

Committee on Student Affairs Meeting Minutes

MEETING DATE SEPTEMBER 24, 2024
 MEETING TIME 11:30 am
 LOCATION Zoom

Attendance

Members

Name	Role	Attendance
Camaron Miyamoto	SEC liaison	Present
Kenika Lorenzo-Elarco	Member	Present
Sara Cook	Member	Present
Rheta Kuwahara	Member	Present
Jennifer Griswold	Member	Present
Lisa Uyehara	Member	Present
Mary Mostafanezhad	Member	Present
Allison Yap	Member	Present
CSA to invite to next meeting	GSO (Graduate Student Organization) Liaison (GSO Academic Affairs Chair)	
CSA to invite to next meeting	ASUH (Association of Students of UHM) Liaison	

Guests

Name	Role	Time
None		

	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	The meeting was called to order by SEC liaison, Camaron Miyamoto at 11:31 am.	
Review of Minutes	NA	
Business	<ol style="list-style-type: none"> 1. Member Introductions <ul style="list-style-type: none"> -All members present 2. Designate member to take meeting minutes 3. Committee of Student Affairs (CSA) Kickoff presentation <ul style="list-style-type: none"> -Senate Executive Committee (SEC) Goals - Review CSA duties & responsibilities <ul style="list-style-type: none"> - CSA mission - Shared drive -Liaison's Report <ul style="list-style-type: none"> - Review Attendance Policy <ul style="list-style-type: none"> - 3 unexcused abs. = voluntary resignation - Resignation Process - Quorum <ul style="list-style-type: none"> - 50% + 1 for 5-member committee - Review Liaison Role <ul style="list-style-type: none"> - guidance, communication, monitor - Issues are discretionary - Officers responsibilities 4. Officer elections: <ul style="list-style-type: none"> Chair: Kenika and Sara nominated & accepted Secretary: Rheta nominated & accepted GSO & ASUH: TBD 5. Meeting schedule <ul style="list-style-type: none"> -once a month, 1st Tuesday of the month @ 11 am - 12 Noon via Zoom 	<ol style="list-style-type: none"> 2. Rheta volunteered 4. Kenika and Sara are co-chairs Rheta is 11secretary 5. Oct. meeting agenda items Nov. meeting decision
New Business	<ol style="list-style-type: none"> 1. Orientation process for new senators every Fall <ul style="list-style-type: none"> - 2 sessions for one hour each - may help with recruitment - background on standing issues 	<ol style="list-style-type: none"> 1. Cam will share the suggestion with SEC at Monday's next meeting.

Adjourn- ment	Motion made by: Lisa Motion 2nd by: Kenika 12:11 PM The next meeting of the Committee will be scheduled for Oct 1, 2024, from 11:00 am to 12:00 pm via Zoom	Meeting adjourned at 12:11 pm.
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Respectfully submitted by (Rheta Kuwahara) Secretary

Approved unanimously on October 1, 2024.