



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

ASUHWO General Senate Meeting 17-004 called to order at 3:02pm on September 6, 2016 in room D-104.

Members Present

President Isaiah Baclaan
Vice President Haylie Culp
Secretary Lehua Gould
Treasurer Elizabeth Gustafson
S.L Coordinator Rouel Velasco

Members Not Present

Distance Learning Senator Shermila Sioson – excused – no proxy designated
Education Senator Lydia Haff – excused – proxy is Culp

Members Tardy

Sophomore Class Senator Christielove Espinosa

Guests

George Kalantzis
Joy Santos

Quorum

Yes

Open Guest Forum

George Kalantzis

Thank you for having us here and I am excited to see how this is run since the last time that I've been here.

Joyleanne Santos

Thank you for having us here and I am excited to see how this is run since the last time that I've been here.

Kelly Fugino

Introduction: Kelly Fugino is now the Student Services Specialist, meaning in the area of Student Life, we are getting help and assistance. We are so glad to have her and she will be giving you folks a brief run through of her roles and responsibilities. Temporarily, she is located at the desk outside of Judy Oliveira's office. If you need to contact her, her email is kafugino@hawaii.edu.

Personal Report:

I will be helping Rouel and Ryan and I will also be working with ASUHWO often as well. I will be handling fiscal transactions, meaning I will help the Treasurer through the schools financing process by helping you folks to produce supporting documents in regards to



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ASUHWO purchases and monies for events.

Reading of Minutes

Motion: to approve the minutes for General Meeting 17-003

Motion by: Elizabeth Gustafson

Seconded by: Haylie Culp

Vote: Unanimous

Reading of Agenda

Motion: to approve the agenda for General Meeting 17-004

Motion by: Elizabeth Gustafson

Seconded by: Lehua Gould

Resolved: Agenda for General Meeting 17-004 Approved with the following amendments

- **Correct New Business to include New Business 8.5 SB-17-01**

Vote: Unanimous

Internal Reports

1. President

As President, I have been contacting professors to ask them to encourage their students to run in the Fall 2016 Special Elections. I've also presented to a few classes information regarding the Fall 2016 Special Elections and have encouraged students to apply for candidacy. Thus far, I have met with several candidates for their candidate orientations. Thank you to all who came out to table last week; your presence really helped to encourage more students to run in the election.

I had also met with Rebecca Carino of the No'eau Center to discuss a concern that the center is having, but that will be discussed in New Business. I am currently still trying to set up a meeting with Judy Oliveira; I am waiting for her to reply to set up a specific meeting date and time.

2. Vice President

I am currently working with our senators Lydia Haff and Shermila Siaoison on their potential initiatives or projects for this semester. I've lost contact with Shermila during this last week due to communication issues but we will be trying to have a phone conference this Thursday morning, but as of late, our primary form of contact has been through email. I will try to continue an email chain with her in order to keep a paper trail of her activities in the event that we will need to justify her contribution to the senate.

Also, I am working with Leila from communications as she is trying to bring a video to campus that is helping to report information regarding mental illness and different things that are happening within all aspects of society; there are many organizations jumping on board to help support the spread of this video. As I have more information from her, I will make sure to pass that along to the senate. Currently, there are two clubs offering to support the bringing of this video to campus. We as an organization may also want to discuss offering our support.



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3. Secretary

I have been trying to keep up with checking our asuhwo@hawaii.edu email and through this email I have touched base with two students who are interested in running in the Fall 2016 Special Elections. One student asked for a detailed job description for a senator position and the other student is interested in running for our Caucus Representative position and was unable to find an application online. Therefore, I will revisit our website and make sure that all applications are easily accessible.

4. Treasurer

I will be emailing James Cromwell, inquiring for the final number of our student population for this fall semester in order to produce a more accurate budget.

I have emailed Kevin Nishida in efforts to set up a monthly meeting with him, as we had discussed, in order to keep ASUHWO informed with campus happenings.

I have also spoken with Kay and we do have permission to order supplies from Amazon. We just need to make sure to send her the order link and fill out a form in order to justify the purchase.

5. Advisors

a. Student Life Coordinator

Club Rush is two days, Wednesday and Thursday, 11:00a.m. – 2:00p.m, in the courtyard. If you folks are able to assist with set up at 8:00a.m. and break down at 2:00p.m., we would definitely appreciate the help. We will be giving away free food on both days; noodles on Wednesday and lumpia on Thursday.

Next week, we are doing the RESPECT campaign in order to raise awareness of sexual violence prevention. It is a UH system wide event to promote zero tolerance of sexual violence throughout the system. We will be asking students questions and upon providing us with the correct answer, we will be giving away free shirts and different swag items as prizes.

The following week we will be having our E Ola Kakou event, which promotes health and wellness. I've sent an email to all of you folks to request for assistance on Monday the 19th and Tuesday the 20th, as we will be looking for volunteers to give free hugs during the event. Free hugs are a form of comfort, understanding, and rejuvenating medicine so we encourage all of you folks to come out and volunteer.

Wednesday, the 21st, will be our Health and Wellness Fair, therefore, if any of the groups you are affiliated with would like to participate, although I have yet to send out a sign-up email, there is that opportunity; the event will take place from 11:00a.m. – 3p.m.



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Lastly, while you folks as an organization have been given a time to meet with the Chancellor candidates this week, please make sure to encourage students to attend the 2:00p.m. open forum as all students, faculty, staff, as well as the community, are welcome.

I am also working on the RISO renewal application for organizations that will need to renew their clubs this month in order to continue being recognized by the UHWO campus. In order to remain or become a recognized RISO, each organization must complete the online application process and make sure to complete all requirements specified on the application. In addition to application submission, group representatives and their advisor must attend a mandatory RISO orientation. Renewal of RISOs each year is mandatory so that updated information regarding resources accessible to RISOs and benefits of being a RISO may change each year; we want to make sure that all RISOs are kept up to date.

Fall Fest has been set for November 3rd. We are looking for interested students to help along with the process so do let me know. The two leads of the event will be Caris Totolo and Aryana Salvea. If you folks would like to contribute to the planning process, do let me know and I can pass on the word.

6. Standing Committee Reports

a. Budget and Finance

We met this past Friday and conducted a first reading of SB-17-01.

b. Activities

Club Rush activities were sent out in an email and we will be passing out pamphlets, flyers, Special Elections applications, and be utilizing the giant Jenga game. If you haven't responded to her Doodle Poll yet, please make sure to do so as we will need everyone's availability in order to make sure that our booth will have coverage all day, especially between 11:00a.m. – 12:00a.m., as most of us will be attending the Chancellor search interview.

c. Legislative

No pieces of legislation have been designated to us. We have been looking through the Constitution and By-laws in hopes that when we meet as a committee, we will have identified points that may need to be amended.

7. Senators Report

a. Distance Learning Division Senator

Hi Isaiah,



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Thank you for the email. I was looking at your agendas and upcoming events and I really wish I can get involve since it has been so long since I became active with club volunteers or activities.

Anyways, I've been reaching Daniel via email and phone call and haven't heard from him. Also, It is a bit difficult reaching out with all distance students as I don't have any resources for that. I guess I will try and ask a bit help from the former UHWO liaison. Also, I started emailing other distance students in my classes to get feedback about their experiences with the program. Once I get enough comments, I will then formulate my advocacy.

Though I am thinking of finding a way to get all the distance students together. I do not know if this is possible, but I want to create a website that will connect all the students and address all their concerns such as book rentals, professor or course advices, and so on. Then this website will be available automatically to new and former students that are enrolled. Or creating a new tab in laulima like My Success or UHWO BUSA Division.

I am planning to buy a new laptop so hopefully I can use my Skype soon and invite distance students if they want to call me.

Thank you.

b. Education Division

I have spoken with a few education students that want to have a panel with the education department leaders to bring some issues to their attention. We discussed a specific constituency meeting before this so that they can list a few questions/grievances to send to panel members so that they are able to prepare. I do not want the directors to feel attacked, but feel it is important that we have these conversations with the faculty, and I want them to show up if we present this idea to them. Considering having a moderator if this is something that we are able to hold. I would greatly appreciate any advice from Rouel and the experienced senators/ASUHOWO leaders.

c. Sophomore Class Senator

No New Reports.

8. Campus Committee Report

a. Communications Committee

No New Reports.

b. Transportation Committee

Ryan Perreira has sent an email including a list of dates for the Transportation Committee meetings for the rest of the semester. Isaiah will be serving on this



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committee. ASUHWO has been designated by Ryan Perreira to find a student representative who is willing to serve on this committee. ASUHWO feels that it is necessary to investigate the policy for selecting student representatives for each committee, as we do not want to create potential conflicts of interest.

c. Technology Committee

Ryan Perreira has sent an email including a list of dates for the Technology Committee meetings for the rest of the semester. Lehua will be serving on this committee. Brad from IT is currently looking for one more student representative to serve on this committee.

d. Health Committee

Ryan Perreira has sent an email including a list of dates for the Health Committee meetings for the rest of the semester. Christielove will be serving on this committee.

By cause of lack of communication, the Health Committee has conducted its first meeting and per Ryan Perreira, Lehuanani Akau, and Rouel Velasco, the communication issue has been addressed and resolved.

Christielove: At this meeting, they were trying to approve the budget for the fiscal year 2016-2017 and the budget did seem reasonable. Students can look forward to having TB testing and free CPR training. The only concern I had regarding the budget was the Nurse's salary, which was \$100,000 for the whole year as she will be considered full time. Currently, the nurse Lehuanani does not have a contract and is only being paid hourly. This is a concern to me because many students have complained that the nurse is never in her office and is not seen around campus. Lehuanani claims that she is not always present, as she doesn't want to get paid for not providing a service. She says that she likes to work around campus but students do not see her. Their justification for budgeting the nurses salary this way is because she possesses a number of certifications but when asked, they could not provide documentation of these certifications. The Health Committee is trying to take this budget to the legislature and ensure that the nurse will be paid through the state rather than through student fees.

Therefore, I refused to vote on the budget.

I told Lehuanani that it might be beneficial if she attend one of our senate meetings. That way, we can look at the budget as a senate and ask questions that should be asked. I also informed her that she should post office hours on her door in order to better communicate her location with the students.

e. Strategic Planning Committee

They have sent out a Doodle Poll in efforts of setting a meeting but no meeting time has been finalized. In accordance to the Doodle Poll, it is likely that the



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meeting could be set for September 19th, from 9:00a.m. – 11:00a.m. Hopefully we will be able to confirm a meeting date soon. Lizzy and Haylie will be attending the Strategic Planning Committee meetings.

Also, they have assigned groups of members to different committees and currently, Lizzy and I are both on the Collaborations Committee. This committee works to investigate how UHWO is working with non-profits, outside organizations, and other external programs, institutions, and companies. We are also on another committee that investigates if UHWO is actually executing its strategic plan. We are working closely with Aunty Manu on this committee to discuss how we should go about institutionalizing the idea that we are an indigenous serving institution; it has become a much larger, ongoing discussion.

f. Chancellor's Search Committee

I will be meeting with the committee tomorrow to discuss the final plans and events that will be going on during each candidate's visit, as the first candidate will be arriving on Thursday. I will update the senate as soon as that meeting ends with any updates that I can share.

Rouel: As a reminder, you folks get to set the tone of your discussion with the Chancellor candidate. This is your time to ask any questions you may have. This will be such an awesome experience for you folks, as the last senate did not have the same opportunity. Consider creating a blanket of questions that you will ask all three candidates, which will later allow you to compare and contrast all of the candidate's responses.

Unfinished Business

1. Swear in Ceremony

We've previously discussed the possibility of having our Swear in Ceremony after our Fall 2016 Special Elections, after October 4th, when we have ratified the election results. Discussion has also been had regarding having this ceremony during our Town Hall. That way, we'd be able to capitalize on the foot traffic and smoothly transition from Town Hall to Swear in Ceremony. Strategically, this would be a great way to increase attendance for this ceremony, as students will not need to go out of their way to attend another event. Currently, the Monthly Munchies event is scheduled to take place between October 11 – October 13, therefore, we may be able to piggy back our event on to this if all senate member schedules allow us to do so.

2. Fall Special Elections

Thank you to everyone for promoting our elections and encouraging students to run for various positions. We've received a good amount of applications and I will be emailing all candidates soon, asking that they schedule a mandatory orientation, during which I will be discussing with them their roles and responsibilities as a senator.



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We will also need to prepare for elections week. We will need to create posters and signage, we have confirmed the use of voting booths, and we also plan on encouraging students to vote by offering pizza during this event. We are hoping by creating an event such as this we will be able to increase the number of students who participate in electing ASUHW O representatives.

Lastly, we will not be able to get Voter stickers from the Office of Elections because they do not have enough to hand out for the regular election. Therefore, Haylie has volunteered to purchase the stickers through Amazon and donate them to the Special Elections voting week.

3. Club Rush
Details for Club Rush have been discussed within the Activities Committee report.
4. ALA Aloha Girls State
I have made contact with them and have asked if they would be willing to send a representative to one of our general meetings and they have confirmed that they would, but we are still waiting on setting a date for that.

We will update as necessary.

5. Updating class signage
Most of the signage has been updated but some classrooms still do not have our photos up. If you do notice a room without our photos, please make note of that so that we can post signage. Haylie has contacted Melissa to ask for the proper form to submit so that she can create more professionalized signage for us to post in place of the printouts we have now.

New Business

1. Town Hall
The idea of a Town Hall meeting is for all senators to contact their constituencies and we will be having a large constituency meeting, during which constituents can ask us questions and voice their issues and concerns. We will also be holding our Swear in Ceremony. I will begin working with the Activities Committee to reserve the appropriate equipment for this event once we solidify a date.
2. Meeting with Chancellor Candidates
We will try to set up a time to meet to collaborate and create our blanket list of questions that we will be asking all three candidates. Isaiah, Christielove, and Haylie will be present at all three candidate meetings. I am also waiting on Lydia to see if she will be attending any of the meetings.
3. Appointment for Caucus Representative
I've received an application for Caucus Representative from Joyleanne Santos. I'd like to give her a few minutes to share with us reasons as to why she is interested in applying



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for this position.

Joyleanne Santos: I just graduated with a B.A. in Business Administration from UHWO and I am currently pursuing my certificate in Health Care Administration for this semester. I'd like to apply to be your Caucus Representative as I've always wanted to be involved in the decision making process and I feel that this is one way that I can contribute. I was previously the ASUHWO secretary for the past two years, have been a part of the ASUHWO student government for the past four years, and I've recently interned at the capital. With my experience, I feel that I have a lot of knowledge to contribute in terms of advocating for our students and representing the views of West O'ahu at our student caucuses that are held once every month. I feel I write well, communicate well, and have a great amount of experience, therefore, I hope you'll consider me to be your Caucus Representative.

Also, I'd like to make the senate aware that I am only planning on staying at UHWO for a semester, so it is great to hear that there are other students interested in the position.

4. No'eau Center Funding

I met with No'eau Center's Rebecca Carino and she wanted to discuss the funding of the center. They are interested in possibly having a student fee put up or some reallocation of fees because their concern is that they're serving a large number of the population of this campus through tutoring services and they do not have an operations budget. They are currently operating through Title III grants and other monies from CSOs. I explained to her that I would research the ways in which other RISOs attain funding but that this would be an ongoing discussion that may take some time to be resolved. We do need to conduct more research and analyze the data they've provided in order to progress towards finding funding for the Center.

Rouel: As this is an institution issues, I would advise that you direct this discussion to the VCSA and VCAA as this involves both faculty and students, falling under these jurisdictions. We should not look into creating a new student fee until all other potential resources have been explored. We should create an ADHOC committee to continue investigating this situation.

Also, do not be alarmed as there is also talk of creating an intramurals fee.

Isaiah: We are creating a No'eau Center Funding ADHOC Committee.

Point of Personal Privilege Request:

5 minute break

Resuming of Meeting @ 4:07p.m.

5. SB-17-01

The Budget and Finance Committee now brings SB-17-01 to the Senate for second



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reading.

Christielove: For how many days will this event take place?

Isaiah: Two days

Christielove: So all of these monies would be used for those two days?

Isaiah: Yes

Christielove: Would you all say this is a fair amount of monies? What times will we tabling? Will this be a time when students are all passing by?

Isaiah: Yes. We will be ordering pizzas from Costco at \$10 per pizza and will be giving out slices to those who vote during both days of the event. \$250 has been budgeted as a cushion amount in case we need extra money for any reason. Tentatively, we are planning on tabling on Monday the 26th and Tuesday the 27th.

Motion: to approve SB-17-01

Motion by: Lehua Gould

Vote: Unanimous

Announcements and Open Forum

Meeting Adjournment at 4:26pm

Motioned by: Lehua Gould

Seconded by: Haylie Culp



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Voting Record

Voting Record for General Meeting 17-004, Approval of Agenda and Minutes: To Approve Agenda for GM 17-004				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			N/A
Lydia Haff	X			Yes

Voting Record for General Meeting 17-004, Approval of Agenda and Minutes: To Approve Minutes for GM 17-003				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			N/A
Lydia Haff	X			Yes

Voting Record for General Meeting 17-004, New Business: To Approve SB-17-01: Pizza for Elections Week				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			N/A
Christielove Espinosa	X			N/A