

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

Executive Senate Meeting #1 of the 106<sup>th</sup> Senate  
Wednesday, May 23<sup>rd</sup>, 2018

**OPENING**  
**Call to Order**

President Dela Cruz called the meeting to order at 6:00 PM in CC 310.

**Roll Call**

Present:	President Dela Cruz, Vice President Simeona, Treasurer Honda, Senator-At-Large Kim, Manabe, Senator Vargas, Lao, Hortizuela [8]
Excused Absent:	[0]
Unexcused Absent:	[0]
Excused Late:	Senator-At-Large Li, Senator Ramirez [2]
Unexcused Late:	[0]
Excused Early Departure:	[0]
Unexcused Early Departure:	[0]
On Leave:	Senator-At-Large Chun [1]
Advisor:	[0]
Guests:	[0]

**Reading and Approval of Minutes**

**a. Executive Committee Meeting Minutes #24 – May 2, 2018 (105<sup>th</sup> Senate)**

<i>SAL Kim</i>	Move to accept the reading and approval of minutes for ECMM #24 from the 105 <sup>th</sup> Senate.
<i>VP Simeona</i>	Second.
<i>Senator Lao</i>	Move to specify Award for Service appeals that were approved.
<i>SAL Manabe</i>	Second.
	Motion carries.
<i>Senator Lao</i>	Move to fix all grammatical, typographical, formatting and Hawaiian diacritical mark errors.
<i>SAL Kim</i>	Second.
	Motion carries.

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Motion carries.

**Official Correspondence**

**REPORTS**

**Executive  
President**

- a. [Summer and Fall 2018 ASUH Meeting Schedule](#)

*President Dela Cruz* I would like to remind the Senate that one of the Executive Meetings will fall on a Tuesday because of Independence Day, which takes place on a Wednesday. Therefore, we'll be having a meeting on Tuesday, July 3<sup>rd</sup> in room CC310 at 6 pm.

- b. Initial Chair Meetings [Input your Availability Here](#)  
c. [Individual meeting, orient ourselves with the committees, planning for the summer. What to produce this summer. Fill out doodle at the end of memorial](#)

*President Dela Cruz* Also, I would like to schedule initial Chair meetings for each Chair individually with Vice President Simeona and myself. Some of the topics that will be discussed are to help orient the Chairs with what happened in previous years, and help establish committee goals, setting a timeline for this summer and to gauge how much work that will be conducted during the summer. Please fill out the Doodle that is attached to the agenda by the end of Memorial Day, so that we may schedule meetings accordingly starting next week. I will be sending out a reminder email in the near future.

- d. Reminders

*President Dela Cruz* Deadline for sending agenda items by Fridays, at the very least the title and the legislation number. The ledger is located in the Team Drive. And by Monday, the actual document of the legislation at least by noon. The goal is to be more transparent, so posting it on the bulletin boards

Next General Senate meeting will be next week Wednesday, May 30<sup>th</sup> at 6:00pm. Please make sure to check your email to see when you are scheduled to take your picture.

**Vice President**

- a) Committee Report Document  
b) Monthly Chair Meetings

*VP Simeona* This year I will be initiating the committee report document that will be shared on the Team drive. These reports will specify what is currently in progress, what is being planned, any issues or concerns, and miscellaneous. Each report will be due before the general senate meeting and will be attached to the agenda. And furthermore, this will be

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used in the monthly one-on-one meetings with the Chairs and Vice Chairs. These one-on-one meetings will be implemented once a month. I will be sending out a Doodle each month to see when is a good time to meet with each of you.

*Senator Lao*

So next week Monday?

*VP Simeona*

So the Monday before the General Senate Meetings. I am currently trying to figure out when I will be implementing this because there hasn't been any committee meetings scheduled as of yet.

*President Dela Cruz*

I could attach it to the Executive agenda so that it could be done between the executive meeting and the general senate meeting

*Senator Lao*

So do we have to fill it out twice a month?

*VP Simeona*

Ideally yes, however this will be a pilot program for the month of June.

*President Dela Cruz*

So this working document transpired within UH System Student Caucus, whereas each campus does a report and it usually takes time within the meeting so Vice President Simeona decided to adopt this method and implement it in our Senate to gage the progress of the senate and to provide support when needed.

*Senator Lao*

When is the first one due?

*VP Simeona*

The following General Senate meeting, so by June 11<sup>th</sup> it is due. June will serve as a "pilot program" to see if any adjustments need to be made.

**Treasurer**

*Treasure Honda*

I am excited to be working with all of you this school year. Two days from now, former Treasure Hinshaw will be sitting on her final rate sheets so please fill it out. And from there I will be taking on the role sending out rate sheets. Throughout the summer I will be stepping in as chair for Long Range Planning and Investments. I will be meeting up with former Senator Ng to learn more about the committee. If you have questions in regards to introducing a bill such as account numbers, it is your responsibility to keep in touch with myself in putting together the cash memo.

*SAL Manabe*

Former Treasure Hinshaw sent out an email in regards to the 105<sup>th</sup> senate meeting on May 2<sup>nd</sup> and was due on May 11<sup>th</sup>, so is this for the first meeting of the 106<sup>th</sup> senate?

*President Dela Cruz*

Yes, so the first email is for the 105<sup>th</sup> senate and it officially ended on the May 11<sup>th</sup>

*President Dela Cruz*

Adding onto the report, Treasure Honda will be preparing the budget for this next fiscal year and if you have any ideas on how to improve the budget or change anything around please contact him. He will also be working with the Finance Committee and myself.

*Treasure Honda*

For example, increasing the amount for RIO funding, or if you feel like the money should be allocated somewhere else then to please reach out to me.

*President Dela Cruz*

Advisor Manini mentioned that our goal to finishing the budget would be by the end of June.

**Secretary**

*President Dela Cruz*

Unfortunately we do not have a secretary but are looking for an Interim Secretary, so whoever wants the position should contact myself. However you cannot serve as a Chair

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or Vice Chair. As of right now, only one person reached out to me, so if anyone else wants the position then please reach out to me by Monday.

**Administrative**

**Judicial Branch**

**Standing Committees**

**Campus Life**

*Chair Vargas*

I will be leaving for the whole month of June, so the first meeting will be in July.

**Elections**

*Chair Lao*

I have a lot planned out for the summer. Will be sending out a Doodle by the end of tonight to the committee and have our first committee meeting scheduled. First meeting we'll be discussing if we want to go through Survey Share for election and any rule revisions we would like to make, and targeting each college that currently don't have any Senators.

*VP Simeona*

I could assist with the presentation for Hawai'i inuiākea, as I was the former senator for that college.

**External Affairs**

*Chair Ramirez*

I will be meeting up with Vice Chair Urasaki to see when we can meet. I'll also be sending out a Doodle as well to my committee. Currently in the process of sending out a working document to brainstorm prior to our meeting so that our meetings will run more efficiently.

**Finance**

*Chair Li*

I am still trying to set up a meeting for the budget with Treasurer Honda.

**Internal Affairs**

*Chair Manabe*

I will not be holding a meeting until June till there is a new PM. I hope to schedule meetings on General Senate meeting days so that it could accommodate everyone. If the majority of the members are officers then I'll move it to Exec meeting days.

I've created a strategic plan for our committee for this summer. I will also be working with the committee for the Fall plan. I am thinking of making a Rules and Revision workshop to acquaint the Senate of our documents, so I will be working Vice Chair Lao.

**Investments and Long Range Planning**

*Treasure Honda*

I still have to meet up with the advisor of the committee next month.

**Student Affairs**

*Chair Kim*

This year we will be focused on the UPASS contract renewal and the OER Student Nomination Award, which I will be introducing to the budget for the year, so it will be introduced as a bill. We are also looking into mental health and awareness campaign on campus. I just got in contact with the Trevor Project and they do emergency calls for suicidal people specifically targeting LGBTQ demographic and for anyone and I think it would be a good resource to look into.

**Undergraduate Academic Affairs**

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*Chair Hortizuela*

I am currently creating a timeline for the committee, and so we will be sending out the official deadline for each scholarship and awards. And I'll be sending out a Doodle so that our committee can meet within the next two weeks.

## **SPECIAL ORDERS**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

- a. Executive Committees Duties, Expectations and Goals ([Working Document](#))

*President Dela Cruz*

Congratulations to all of you on being elected or being re-elected and welcome to the Exec committee. Advisor Manini advised we should go over the committee duties and Exec duties and expectations and goals. Attached is a working document on what everyone's individual duties are, but just in general that we know where our boundaries lie and how we can work collaboratively and efficiently together.

The President's role is to work with administration, maintain the relationship between ASUH and everyone outside of ASUH, oversee the general welfare, and productivity of the Senate. Not too hands on with communicating spending time with Senate members but more of the advocacy work from behind the scenes.

Vice President Simeona will be working on leadership and development. This includes training and the workshops that everyone will go through during the year. Building the relationship with the senate members, making sure the dynamics are good. And is the ex-officio of all ASUH Standing Committees. He is welcome to sit on everyone's committee and be support, however cannot vote within other committees that he is not assigned to. Also he will be working with myself with people outside of ASUH.

Treasurer Honda oversees the entire budget to make sure we spend within it and working on Awards for Service. He is currently working on the investments portfolio.

For Chairs, there is a Google doc attached on what you need to do to fulfill everything to get your award for service. There were couple issues from last year and I wanted to make it clear for what needs done in order to get your Awards for Service so that you don't miss out on the work that you did. Make sure meetings are at least once a month, fill out attendance log which falls on the Chair's duties, and the Vice Chairs will complete the minutes on time. As mentioned before on how to earn your awards for service is on the Google Doc, if the Vice Chair doesn't submit the minutes on time that could impact you as the Chair as well. So please communicate with your Vice Chairs so that you both are doing your duties. If you do schedule your meetings make sure you request for the meeting rooms 3 business days in advance, not the weekends and holidays. I encourage Chairs to set the meeting dates as soon as possible to the committee and to the Senate, even if you don't know where the room is yet, it is fine to announce the date but not the location until further notice so that they may block it off on their calendars. Please send out an email reminder a week prior to the meeting.

If I refer anything to your committee within the Executive meeting please make note of it especially if it is pertinent to your committee. It is the Chairs responsibility to relay it to the committee and go over the piece of legislation and focus on any issues that are coming up.

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<i>Senator Ramirez</i>	Was this referenced in your email?
<i>President Dela Cruz</i>	Yes, and it is also on the agenda as well.
<i>President Dela Cruz</i>	Is there any questions on our duties individually?
<i>SAL Manabe</i>	For the SALs, how do you want us to reach out to the other colleges? Because all of us are in the Arts & Sciences and our majors are in the Arts & Humanities. Any suggestions?
<i>President Dela Cruz</i>	This will be a good opportunity to work collaboratively to support the general population as a whole. So while other senators may introduce legislation to their respective colleges, you folks would have to find a way to impact everyone.
<i>Senator Lao</i>	Rules 17 and 18 explain further your role and duties.
<i>President Dela Cruz</i>	Yes the duties are listed in the rules, and in addition, Vice President Simeona will be holding a Chair and Vice Chair Workshop, which will extensively go over in detail the positions, meetings, and how you can address certain things within the committee.
<i>SAL Manabe</i>	Senator Lao and I have edited the rules to include the revisions from last Senate, however we can't include some of them yet because they haven't been codified in the general meeting so we'll have it ready by next week's General Senate meeting.
<i>VP Simeona</i>	I would like to announce that the Chair and Vice Chair Workshop would probably be held on the week of June 4 <sup>th</sup> through the 8 <sup>th</sup> and June 11 <sup>th</sup> through the 15 <sup>th</sup> . I'll send out a Doodle during the weekend.
<i>President Dela Cruz</i>	Now we will be discussing the expectations as an Exec committee and any specific goals for our committee. This would support the General Senate on what we figure out our priorities are. For expectations, I would like to see attendance at each meeting, maintain 2-way communication; for the Exec Committee, Chairs and VC and the Senate. Generally support each other in various initiatives, and also remember that you are in two committees. I would like to see the Exec committee keep updated on what is happening with the BOR just incase anything is impacting us directly. And to what's happening outside of ASUH, so any events that is happening with other organizations on campus, and on state and federal level. I invite everyone to discuss any of these updates in the Open Forum and whether or not ASUH should respond.
<i>Senator Lao</i>	It is stated in the rules to stay committed to the organization as a whole and to be exemplary role models for our peers and colleges. For example, just because we are on two committees, that doesn't limit ourselves to participating in only these committees. Campus Life is an example; whereas the committee plans events, the execution of it can fall within the Senate.
<i>President Dela Cruz</i>	How would you define exemplary role models?
<i>Senator Lao</i>	Stepping in wherever you are needed regardless of whether you have an official responsibility or not to a specific committee.
<i>Senator Ramirez</i>	Being influential to our student colleagues.
<i>SAL Kim</i>	Deal with conflict in a professional manner.

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- VP Simeona* While we are a part of the Exec Committee and the General Senate, just a reminder that we are students first. So please put your academics as your main priority during the year.
- President Dela Cruz* Yes, as we are involved with ASUH Exec and other organizations outside of ASUH and while we do want to be exemplary role models, we have to remember that it is important to take care of our well-being. If you feel that things are piling up, please reach out to either VP Simeona or myself.
- SAL Manabe* For the SALs, a goal could be to reach out to the other colleges.
- VP Simeona* Maybe tabling at the different colleges to reach out to our constituents and in turn branding ourselves.
- SAL Kim* Maybe we could table outside of Campus Center.
- President Dela Cruz* If you have any more specific comments that you would like to add to the Exec Committee, you are always welcome to bring it up whenever we meet.

b. Senate Leadership Kick-Off ([Planning Document](#))

- President Dela Cruz* The leadership Kick-Off is to identify what our priorities are each year and do some strategic planning this year in terms of figuring out ways to improve internally relating to our Mission and Vision. And to teach everyone the Midwest Academy Strategy Chart. Does anyone have any preferences on when we would like to have the Kick-Off?
- Senator Ramirez* Maybe we should schedule it on either Monday or Tuesday so that the committee could reflect upon it on Wednesday?
- President Dela Cruz* Ideally June 11<sup>th</sup> will be preferable because it is before the General Meeting. Since the majority of the senate can do 1:00pm to 3:00pm we will be having it then. I will also invite the entire Senate to come as well since there is nothing restricting us to it to just the Exec Committee. This is the agenda that that we will be following, figuring out senate priorities and underneath is how we would do it and what we will do with it and after the strategic planning and Midwest Academy Workshops. Is there anything else we should add in on the list of workshops?
- Senator Ramirez* Has the senate done some sort of personality workshop?
- President Dela Cruz* That will be one of VP Simeona Workshops in the Fall when there is more in Senate.
- Senator Lao* Are you going to be going over the expectations and goals within the general meeting.
- President Dela Cruz* The goals will be included with in the Leadership Kick-Off, while the Expectations will be in the General Meeting.

c. [Senate Resolution 01-19 In Support Of The Drastic Reduction In The Use Of Non-compostable Plastic Straws At UH Mānoa](#)

- President Dela Cruz* There is a Resolution by SAL Li, 1-19, In Support of Plastic Reduction and the use of Non-Disposable Plastic Straw in UH Mānoa. I would like to refer this to the Student Affairs Committee and External Affairs Committee.

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**OPEN FORUM**

*SAL Manabe*

I just received emails on the Campus Wide Committees, so I'll be reviewing the list again on who served on what and if anyone wants to serve on a specific committee please let me know. Otherwise I'll be asking for your help recruiting people and will be sending out a list to everyone.

**CLOSING**

**Adjournment**

*VP Simeona*

Move to adjourn.

*Senator Lao*

Second.

Meeting was adjourned at 7:01PM.

Respectfully Submitted,



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