Student Activities Council
Minutes # 9 for:
September 21, 2016

I. Meeting Called to Order at: 5:02 p.m.

II. Roll Call

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
<th>Tardy</th>
<th>Absent</th>
<th>Excused</th>
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<tbody>
<tr>
<td>Executive Chair</td>
<td>Danielle Marrufo</td>
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<tr>
<td>Vice Chair</td>
<td>Brannon McQuillan</td>
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<td>Secretary</td>
<td>Brenda Burch</td>
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<td>Publicist</td>
<td>Maria Vicente</td>
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<td>Business Manager</td>
<td>Juvette Kahawaii</td>
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<td>Event Planners</td>
<td>Shanelle Bolner</td>
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<td>Advisors</td>
<td>Lai Sha Bugado</td>
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<td>Maile Boggeln</td>
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<td>Guest</td>
<td>Ellen Kusano</td>
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III. Establish Quorum: YES

IV. Approval of Minutes

4.1 Motion to approve Minutes #8 from September 14, 2016.

First: Shanelle Bolner                     Second: Maria Vicente                      Passed: 5/0/0

V. Executive Chair Report: Danielle Marrufo:

5.1 Fiscal specialist position “Ellen Kusano” Campus Center Director

Fiscal Specialist Positions break down:

Position currently:
- Position is working like it is a full time position.
- Position is 19 hours per week.
- Casual Hire is no vacation and no sick time.
- Position is providing fiscal training to all CSOs.
- * Helps with the transition with the changing of CSO members, and Business Managers.
- Positions processing all CSOs paperwork.
- Positions has Fiscal website updated – Form fillable for almost all the documents.
**Fiscal Position Part – Time Hire position:**
- University Stated that they are not going to be reviewing casual hire positions.
- Position will be 19 hours per week.
- Will be working only 19 hours.
- Will be providing fiscal training to CSOs.
- Will process fiscal paperwork for CSOs. In the time given to work.

**Fiscal Position Full – Time Hire position:**
- Position will be working 40 hours per week.
- Will be providing more fiscal trainings, fiscal questions and fiscal help.
- CSOs have someone that focuses on CSOs and they paperwork.
- Helps with the transition with the changing of CSO members, and Business Managers.
- Will be handling the P&L reports.
- Will monitor the purchases of CSO goods, makes sure CSO gets what they need. In a timely matter.
- Facilitation on paperwork and budget and narratives.
*Maybe we can redo the deadlines for travel and others hopefully.*
- Many other UH system positions are funded using Students Fees.
- *If CSOs don’t fund it university won’t have the budget for them. It’s for students by students.*

Dani: Translation and Concern and Questions.
- Her understanding of APT position if there is another APT position on campus they are the first privileges.
- Will there will be a hiring process?
- Is it stated that the Chancellors said he won’t fund the position?
*Ellen would like to have a member from each CSO to sit on the Committee.
- 5 students, 3 professionals everyone on committee will have a vote.
- Deadlines for answer: 3 weeks for us to have a position in by January.
- Having Ellen came was helpful.
- Is the Fiscal positions work load heavy?
- Will the position only handle the website?
- Hours seem like it will slow down once website is done?
- What other jobs like Campus Center jobs will the position doing?

*Maile clarifications on fiscal positions questions that Dani stated:
- There is a senate bill being proposed now that states that it won’t support causal hires.
- All 10 campuses are changing from casual hires to full hires.
  *Our chancellor will not be hiring casual hires.*
- Re- appointment freezes for all casual hires is going to happen no matter what.
- Yes the website is the important part of the position at this moment.
- *Fiscal specialist will have other duties once all the budgets are approved and RTP’s are rolling in.*
- *Fiscal training is big also that your team can work effectively.*
- The 40 hours will be focusing on CSOs and fiscal specialist duties.
- Council could ask to see the job duties. What is scope of the positions and what it entitles?
- As for the Campus Center jobs duties:
  *Positions doesn’t do Campus Center jobs duties only if someone has to step away just for a bit, normally to use the bathroom.*
- Staff will be doing the P&L reports. Currently a student employment is handling it. Without someone putting in the numbers into quick -books you wouldn’t get a P & L.
- Council should also check the historic deadlines dates and see what it is now to make the determine if they have changed.
*Maile suggested: That Council seems to have a lot of questions. Council should wait to vote for the position till all questions are answered.
*Dani will send email to Ellen with questions. Hopefully by next meeting Council can decide.*

**Zero Net Revenue Meeting: Aunty Gail Makuakane – Lundin**
*Next week Monday or Tuesday will be the meeting with Aunty Gail.*
*Ellen would like at least 2 members from each CSO to attend.
*Council can send someone if you can’t attend for the ones invited.*

**5.2 ID reminders**
-Please don’t let people have or wear your ID.
- Wear it at all events. Wear it where it is visible.
- Remember that you are a representative of the CSOs and Campus Center and the University.

5.3 Dia de los Muertos
- This event is normally in the first week of November. National it is the 1 & 2.
- Traditionally it is done with an altar with flowers, candles, to remember the dead or love ones that have passed.
- We can have students bring copies of the photo of the love one. Dani wanted to create something that they can also write on so that students without a photo can still honor their love ones.
- Council is wanting to do the event as Traditional way of Dia de los Muertos.
- Council will have a 30-minute educational session for the students to know about Dia De Los Muertos.

5.4 Recruitment
- Email that was sent no responses yet from people interested in being involved in SAC. If we receive them Brenda will forward to Brannon.
- Dani would like for each of the Council members to talk to 5 people or a group on campus by the next SAC meeting.
  - This may include: RISO’s, clubs, classes.
- Council can promote and talk about the SAC Positions at the upcoming events: Free Hugs, Trivia Night and Dorm Inform.
  - Bring Applications so we can sign them up right on the spot.

5.5 Coming out day update:
- NSP would like to collaborate and do the stamp cards for the different tables.
- They will be providing the printing of the Stamp card and stamps.

VI. Vice Chair Report: Brannon McQuillan:
- Would like to do a November Pool Tournament maybe on November 2 or 3.
- Will be doing a Trivia Night in November.
- Would like to also do a Bingo Night.
  * Advertise about the prizes so students know, Students and most people like attending events that have food, prizes.

VII. Business Manager’s Report: Juvette Kahawaij:
7.1 Update Council on budge
- Updated Council on the recent budget figures.

7.2 Fiscal Reminders
- Shipping: Pay attention to your shipping location and rates.
  * Must be including in quote.
  * Ship to Hawaii.
- Deadlines: Be cognizant of deadlines.
  - Flow will need entertainment an allocation needs to be made by next meeting.
  - Next Supply Run will be September 28, 2016:
    * Shanelle you are at Walmart.
    * Dani you will be at Target.
    * I will be the office supplies at Office Max.

7.3 Availability
- Monday Juvette won’t be here. All paperwork should be to her no later than tomorrow afternoon.

7.4 Meetings:
- Dani suggested that maybe we can have an out of office meeting.
  * Maile pointed out that our meetings are public so that students that would like to attend can attend. We will need make sure that we let everyone know where and when we meet. We could post on door, location of meeting, website so that students know.
VIII. Secretary Report: Brenda Burch: No Report

IX. Publicist Report: Maria Vicente:
*Council explained that November 16, 2016 is a good time for Night Market and the Flow.
*Night Market Flow.
- Brannon explained that he can help contact “Das Guys” Isaac Pang(UHHSA). Brannon will contect him to start talking with Isaac to see if they can play.
**Maria doesn’t want to put Night Market and Flow together, but willing to try this idea out for now.

The November Flow

Allocation no more than $1000.00 for November SAC Flow for Refreshments, Food, logistics, Prizes and Giveaways.

First: Brenda Burch  Second: Maria Vicente  Passed: 5/0/0

X. Event Planners Report:

10.1 Shanelle:
10.1.1 Upcoming events update
-Free Hugs is tomorrow please come be a part of Free Hugs day. Set up is 10:00 a.m.
*Brannon will be there from noon- 2:00p.m.

XI. Advisor Report: Lai Sha Bugado: No Report

XII. Advisor Report: Maile Boggeln

12.1 Music Event Collaboration
- History Department Dr. Kai would like to work with CSOs on a Hawaiian event. It will have the history of culture of Mele. Event was held last year, had a nice turn out last year.
- Last year worked with Kipuka and other resources. History department likes to work with CSOs.
- Collaboration, maybe co-funding also.
- Dr. Kai would like to do this event in December.
*Maile will council email from Dr. Kai

XIII. Announcements:
Helium tank is in and we can now make balloons.

XIV. Adjournment:
Meeting Adjourned at: 6:24 p.m.