

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

Executive Senate Meeting #12 of the 106<sup>th</sup> Senate  
Wednesday, November 14, 2018

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

President Dela Cruz called the meeting to order at 6:03 PM in CC 310.

**Roll Call**

Present:	President Dela Cruz, Vice President Simeona, Treasurer Honda, Secretary Sakamoto, Senators-at-Large Chun, Li, Negrillo, Senators Dunham, Ganoy, Juliano, Ramirez [11]
Excused Absent:	[0]
Unexcused Absent:	[0]
Excused Late:	Senator Hortizuela [1]
Unexcused Late:	[0]
Excused Early Departure:	[0]
Unexcused Early Departure:	[0]
On Leave:	[0]
Advisor:	Advisors Manini, Sonoda-Pale [2]
Guests:	[0]

**Reading and Approval of Minutes**

**a. EMM #11, 106th Senate - October 31st, 2018**

<i>VP Simeona</i>	Move to accept the reading and approval of minutes for EMM#11 for the 106th Senate.
<i>SAL Negrillo</i>	Second.
<i>VP Simeona</i>	Move to correct all grammatical, typographical, formatting, and Hawaiian diacritical mark errors.
<i>SAL Negrillo</i>	Second.
	Motion carries.
	Motion carries.

**Official Correspondence**

1. Glenn Shizumura, Director, David Estes & Kazuhide Yamauchi, Auditors, Office of Internal Audit, UHM	
<i>Glenn Shizumura</i>	I'm Glenn Shizumura, the Director of the Office of Internal Audit.
<i>David Estes</i>	I'm David Estes, Internal Auditor. I'm a little over a year in. I worked on the ASUH financial statement review last year.
<i>Kazuhide Yamauchi</i>	I'm Kazu Yamauchi and this is my first time. I'm under a year in.

- Glenn Shizumura* What was handed out was information regarding what we'll need for our work this year. We also included a narrative of processes that we'll be reviewing this year, as well as an agenda of the items we'll be going through. David will be going through this. If there are any questions while we're going through it, just let us know. We'll go more into detail with what our expectations are in connection with how we do our work and how we can communicate better to get this done in an effective and timely manner.
- David Estes* For those who don't have the background, your Constitution states that you have to get audited every single year. You have a separate resolution that sets up the scope of the audit for 10 years, up until 2025. Each year, until you folks change it, this scope mandates what we're going to do. The resolution, which is included in your materials, on page 2, shows a list of all of the years. You can get a feel for what type of audits are coming. For FY18, which is the one we're looking at right now, the agreed upon procedures are the service awards and the graduate test prep awards. Those are the 2 main items we'll be looking at this year. What we also do with each audit is work backwards. We look at the prior audit and we see whether or not if there were any findings or recommendations that came out of that. During the current audit, we review that and look at if you folks implemented it. For this year audit, we're looking at the financial review from last year. We had one recommendation, which was related to investment policy compliance. We know that's something that has a bit of a timeline on it in terms of implementing. We'll be figuring out the status on that. That's the scope of this year. Also in your packet of materials is a report we did in 2015. The reason we included that in your materials is because this was the last time we looked at your service awards. We wanted to provide it as an example of a deliverable. The last time we looked at grad test prep awards was 2012, so it's been awhile. We'll be pulling what we did in 2012 and what we did in 2015 and getting that into one report for this year. That's kind of the objective and the scope of the audit.
- President Dela Cruz* For those of you who don't know, we'll be expected to produce the written narratives for this part of the annual audit review. It's important that if you are returning next year that this is something you continue in addition to working on this this year.
- David Estes* One of your handouts is the information requested list. What we would like to do is go through each of our requests and make sure everyone understands what we're looking for and what we're expecting.
- Glenn Shizumura* What we put together is standard among all audits. As we go through documents, we may need additional information, but this list on this page should suffice. As David goes through this, let us know if anything is unclear.
- David Estes* This is a preliminary list, but we try to capture as much as we possibly can so that we don't have to make any follow-up requests later on. The first one is very standard and that is to get all of the changes or amendments to the ASUH constitution, bylaws, and other organization documents. We put some dates in there. We don't need every document from the beginning of time, but we need to get updated from the prior audit. If you look it says from November 15th, which is about the time we finished our prior audit. You can either print out copies or download them to a flash drive.
- Glenn Shizumura* The reason we ask for this is because your constitution and bylaws and any changes made to them could impact the work that we do.
- Advisor Manini* If you look at number 1 and 2, if your website is updated, 5 calendar days would not be that big of a deal. If your website is not updated, they can't access it. Someone will have to dig through and make sure that they have access to these documents. I don't know if the website is updated. We all need to be making sure that it is or make sure that someone is pulling all of these documents so that the auditors can have it. 5 calendar days seem pretty tight to me. As we go through this meeting, if these dates don't seem reasonable, you have to speak up.
- David Estes* What we can do is go through the whole list and then talk about if the dates work. If there are things we can obtain from a public place, like a website, let us know as soon as

possible. We need to verify that everything is there and nothing is missing. We want to make sure that nothing falls through the cracks. Item 2 are the meeting minutes for all your different meetings. The set dates are again where we left off last year. For item 3, we may need some assistance from Jill Shigano. For FY18, ending on June 30, 2018, we to know what the budget was for the various expense line items and what the actual spending was. We'll mainly be looking at the service awards and the GTPA to see what was budgeted and what was actually spent. The next section is specific to what we'll need for service awards. Attached to this is 2 narratives, one for the service awards and one for the GTPA. What we did is that we took the prior narrative that was provided to us and updated it for the obvious stuff - the dates, the rules and policies. We're going to be relying on you all to read through these process narratives and be sure that what's in there is accurate.

Glenn Shizumura  
David Estes

We attached the hard document, but we'll email you a soft copy.

We can also send a soft copy of the request list, especially if any of the dates change.

We'll update it and send it to you. For the next item, under service awards, what we're looking for is the monthly service award summary sheet that lists all of the different Senators and what there attendance was and ratings were. We need a list of every Senator that was granted the award and those who were not granted one. From that, we're going to select a sample and review the detail files to ensure that these people were either correctly granted or correctly not granted the service award. Number 3 is all of the information that we'll need for the service awards that we select for testing. Once we receive item 2 from you, we turn it around quite quickly and say which ones we'll need in more detail and we'll give you some time to get that information from those samples. We haven't decided on a sample size yet. We need to see how many service awards were granted and then we'll decide. Last time around we did 10. It could be around that ballpark, but it could vary. The information we're going to need is the peer evaluation sheets, the rate sheet submission log, the membership log, attendance log for any meetings during that time period, the receipt log of the documents submitted, the memo that awarded the service award, the KFS document number, and the check pick-up log. For the membership log, is this a separate sheet that says who was part of Senate that month and their titles? Could the memo suffice if it has that information already?

President Dela Cruz

David Estes  
President Dela Cruz  
David Estes

Does the memo have the names of each person and their title?

Yes, I believe so.

What our objective is with this is that we want to make sure the right amount is going to the right people. If support for that is going to be in the memo, we would not need the membership log. Onto grad test prep awards, the narrative is attached. Please review it, let us know if anything changed. Number 2 is a little bit different. We were looking for some of the materials you have online. It looks like there were 7 GTPA awardees. Given that there are so few, we're going to look at all of them. For this we're going to need the application packets, application receipt log, the fiscal documents, and the signed acknowledgement from the awardee. We'll be looking at all 7. This last part is the prior year follow-up. I'm not sure if you can give us an update now. The goal was to do some sort of update to your investment policy in order to be prepared for another situation in which the investment manager is unable to monitor your investment policy compliance. I think the due date for that was going to be June 2019. That's still in the future, but we just wanted an update.

Senator Ganoy

Currently, the timeline and the BOR procedure are under review. We're going to submit a rough edit of our proposals and it will be subject to edits for the first half of next year.

Glenn Shizumura  
President Dela Cruz

Who is reviewing it?

The Investments and Long Range Planning committee will be doing that. Senator Ganoy is the Chairperson and will be leading the committee with that. He'll be graduating this semester, so his Vice Chairperson will be taking over.

*David Estes* The process is you'll propose revisions to that policy. Where does it go from there for review?

*Advisor Manini* He has a timeline, but it doesn't have dates on it. The former Chair worked to create the items that needed to be done. It's on a Google Document. Senator Ganoy has to insert dates for when he wants to do that. There is a list, but he needs to input dates for when all of these things are going to happen. It's ordered with what the items are. We can share this information with you.

*David Estes* We wanted to understand where you folks are. It seems like it's a work in progress. You have a plan and you just need to work out when things are going to be completed. More importantly is whether or not you're in compliance today. My understanding is that Graystone does a quarterly report, which is what we need.

*President Dela Cruz* This is a lot of work to collect everything, but I expect that we'll take this back to our committee members and divide up the work.

*Advisor Manini* We should go through the list, assign each task, and see if the person assigned is okay with the due dates.

The following assignments and deadlines were agreed upon by the Executive Committee:

- General Item #1a: SAL Negrillo and the Internal Affairs Committee
  - Deadline: Wednesday, November 21, 2018
- General Item #1b (Senate Acts and Resolutions): Secretary Sakamoto
  - Deadline: Wednesday, November 21, 2018
- General Item #1b (Standing Committee Reports): Chairperson of each committee
  - Deadline: Wednesday, November 21, 2018
- General Item #2 (Executive and Senate meetings): Secretary Sakamoto
  - Deadline: Friday, November 30, 2018
- General Item #2 (Committee meetings): Chairperson of each committee
  - Deadline: Friday, November 30, 2018
- General Item #3: Jill Shigano
  - Deadline: To be discussed with Jill Shigano
- Service Awards Item #1: Treasurer Honda and SAL Negrillo
  - Deadline: Wednesday, November 21, 2018
- Service Awards Item #2: Advisor Sonoda-Pale
  - Deadline: Wednesday, November 21, 2018
- Service Awards Item #3: Advisor Sonoda-Pale
  - Deadline: Wednesday, November 21, 2018
- GTPA Item #1: Senator Hortizuela and the Undergraduate Academic Affairs Committee
  - Deadline: Wednesday, November 21, 2018
- GTPA Item #2a-b: Senator Hortizuela and the Undergraduate Academic Affairs Committee
  - Deadline: Monday, November 26, 2018
- GTPA Item #2c-d: Advisor Sonoda-Pale
  - Deadline: Monday, November 26, 2018
- Prior Year Follow Up Item #1: Senator Ganoy and the Investments and Long Range Planning Committee
  - Deadline: Wednesday, November 28, 2018

*David Estes* Once we do provide you with our report and it's finalized, you'll be expected to provide a response to it. This is standard and something we've done in previous years.

*VP Simeona* Move to move onto New Business on the agenda.  
*Senator Ramirez* Second.

Motion carries.

**REPORTS**

**Executive**

**President**

**Vice President**

**Treasurer**

**Secretary**

**Administrative**

**Judicial Branch**

**Standing Committees**

**Campus Life**

**Elections**

**External Affairs**

**Finance**

**Internal Affairs**

**Investments and Long Range Planning**

**Student Affairs**

**Undergraduate Academic Affairs**

**SPECIAL ORDERS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- A. Senate Revision 04-19 To Amend ASUH General and Special Election Rules  
*President Dela Cruz* I would like to refer Senate Revision 04-19 To Amend ASUH General and Special Election Rules to the Committee on Internal Affairs and Elections.
- B. Senate Bill 18-19 Funding for the College of Natural Sciences Spring 2019 Student Faculty Mixer  
*President Dela Cruz* I would like to refer Senate Bill 18-19 Funding for the College of Natural Sciences Spring 2019 Student Faculty Mixer to the Committee on Finance.
- C. Senate Bill 19-19 To Appropriate Funding for a New Microwave for Student Use in the ASUH Office  
*President Dela Cruz* I would like to refer Senate Bill 19-19 To Appropriate Funding for a New Microwave for Student Use in the ASUH Office to the Committee on Finance.
- D. Board of Regents Meetings - November  
a. 11/15 Board of Regents Meeting

*President Dela Cruz*

Tomorrow there will be a Board of Regents meeting. The concept of the Manoa reorganization will be up for approval.

**OPEN FORUM**

**CLOSING**

**Adjournment**

*SAL Negrillo*

*VP Simeona*

Motion to Adjourn

Second.

Meeting was adjourned at 7:05 PM.

Respectfully Submitted,



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