



The Associated Students of the University of Hawai'i – West O'ahu 5th Senate of Kapolei

ASUHOWO General Senate Meeting 17-002 called to order at 3:05pm on August 2, 2016 in room E109.

Members Present

President Isaiah Baclaan
Vice President Haylie Culp
Treasurer Elizabeth Gustafson
Secretary Lehua Gould
Sophomore Class Senator Christielove Espinosa
Education Senator Lydia Haff
S.L Coordinator Rouel Velasco

Members Not Present

Distance Learning Senator Shermila Sioson – excused
Business Administration Senator Rashad Hicks - excused

Guests

No Guests

Quorum

Yes

Reading of Minutes

Motion: to approve the minutes for General Meeting 17-001

Motion by: Elizabeth Gustafson

Seconded by: Haylie Culp

Vote: Unanimous

Reading of Agenda

Motion: to approve the agenda for General Meeting 17-002

Motion by: Elizabeth Gustafson

Seconded by: Lehua Gould

Vote: Unanimous

Internal Reports

1. President

I just returned from the Chancellor's Committee Meeting. We did a few Skype interviews and we are narrowing the list down. To give you folks an update, later in the semester we may be flying in some of the potential candidates and because ASUHOWO is a governing advocacy system we will be meeting and questioning these candidates so just know that this is in the works and be prepared for this. Also, I am unable to make the campus awareness meeting on Thursday, August 4th, from 1pm – 2pm, in B217. If someone else is able to sit in on this meeting and update our senate on what is happening that'd be great. I understand they are bringing in the Piko Project because there were not too many attendees at the last meeting but I will follow up with an email. If



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no one is able to make the meeting, I will inform the hosts and ask for meeting minutes. I have also met with Kiren Polk, the executive director of the Kapolei Chamber of Commerce. They are working on future bills that will aim to create jobs in the Kapolei area and that will benefit our students, as they will be able to work in Kapolei instead of having to go elsewhere. I would like to bring this to the senate and discuss the possibility of going to one of their presentations and learning this process as we will be doing advocacy work training later in the semester to prepare for the Legislative session coming in January. Also, I had followed up with Judy Oliveira and Kevin Nishida, thanking them for coming and visiting us during our training. I am trying to set up a panel with Judy, Kevin, and Jeffery, the VCAA, as I know we were unable to ask them all of our questions during training. I am still in the process of scheduling this but we are shooting to have this panel in September to discuss their roles as Vice Chancellors.

2. Vice President

Something I was looking at that we might want to explore in hosting or facilitating for our students is to offer the President's Volunteer Service Award. The award is given to a student who completes more than 250 hours of service. Once a person reaches 4,000 hours of service, they are eligible for the Lifetime President's Volunteerism Award, which goes to show that you are active in your community and it looks great on resumes. We have sort of already started that with our service-learning program where students are required to complete 40 hours of service learning. If we were the authorizing agency to do it, we would need to electronically confirm that a student completed the required hours. If they are turning in a service learning form, teachers probably would have already signed off on it, making it very easy for us to simply ask for a copy of that form. It is \$6 for us to confirm that the student completed his or her hours but it does not need to be paid until the student has completed his or her 250 hours. We do not have many students participating in the service-learning program at this time, but this award would be great to offer in order to help those students enhance their resumes and may interest other students to get involved on campus. I will continue researching this award as this may be something someone will want to take on as a personal senator initiative or we all as a senate initiative. I think it would be awesome for us to promote professional development and community service.

3. Treasurer

No New Reports.

4. Secretary

No New Reports.

5. Advisors

a. Student Life Coordinator

In regards to our Overnight Retreat, I am hoping that the issues we've discussed can be focused on and worked on throughout the semester and that we recognize the retreat as not a one time event but rather an ongoing exercise and we really follow through with the things we've discussed and spoke passionately



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about. So just a reminder that we need to continue to revisit the issues we discussed that evening. Also, in regards to the learning objectives we discussed, my commitment is to check-in with you folks at least every other month and have an open and honest discussion about your individual progress and if you need to change or modify your learning objective goals as this is a matter of what you'd like to take away as part of your experience as being part of student government. Being a part of student government is three fold: 1) it allows you to recognize your power as students 2) it allows you to identify a product, meaning, what you want to give or bring to your fellow students 3) allows you to learn about yourself after participating in the process and allows you to learn about how well you work within a group. These are referred to as the three P's: Power, Product, Process.

Differing from that, some additional information is that the whole Student Affairs is going through reorganization. Intramurals will fall within Student Life, as across universities there is a direct relationship with Student Life and intramurals. For the past year the person who has been coordinating intramurals has been facilitating the discussions for our Campus Committees but because of this reorganization, I will be overseeing all committees. Ryan will still be heading these committees but I will be much more in the loop in knowing what's going on. With that said, changes will be coming and the senate should be able to be given much more information concerning these Campus Committees.

6. Standing Committee Reports

- a. Budget and Finance
No New Reports.
- b. Activities
No New Reports.
- c. Legislative
No New Reports.

7. Senators Report

a. Sophomore Class

I am looking into constructing the large Connect 4 game we discussed at our retreat, but I was concerned about where we would store the game. I have already created a Google Doc. with questions to ask the students while they're playing the game. The questions will be on the large playing pieces. I will share the document with the senate to allow you all to review the questions already there and to add questions you feel would be appropriate as well.

b. Education Division

I went to an ESSA conference, which is a new education forum being



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implemented by the government and the State of Hawai'i will need to decide on a plan so the governor has a team of people going around and speaking with different people in different towns, trying to get opinions about what they should do to implement it. Within the next semester, I would like more students to be involved in it as it does affect their professional careers. The HYPE chair went and asked the organizer, Darrel Gerreira, what he is doing to include future educators in the conversation and he said that we can set up an event for them to come and speak to the education students.

8. Caucus Ambassadors Report

We currently do not have a Caucus Ambassador, but we have heard nothing new from the Caucus. Rouel has been asked for names of an ambassador or representative who will be attending Caucus meetings. He will send Isaiah's name in the interim and another senate member who is available to attend. We are hoping to create a plan to identify and appoint a Caucus Ambassador as soon as possible.

9. Campus Committee Report

a. Communications Committee

No New Reports.

b. Transportation Committee

No New Reports.

c. Technology Committee

No New Reports.

d. Health Committee

No New Reports.

e. Strategic Planning Committee

f. Chancellor's Search Committee

We've narrowed down the candidates so far and we may need to host the chosen candidate that is flown in, give them a tour of the campus, and ASUHWO will be one of the groups that will question the candidate. We will essentially need to prepare questions for this meeting but we can discuss those details at a more appropriate time.

Unfinished Business

1. ASUHWO Training Retreat Recap

We'd like to take some time to recap what was discussed during our overnight retreat, as we do not want to neglect these discussions and ideas, as we want to continue working



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towards solving issues and reaching goals that were brought up during the retreat. Let's each give individual reports regarding a segment of the retreat that was most memorable or influential to us and how we hope to implement that teaching throughout the school year.

Christielove: I found the ethics portion of the training to be most memorable and important to remember throughout the school year and recognizing each others' colors as that will help us better work with students and each other in order to better the campus. These are two things from the retreat that I'd really like us to keep in mind throughout the semester.

Isaiah: I'd like us to remember communication, advocacy, and vision. Communication, as it is highly important for us as a senate and to keep a good relationship with our students. Advocacy, making sure that we advocate for UHWO students, not just campus wide but also community based and later in the year, legislatively, making sure we're active in professions that utilize what we are learning, and hopefully, what we will be taking away from being a part of ASUHWO. Vision, where we want to end this year, where we want to spend it, and preparing the next senate to take over.

Haylie: Really focusing on leadership development because I think we have a really unique role on campus and we have a really unique opportunity because there are not a lot of campuses that heavily regard student voices. Therefore, we're looking into how do we put our best self forward so that we can advocate for the students but among professionals that we will be working with. So just looking for more leadership development, not only for us, but for our students as well.

Lizzy: I'd like for us to work on developing a sense of community with our students and building that type of connection in which they know who we are, not only in a leadership aspect, but knowing that we're people they can come and talk to.

Lehua: The retreat was a really good way for us as a senate to come together and learn together and learn more or lesson the same level, about the same things, at the same time, so that we were all put on the same page. And while we should be concentrating on the entire student body and advocating for their needs, it is important for us to strengthen our group or senate for this is the best way that we can work towards helping a broader community. I felt that this retreat was a great introduction of new senate members to the old senate.

Lydia: I thought that the True Colors activity was really useful. We will be having our education club officer meeting next week and I was hoping to bring this same activity to the meeting. The significance behind the training for me was that we have a lot of students coming to us and complaining about different issues and obstacles that arise that prevent them from graduating. Before, I could only offer my sympathy, but now, I am able to visualize methods to deal with those issues.



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Rouel: My responsibility is to help you all recognize the power that you have as students and as a collective whole by constantly reminding you of the three P's we discussed earlier.

New Business

1. How to Sign Out Bills and Resolutions

We now have an updated Bills and Resolutions binder that will be kept in our office. You will only sign out bills and resolutions that have been approved by the senate and have been processed. If you do create a bill and it is codified, it is your responsibility to print it and put it in the binder. We want to use this new system to keep track of our Bills and Resolutions so that we can provide these documents to the senate following us.

If a bill is or is not passed, if the senate votes on it, it needs to be codified regardless as it now becomes a standing document.

2. Office Hours

In our bylaws, it is required that we fulfill our office hours. It has been required of each senate member to be available for four hours of each week to serve his or her office hours. It is essential that we designate office hours for each senate member as these hours will be published on our website and on our office door so our constituents will know when each of us is available. Additionally, you'll need to sign in and out when you're in the office or those hours will not count. Also, I was looking through old sign-in/sign-out sheets used by past senates and the system is rather confusing. Therefore, we are working on formulating a more efficient system where each person has his or her own individual sign-in/sign-out sheet. It may be beneficial to wait until the first week of school before we all designate our hours so that we have time to feel out our classes and see what they will require. All four hours do not need to be served on one day.

3. Absent/Late Policy

If you are unable to make a meeting, event, or ASUHWO function, the common protocol is to contact the President (Isaiah), Vice President (Haylie), Advisor (Rouel), and Secretary (Lehua) so that we are all made aware and we can excuse you from that meeting, event, or ASUHWO function. Our current policy reads that two unexcused absences are grounds for immediate termination. We do not want this to be the case for anyone so it is essential for you to let all parties know ahead of time that you will not be present. You'll need to assign a proxy who you will allow to give your report and vote on your behalf either according to your personal vote or allowing them to vote in whichever way they please.

4. Welcome Week Bill

At our retreat, we discussed passing out shell leis during welcome week and agreed that if this one to be done, a special order bill needed to be brought to the senate today. Because this did not happen, we will not be able to follow through with the lei idea. Alternatively, we do have leftover Henna, SWAG, and other materials from past events that we can use for Welcome Week for free. The Activities Committee will need to meet



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to solidify ASUHOWO's role in Welcome Week.

5. Punua Days

Rouel sent out a few informative emails to describe different opportunities for ASUHOWO involvement in Punua Days. We will be conducting a workshop entitled #WhichHillary#NeverTrump: tired of politics? Get back to the roots of political advocacy by learning about student advocacy and how to get involved with your student government ASUHOWO. That leaves things very broad, meaning we can do just about anything within this workshop unless we'd like to be more topic specific.

We all agree that the workshop should focus on ASUHOWO. We are hoping to make this an interactive presentation, without the use of a PowerPoint, so that we are not just talking at the students the entire time.

The workshop will be taking place on Friday, August 12th during the breakout session from 10:30am – 10:55am. But please stick around afterwards from 12pm – 2pm as we will be tabling in the courtyard and this could be an opportunity for us to recruit senators.

The Activities Committee is looking to meet next week Tuesday at the same meeting time 3pm – 5pm or we will send out a Doodle Poll to determine when everyone is available.

Announcements and Open Forum

1. In all classrooms there are still ASUHOWO signage from the previous school year that needs to be taken down and updated.
2. I sent out an email to all of our CSOs including ASUHOWO regarding our CSO meet and greet that will take place on August 8th from 3pm – 5pm in C225, giving our CSOs the opportunity to meet, discuss potential opportunities for collaboration, and understanding the allocation of student fees on campus. This is important for you folks to know in case you are questioned about student fees.
3. Save the date for our two-day club rush on September 7th and 8th.

Meeting Adjournment at 4:02pm

Motioned by: Elizabeth Gustafson

Seconded by: Christielove Espinosa



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Voting Record

General Meeting 17-002, Approval of Agenda and Minutes: To Approve Agenda for GM 17-002				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Lehua Gould	X			N/A
Elizabeth Gustafson	X			N/A
Christielove Espinosa	X			N/A
Lydia Haff	X			N/A

General Meeting 17-002, Approval of Agenda and Minutes: To Approve Minutes for GM 17-001				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Lehua Gould	X			N/A
Elizabeth Gustafson	X			N/A
Christielove Espinosa	X			N/A
Lydia Haff	X			N/A