CAMPUS CENTER BOARD

UNIVERSITY OF HAWAIʻI AT MĀNOA

**GENERAL MEETING MINUTES**

**Tuesday, July 28, 2015**

1. **Call to Order (Scheduled for 5:30PM)**

The meeting was called to order at 5:33 PM by President Kellie Iwasaki.

1. **Roll Call**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Members Present** | **Non-voting Members Present** | **Members Absent** | **Non-voting Members Absent** | **Advisors Present** | **Staff Present** | **Guests Present** |
| Kellie Iwasaki |  | Blake Pinell |  | Bonnyjean Manini (came in at 5:36PM) |  | Dr. Lloyd Hisaka *(left at 5:42PM)* |
| Sunja Kim |  | Hollyann Loui |  | Sarah Yap |  | Frank Loyd *(left at 5:42PM)* |
| Matthew Nagata |  |  |  |  |  | Ashley Kupau |
| Kristen Lee |  |  |  |  |  |  |
| Eric Agluba |  |  |  |  |  |  |
| Keri-Ann Nagaishi |  |  |  |  |  |  |
| Jacob Agena |  |  |  |  |  |  |
| Bryan Hahn, Jr. |  |  |  |  |  |  |
| Vyvy Huynh |  |  |  |  |  |  |
| John Casken |  |  |  |  |  |  |

1. **Approval of Agenda – (July 28, 2015)**

The call to order time was altered from “6:00PM,” to “5:30PM.” The Approval of Agenda was altered from “June 25, 2015” to “July 28, 2015” and Approval of Minutes was altered from “May 4, 2015” to “June 25, 2015.”

Facilities Management Chair Bryan Hahn, Jr. moved to approve the agenda as amended. Member John Casken seconded.

1. **Approval of Minutes – (June 25, 2015)**

“Vyvy Huynh,” “Eric Agluba,” and “John Casken” were added to Members Absent.

Under “Director’s and Advisors’ Report,” Bonnyjean Manini mentioned the Campus Center updates.

Budget and Finance Chair Eric Agluba moved to approve the minutes as amended. Member Jacob Agenda seconded.

1. **Public Testimony**

Dr. Lloyd Hisaka and Frank Loyd (graduate assistant) announced that the WRC would reduce hours during summer since they noticed low numbers during the evening. Effective this Monday (August 3, 2015), the closing time will be changed from 10:30PM to 7:30PM. Starting from the week of August 17, the hours will be further cut from 7:30PM to 5:30PM. When fall semester starts (August 24th), the hours will return to normal business hours (closing time at 10:30PM).

1. **Old Business – none**
2. **New Business – none**
3. **Reports**
   1. Executive Committee Report
      1. President Kellie Iwaksaki will be emailing executive board members to determine availabilities and schedule executive board meetings during the semester.
   2. Budget and Finance Committee Report
      1. Budget Updates
         1. Treasurer Eric Agluba is currently working on the budget memo for the 371 account. It will be reviewed by Advisor Eddie Robles, and if necessary, budget and finance committee might have a meeting before semester starts.
   3. Rules and Policies Committee Report –
      1. Charter Narrative
         1. President Kellie Iwasaki has the template and format for the charter narrative to get sent out. She is currently working on it with Bonnyjean Manini.
      2. Meeting Dates
         1. An email will be sent out to the Rules and Policies Committee to schedule future meetings during the semester.
   4. Campus Relations Committee Report
      1. NSO Tabling
         1. Secretary Sunja Kim reported that today was the first NSO resource fair. An email was sent to all members of CCB to volunteer for future resource fair if they are available.
            1. Future Scheduled NSO’s 1-day sessions will be on:

Freshmen: 7/31, 8/5, 8/13

Transfers: 8/3, 8/7

* + 1. Meeting Dates
       1. An email will be sent out to the Campus Relations Committee to schedule future meetings during the semester.
  1. Facilities Management Committee Report
     1. Meeting Dates
        1. An email will be sent out to the Facilities Management Committee to schedule future meetings during the semester.
     2. EBI survey
        1. There will be future presentation on the EBI survey.
  2. Membership Committee Report
     1. Membership Chair Kristen Lee received more member applications over the summer. Due to miscommunication, one of the applicants has been hired by AC for their executive manager position. Another applicant has accidently filled out the application for AC although they wanted to apply for CCB, so Adivsor Sarah Yap will forward the application to Membership Chair Kristen Lee. Another applicant will be interviewed for membership to CCB. Another applicant is currently on the executive board for GSO, and since members can not serve in multiple CSOs, Advisor Bonnyjean Manini will talk to this applicant.
  3. Activities Council Report
     1. Advisor Sarah Yap reported that AC has a new AC chair, Ashley Kapau. AC Chair Ashley Kapau was previously co-chair of AC in 2014.
  4. Recreational Sports Council Report – No report
  5. Office Staff Report
     1. Since Student Manager Sheana Humphries was not present at the meeting, President Kellie Iwasaki reported on her behalf.
     2. Future meeting times need to be set in order for Student Manager Sheana Humphries to reserve the rooms. President Kellie Iwasaki will send an email for availabilities, but it is currently leaning towards Mondays at 6PM for general meetings. Members are encouraged to email her if this time does not work for them.
     3. There are three student applicants for the office staff position. Interviews will be conducted when Student Manager Sheana Humphries is available to sit in the interviews.
     4. The website layout has been updated, so look over it and provide feedback. Also, send in biographies to Sheana if you have not done so already.
  6. Director’s and Advisors’ Report
     1. Advisor Bonnyjean Manini commented on the new paint job. She was told that the tentative end date was set for the start of the fall semester, but there might be possibility that it will not be finished by that time. Also, the air-conditioning in CC is not working well, but they are currently seeking to troubleshoot the issue.
     2. Advisor Sarah Yap reports that Welcome Back Bash will be on August 28th at the Hemenway Courtyard. AC is also planning a concert in the CC courtyard some time in the fall semester.
     3. Meeting and Event Services will be having their annual open house in September.
     4. The Ticket and ID booth will be extending their hours of operation during rush week (August 24-28) to 8am-6pm. Unlike previous semesters, all ID services will be done in the ballroom, so everything will be moving up to the ballroom during this week. No passport will be done during this time. Housing students will receive a temporary ID card for their first week of campus, so they will be able to get food before they get their student IDs.
     5. Advisor Bonnyjean Manini mentioned that a new policy on bag checks that will be drafted. Last semester there was an incident, and after reviewing, they found that there was no policy on bag checks. Due to safety reasons, they were implementing bag checks for big events. CCB will vote on whether bag checks will be allowed or not after we receive the bag check draft. Since the incident, bag checks have not been implemented until there is a formal writing.

1. **Board Decisions - none**
2. **Announcements**
   1. President-Elect Position
      1. No one has filled the position yet.
   2. Next General Meeting
      1. Will be set during the first couple of weeks of the fall semester. Members should check their email frequently.
3. **Adjournment**

The meeting was adjourned at 6:05PM by general consensus.

Respectfully submitted by

Secretary Sunja Kim

07/28/15

Reviewed by

Student Manager Sheana Humphries

08/28/15