an email regarding that.  
  
*President Dela Cruz* For those who did not come to picture taking today, we are going to be scheduling another time. We also will schedule another group Senate picture taking for the summer. An updated picture of all of us is important to have. Thank you to those who came to picture taking!

#### **CLOSING** **Announcements**

**Adjournment**

*Senator Lao  
VP Simoena*

Move to Adjourn.  
Second.

Meeting was adjourned at 6:48 PM.

Respectfully Submitted,



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Jaclyn Sakamoto  
Interim Secretary, 106<sup>th</sup> Senate