



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

ASUHWOW General Senate Meeting 17-007 called to order at 3:02pm on October 18, 2016 in room D-104.

Members Present

President Isaiah Baclaan
Vice President Haylie Culp
Secretary Lehua Gould
Treasurer Elizabeth Gustafson
Sophomore Class Senator Christielove Espinosa
Freshman Class Senator Adryana DeAngleo
Business Administration Division Senator Gabe Geronimo
Public Administration Division Senator Isabella Pineda
Social Sciences Senator Brian Watson
Student Caucus Ambassador 1: Joyleanne Santos
S.L Coordinator Rouel Velasco

Members Not Present

Distance Learning Senator Shermila Sioson – excused
Education Senator Lydia Haff - excused
Student Caucus Ambassador 2: Selina Blackwell – excused
Humanities Division Senator Henry Wolfram – resigning

Guests

Sara Aiello

Quorum

Yes

Open Guests Forum

Sara Aiello: Hello everyone, I have nothing to announce today. I am just here to observe.

Reading of Minutes

Motion: to approve the minutes for General Meeting 17-006

Motion by: Haylie Culp

Seconded by: Lehua Gould

Vote: Unanimous

Reading of Agenda

Motion: to approve the agenda for General Meeting 17-007

Motion by: Elizabeth Gustafson

Seconded by: Lehua Gould

Vote: Unanimous

Internal Reports

1. President

I attended the faculty senate meeting where the Vice Chancellor for Academic Affairs reported that the library will be returning to its normal closing hours at 9:00pm. He gave kudos to all who were involved in advocating for the return of library hours and he mentioned ASUHWOW for contacting him regarding this issue.

I will also be resuming my meetings with Judy Oliveira this week.



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I have one last item to discuss, which I will bring to attention in item 8.3 of New Business.

2. Vice President

I have been working with several of our senators this semester on their initiatives, looking into different trainings that our entire senate will be conducting, and setting meetings with each senator individually to discuss ways in which we can develop this throughout the semester.

I did have a conversation with Dr. Ching regarding where she sees ASUHWO going, which will initially be for the Executive Board to decide the path of which ASUHWO would like to follow and it'll be interesting to witness the metamorphosis of the senate throughout the semester.

3. Secretary

During our last meeting, Haylie introduced looking at the ASUHWO website and brainstorming ways in which we can consolidate information in order to present this more clearly to our constituents. With that being said, could we all take a look at the website for a moment at asuhwo.com.

I went through the website and made a list of different items I'd either like to remove or rework, depending upon the consensus of the senate. The following are my findings:

- Mute the Projects and Initiatives tab tentatively until all senators provide a write up and photo. This is because all of the information on this tab has not been updated. As we move further into the semester and more senators are in the middle of working on their initiatives, we can re-launch this page and post it on our website again.
- Mute or revamp the Calendar of Events tab because the current calendar does not update itself.
- Upload photos to the Photo Gallery tab for the 5th Senate of Kapolei
- Remove the Student Life Clubs Tab, as Student Life now has its own site to advertise its events.
- Remove the ASUHWO Elections tab and just keep an updated elections tab.
- Rename Documents tab to something more specific and move all historical documents to the ASUHWO drive.
- Mute Wowasuhwo page
- Review Student Discounts tab and Open Source Programs tab. Review analytics and see how many people click on each page.

4. Treasurer

I'm meeting with Kelly Fugino to determine the final closing amount in our account for the month of October on October 26. My next meeting with Kevin Ishida is set for November 7th.

5. Advisors

a. Student Life Coordinator

It is great to see this table full. Congratulations to everyone and for all those who are officially here as your first meeting, congratulations, and congratulations for a great showing during our Town Hall/Swear in Ceremony/R U OK? event.



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Thank you to Haylie for making a mention of reviewing the minutes and reviewing the agenda. When Isaiah sends out the email to everyone, that's an indication to review the agenda and minutes. This process was put into place in order to make sure that both the President and Secretary have included your correct agenda items and have recorded your reports during our meetings, accurately. Additionally, we all should be taking our own individual minutes and making sure to record, for ourselves, dates and times of meetings and events that are determined during our meetings.

Also, I just sent an email out to a number of students regarding the different events that are happening on campus. There is a photo shoot that is being conducted by the Office of Communications. They are really trying to identify the best and brightest of our UHWO campus students and student leaders, therefore, if you are interested in participating in this photo shoot, go ahead and respond to that email. RISO Rise Up is a student leadership seminar that has been inspired from this past spring that is open to all students including you folks. It is from 3:00pm - 7:00pm on October 26, in the multi-purpose room. Organizers from the Campus Center Board are looking at bringing in different faculty members to guest present on topics related to leadership.

October 28th is Spookvilla, which is our Halloween event that is put on by our SAFB. That will be from 5:30pm - 9:00pm. November 3rd is Fall Fest from 11:00am - 3:00pm, in the Courtyard. This is a signature event for our campus, composed of our different student clubs, different organizations, and free food. We will also be giving away free shirts.

Also, a UHWO student stopped by my office and she is heavily involved at the LCC Waianae campus. She is part of the committee that constructs a float that is meant to represent the UH system schools within the Waianae Christmas parade that is held every December. So she had asked me if ASUHOWO or any organizations on campus would be willing to provide different goods or swag items for those on the float to give out during the parade. They will make a mention of UHWO, as there will be a big banner with our name on it. The parade will take place on the same day as our commencement.

Lastly, for the new senate members who have joined us, we do have shirts as well as badges for you folks. Badges will be held in the senate office and will be checked out to senate members for events and will need to be returned to the office after the event. This will prevent the loss of badges.

6. Standing Committee Reports

a. Budget and Finance

We did not have a meeting and therefore have no new reports.

b. Activities

Rouel helped us to purchase all of the wood for the Connect Four game last week; it is currently under construction.

Haylie and I have taken your feedback on how you all have rated the success of our events and we feel that we'd better be able to conduct events for our constituents by enacting an action plan and requiring this for each event. With that being said, from this



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time forward, if any of you would like to hold an activity under the ASUHW O name, you will be required to construct an action plan. The action plan requires that you determine specific people to carry out specific jobs at a specific time. This will allow us to hold people accountable and remain organized. The form that we will be using is Rouel's form that he requires his Pueo Leaders to use.

c. **Legislative**

Although we haven't had a meeting, I've been going through the Bylaws and looking to create a shortened version of senate responsibilities that are easily readable and accessible for all members. I am still working on putting this together and am hoping to get this out to the senate by the next meeting.

7. **Ad Hoc Committee Reports**

a. **No'eau Funding Ad Hoc Committee**

Rouel has spoken with Rebecca Carino and they have come to a consensus; the No'eau Center will look into asking for funding for all events at once instead of spacing out these requests throughout the year and this will allow them the possibility of a lump sum of money that way.

With that being said, this Ad Hoc Committee is now closed.

b. **Island Liaison Ad Hoc Committee**

We are working with Theresa to investigate if we can create a Lualima tab for all distance-learning students either by island or collectively. If this is not effective, we may also consider approaching this as an entire senate tab, allowing us each an individual area to post updates rather than having students visit our website. This will allow us to connect with all distance-learning students. We are looking at this project from a few different angles but we would like to try addressing the project this way before we consider creating new senate positions.

8. **Senators Report**

a. **Distance Learning Division Senator**

I did my office hours today via Skype and sadly nobody contacted me. Though I saw some likes on the flyers I posted online that are UHWO students and a good sign that I make a progress connecting with them little by little.

I am planning to send out a survey this week so I know when to set up my Town Hall for next week. I'm thinking about inviting them for Starbucks. And I don't mind paying for their coffee.

Also, Haylie and I are still in the process of meeting up with Therese, IT director, for my Lualima initiative.

b. **Sophomore Class Senator**

As mentioned earlier, the Connect Four is still under construction. I've shared a Google Document with the senate for us to all contribute questions we'd like to ask students while using this Connect Four game. I've had a few students help me paint the life size



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board, which I feel was a great way for me to interact with our student body and display ASUHWO's presence on campus.

c. Freshman Class Senator

I am still going through training, but I do have some ideas for an initiative but I'd like to run them by Haylie because I am not exactly sure what is allowed and what isn't allowed.

d. Business Administration Division Senator

I am currently working on a survey that I am planning to send out to constituents that will help me to understand their interests before moving forward with an initiative. I am not sure if I will be sending this survey to just the business division or to all students in general. I will also send the survey to the senate to look over.

Haylie: While you are working on this, be mindful of how you will administer the survey. Rouel could send out the survey through email, but this is not always effective. So keep this in mind while your planning.

Gabe: How does the senate administer surveys?

Elizabeth: We've borrowed iPads from the No'eau Center and have worked together as a senate to table in the courtyard and have students fill out surveys in their passing times. If you plan to administer your surveys this way, you'll need to make sure that you limit the amount of questions you ask and you'll potentially want to make those questions multiple choice questions as it is more likely that students will be able to complete the survey. You can make these types of simple surveys using Google Forms.

e. Social Sciences Division Senator

I am still also going through training but I have introduced myself to my constituents as most of my constituents are in my social sciences questions; they now know that I will be their representative this semester. It seems that a lot of my constituents are freshman and I feel that it is beneficial that they now know whom they can look to if they have concerns. During the Town Hall meeting we discussed the Presidential Debate event but this was hard to put together because the people I needed to contact only got back to me last night, informing me that the 'Ulu 'Ulu Archive room would not be available to hold this event. Additionally, the planning of this event was a little late and would have been better done if it had been planned from the beginning.

f. Public Administration Division Senator

Similar to other new senators, I am still trying to come up with initiatives. I've come up with one initiative that I'd really like to focus is regarding class availability of upper division PUBA classes. I've started comparing class availability lists from past semesters in order to get a better understanding of when classes are and are not offered.

g. Education Division Senator

I have compiled a calendar that maps out the times that most education students will be in class this semester. It appears the best times would be Wednesdays after 5pm or Thursdays at 2pm. I would recommend Friday, but students do not often show up to events held on Fridays.



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I am also working on a letter that will be sent out to the students to encourage them to share some testimonial virtually, so we may gather data and information about the concerns while we arrange for other formalities. I will be requesting a meeting with the department leaders to listen to their concerns and ideas as well before sending out this letter. A couple faculty advisor professors have expressed concern about not being able to access their advisees' STAR. Vice-President Haylie Culp has helped me to e-mail one of the professors, who is going to bring this point up at one of their meetings. Awaiting response from them.

Will be booking the rooms for Teacher Talk constituency meetings under ASUHWO, with permission from the executive board and advisor. Also wondering if any other senators would be interested in utilizing these times and spaces for constituency meetings as well.

9. Caucus Ambassador

The UH Caucus meeting schedule has been sent out, which I've emailed to you all. Currently, we're scheduled to host on February 4th of next year. I understand that there are some concerns in the senate in regards to hosting the meeting next semester as it will be a busy time for the majority of us, but I will do my best in working with the activities committee to work out the logistics before I leave. I did reach out to Caucus to say that if possible, ASUHWO is still willing to host a meeting in December, granted that our room is reserved, because right now it is tentative if we will have a December meeting or not.

Right now, I am working on the room reservations and what we would need in the room in order to secure the room for the Caucus meeting. I will be working on this and thinking about the different food vendors and developing an action plan for this event, as we will need the full help of the senate. When our meeting host date is made official, I will let everyone know so that you are able to plan ahead.

I will also be reaching out to Selina to inform her of what has been going on in Caucus thus far. Unfortunately, we missed the date for her to be able to fly in for the next Caucus meeting in October so hopefully by November, she will be able to attend that meeting.

As for my constituency meeting dates, I've scheduled them for November 7th, November 21st, and December 6th between 2:00pm - 3:00pm but the meeting location is still to be determined so I will let Haylie know when I've finalized those details.

Elizabeth: Will you need a laptop to Skype in Selina for the October Caucus meeting?

Joyleanne: Yes, we can try that.

10. Campus Committee Report

a. Communications Committee

The next Communications Committee meeting will be on November 3rd at 11:00am, on the day of Fall Fest. Leila has asked for one representative but is open to having more than one representative. Isaiah has offered to serve temporarily on the Communications Committee. If any other senate members are interested in serving on this committee, please let your executive board know.



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b. **Transportation Committee**

We haven't had any new updates and our next meeting is in December. Isaiah has been following up with Ryan Perreira about the bus shelter. Currently, the university is waiting to hear back from the state regarding the constructing plans of the shelter. Ryan has also informed me that he will be ordering an A-frame to display signage for the Pueo Shuttle hours of operation and contact information.

Haylie: I would really like to see a sign that can be planted in the ground. If those fees are permanent, signage should be made permanent as well. We could potentially attach this new sign to a poll that is already out there.

Isaiah: I will bring this idea to Ryan.

c. **Technology Committee**

Isaiah had attended this meeting in my place and he informed us during our last meeting that the Technology Committee is interested in finding more initiatives to work on and things to put their money towards. They were interested in one of our previous senator initiatives regarding implementing phone charging stations throughout the library. They discussed with us that if none of our senators move forward with this initiative, they would be willing to look into moving forward with this as they thought it was a good idea. Our Treasurer has suggested that if the Technology Committee is interested in carrying out this initiative, we should let them do so and use our funds elsewhere. The next meeting will on December 2nd.

d. **Health Committee**

We approved funding for West and Welaxation. It was \$1000 to fund Lomi Lomi practitioners to participate in this event. Our next meeting will also be in December.

e. **Strategic Planning Committee**

We are still waiting for updates regarding our next meeting time. We currently do not have anything scheduled.

f. **Chancellor's Search Committee**

We are currently waiting on President Lassner to choose the candidate that he will support as UHWO Chancellor. We will probably reconvene one last time to officially welcome the next Chancellor to UHWO. I will be providing updates regarding ASUHWO's needed involvement in this welcoming at a later time.

Unfinished Business

1. **Swear in Ceremony/Town Hall**

I'd like to thank everyone for their involvement with this event; I think it went really well. This has been one of our larger ASUHWO attended events. I think we were able to reach out to a lot of people and provide information regarding our campus. Kudos to Ryan and Lehua for attending and sharing with everyone of their responsibilities on campus and for letting everyone know about that.

2. **ALA Aloha Girls State**



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They are going to be on campus as they did submit their facilities use request so they are now just waiting to hear back if those dates are available. If they are available, we'd like to reach out to the senate and encourage you folks to become involved in some way, whether that be teaching bills and resolutions or if you'd like to accompany the girls to the capitol. Any help would be appreciated.

3. RU OK?

Thank you to everyone who handed out stickers and shared with everyone about RU OK? Day. I was hoping that we would have Dr. Taketa's interns at the event, however, this did not happen. I did definitely drop the ball in making sure that everyone knew what they were supposed to be doing and when we would be doing things. I apologize as I did take on much more that day than I had expected to. So I am really excited that we are implementing a mandatory action plan as I feel that this will be very helpful come future events.

We do still have RU OK? Day supplies left so if this is an event that anyone would like to hold in the future, that is definitely possible. Also, our school nurse, Lehua, approached me that day and shared with me that she conducts a suicide prevention event and she would like us to do something with her that day and we can combine our events. Lastly, thank you to Rouel for your help in picking up supplies for this event.

4. CPR Training

I've met with Lehua and we've discovered that if she gets the CPR Training officially approved, it'll only be \$10 per student to have an actual certification card printed. All other supplies will be covered for students and all that will need to be paid for is the certification card. With this being said, I'd like to monitor the number of students that will sign up to participate in this training as if it is manageable, ASUHWO may be able to sponsor the \$10 fee per student.

Haylie: I support ASUHWO paying each student's fee but because students only pay \$5 towards our fee, there seems like there could be some conflict there.

Elizabeth: I understand. But I will continue working with Lehua on this. The dates have been temporarily set; November 18th will be for those who need their certification renewed and new CPR training will be held on December 15th and 16th. But we will need to get approval before finalizing these dates.

5. Fall Fest

Haylie: I have been attending the meetings and they have been going well but we really need to nail down what we will be doing in its entirety; the Connect Four may not be enough.

Elizabeth: I was also thinking about this and I was thinking about creating a suggestion box, decorated in fall colors.

Isaiah: That sounds great. This will be a mandatory event and all senate members will be expected to serve one hour at Fall Fest. We will be working with the activities committee to produce a schedule so that everyone has a set time that they will be at the event.

New Business

1. Appointment for Junior Senator



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Isaiah: We have Kyle Nadres with us today and he has turned in his application for appointment for the position of Junior Class Senator, which is currently vacant. With that being said, Kyle, could you provide us with a brief introduction of yourself and why you are interested in this position.

Kyle: As you all know, my name is Kyle. I'd like to be your ASUHWO Junior Class Senator because I have a vision for UHWO and I want to be a part of something great and I am the perfect candidate for that.

2. Senate Trainings

I've met with a few of you folks to go over the requirements for the senate, but as that is only a short time, it is obvious that we need something that is easily digestible so that we know what is expected of you and how you can give back to the organization. So I will continue to put that together and then hopefully I will have that for us by next meeting.

What I would like to do in the meantime is take a look at everyone's schedules to schedule an all-inclusive senate training. We have some great opportunities to learn advocacy and leadership but the problem right now is that we haven't set a training date. With that said, I need us to train before November 15th; I'd really like for us to train before the end of the month. If we are not able to meet as a whole senate before then, we will need to meet individually. But in the meantime, I will be sending out updates via email for training. So hopefully these ten-minute individual meetings will allow for you to read, digest, and understand your positions so that when we gather as a whole, we will not have to read through our responsibilities.

Additionally, early today I have sent out a senator initiative form. This form will list your position, name, initiative, meeting time, etc. If you are setting your Town Hall, you'll need to let Leah know. If you are setting your constituency meeting, you'll need to tell Haylie. This form will be our one place to put all of that information in a format that will be easily accessible to the executive board. With that being said, please be sure to fill out the information we are asking of you. You will meet with Haylie twice this semester to update her with the progress of your initiative and you will do the same next semester. This will be part of your stipend evaluation.

3. Student Service Rollout Committee

Jan Tamura, the senior advisor of the Office of Institutional Equity, contacted me. She is a part of the Title IX system-wide office. Currently, one of President Lassner's priorities is to address issues related to gender-based violence and he is currently pushing forward a survey that will address these concerns and the needs of students throughout all ten campuses within the UH system. The student committee is called the UH Campus Climate Survey Student Rollout Committee. I have been asked to serve as a student representative on this student committee, but I am bringing this to the senate because they are asking all of the campuses to help promote this survey and encourage students to participate. This will not begin until January but they are trying to get organized now. I will be updating everyone following the committee meetings; the first meeting will be October 26th at 12:30pm.

Announcements and Open Forum

Elizabeth: Everyone should have received multiple invitations to various events. If you did not, please let me know so I can send you those invitations. Also, if you folks know of events going on on campus, feel free to write those down on the calendar in our office so that if we have time, we can get involved with those events as well.



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Isaiah: If you have any campaigning flyers or posters up around campus, please make sure to take those down.

Rouel: Last year spring was the first year we had PUEO Student Awards. We will be doing this each semester. Therefore, we will be inviting ASUHWO again to present their set of awards and participate. The date for this event will be December 1st from 3:00pm - 5:00pm in the Multipurpose Room.

Lehua: I was looking at the calendar in the office and I noticed that we've color coded some events to be mandatory and others to be optional. Are we making RISO Rise Up mandatory?

Haylie and Elizabeth: We highly encourage all who can be there to go, as it is a free leadership training on campus.

Meeting Adjournment at 4:04pm

Motioned by: Lehua Gould

Seconded by: Haylie Culp



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Voting Record

Voting Record for General Meeting 17-007, Approval of Agenda and Minutes: To Approve Agenda for GM 17-007				
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
Adryanna DeAngelo	X			N/A
Gabe Geronimo	X			N/A
Brian Watson	X			N/A
Isabella Pineda	X			N/A

Voting Record for General Meeting 17-007, Approval of Agenda and Minutes: To Approve Minutes for GM 17-006				
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
Adryanna DeAngelo	X			N/A
Gabe Geronimo	X			N/A
Brian Watson	X			N/A
Isabella Pineda	X			N/A