



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

ASUHWO General Senate Meeting 17-008 called to order at 3:00pm on November 1, 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
Education Senator Lydia Haff
Student Caucus Ambassador 1: Joyleanne Santos
Student Caucus Ambassador 2: Selina Blackwell
S.L Coordinator Rouel Velasco

Members Not Present

Distance Learning Senator Shermila Sioson – excused
Social Sciences Senator Brian Watson – excused

Guests

Sara Aiello
Kyle Nadres

Quorum

Yes

Open Guests Forum

Sara Aiello: Regarding the library holiday hours, we will be closed on Tuesday for Elections Day on and Friday for Veteran's Day. We will be also be closed on November 24th and 25th for Thanksgiving, but we will be open on that Saturday the 26th.

Kyle Nadres: It is great to be here.

Reading of Minutes

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

Motion by: Isabella Pineda

Seconded by: Haylie Culp

Resolved: Minutes for General Meeting 17-007 approved with the following amendments

- **Correct New Business 8.3 “Mr. Jean Tamura” to “Ms. Jan Tamura”**

Vote: Unanimous

Reading of Agenda

Motion: to approve the agenda for General Meeting 17-008

Motion by: Lehua Gould

Seconded by: Christielove Espinosa

Vote: Unanimous



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Internal Reports

1. President

I attended the UH Campus Climate Survey Student Rollout Committee and we met with several representatives from the campuses and we are working on finalizing what we will be doing and making sure that everyone is on the same page in order to ensure that the survey addressing Title IX concerns and issues among all the campuses goes out, as it is a priority of President Lassner. If the senate wants, I am more than open to sharing those meeting minutes for review.

I also attended the Student Affairs Committee meeting last Friday and we discussed the enrollment standards for our university and the Student Affairs Committee has made a recommendation to the Faculty Senate to accept the current standards. Therefore, it will move on to the Faculty Senate.

2. Vice President

I've met with most of the senators, except Gabe and Selina, about what their initiatives for this semester will be. I will continue working with the senators in order to pin down how they will go about completing their initiatives.

Also, I am still working on scheduling our senate advocacy training; As not all of you have filled out our Doodle Poll, we will be identifying two potential dates for training later on in this meeting.

Lastly, we'll need everyone's Spring 2017 schedules as soon as possible in order to schedule our general senate meetings for next semester.

3. Secretary

I am still playing with the different tabs on our website and trying to find the best way to make ASUHWO information readily available and easily accessible to students.

Also, I received a call in our office yesterday from Dana Jones of Lanakila Meals on Wheels. She asked if we would be willing to allow them to come on campus and speak to students about the services provided by their organization, in efforts of recruiting volunteers. I communicated this to Rouel and we were able to contact SAFB who is allowing them a booth at our Boo/Fall Fest.

4. Treasurer

I met with Kelly on Friday and our current amount in our account is \$29,906.84 and that accounted for our office supplies list, food, decorations for R U OK? Day, and Shermila's plane ticket, which ended up costing more than we had estimated. From September 15 to October 28, we used \$997.77. We have set our November meeting for Wednesday, November 30. So that will be the next time I meet with her to get the numbers for the next pay period.

I meet with Kevin on Monday to catch up with what's happening with our campus.

5. Advisors

a. Student Life Coordinator

ASUHWO will be invited to present its set of awards at the Pueo Awards Ceremony. This ceremony is for the awarding of a collection of different awards to students working and assisting throughout the campus.



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Secondly, the Campus Center Board has allotted monies for CSO students to attend this school year's Ho'opili Hou from January 26th - 29th on Maui. CSO students will be allowed to apply to attend this event, as there are limited attendance slots. This will not be done on a first come first serve basis but rather the most suitable students will be selected to attend this event. The purpose of this training is to connect students throughout the UH system, including non-UH students from Chaminade and HPU. Attendees will then need to present what they've learned back to the campus in the form of a workshop. I will be sending out an email to all CSO's regarding this application.

6. Standing Committee Reports

a. Budget and Finance

b. Activities

I've sent out the Fall Fest action plan and tabling schedule for you folks to look at and fill out regarding the times you'd be available to table. Once again, everyone will be required to serve an hour at this event.

c. Legislative

I've finished up the Senator and Caucus Ambassador responsibilities breakdown, which will allow senate members to more easily access a list of their duties and responsibilities. I will now be going through the By Laws once again, looking at things that can be removed, and the process for doing that. We are striving to create a By Laws that is more do-able for future senates.

7. Ad Hoc Committee Reports

a. Island Liaison Ad Hoc Committee

While there are no new updates regarding progress, we are still in the process of brainstorming how we'd implement island liaisons. We could possibly revisit the role of the Distance Island Senator and then just having island liaisons to report back and update that senator. That senator could then either report back to the executive board or senate speaker, assuming we fill that position.

8. Senators Report

a. Distance Learning Division Senator

I am going to miss the meeting again today due to work. See schedule below. Due to my attendance, I volunteer myself to not qualify for the stipend and just put it back to our budget for other use. I'm happy to be part of the Senate but disappointed of not being able to fulfill my duties and I don't mind at all.

Anyways, for the recent update, I met with Therese and we are still collaborating if the Lailima tab is going to work out or not. She said that if the purpose is to use Lailima as a communication tool, our website will do it, and just need to promote it. Any input from you guys to strengthen my initiative would be so valuable.

In addition, I'm also working on submitting a resolution in regards with visual resources for distance students. I found out that some students are having a hard time with their courses due to lack of visual resources such as PowerPoints or recorded videos.



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Also, I finally spoke with Selina and I'm just so happy that she's part of us. We are planning to have lunch together on Thursday to talk about our initiatives together, yay! I'm excited.

My office hours this week are Wednesday 8-10am, and Friday 8-10am as well.

Rouel: I serve on the Distance Education Committee so if you folks would like to draft something that could be forwarded to the Distance Education Committee, as they review any and all courses looking to be taught online, we could do that. But make sure to look into further investigating this idea and attaining the suggestions of ASUHW O students.

b. Sophomore Class Senator

I am still working on constructing the coins for the *Connect Four* game as they do not fit properly yet; but after finishing that, our game will be complete. As I am confident that we will have some extra time following our meeting, I'd appreciate it if everyone stay back to contribute two survey questions to the Google document that I've sent out to the senate. I am looking to create a binder that will house the responses we get to these questions during our time with our constituents.

c. Freshman Class Senator

My initiative is called "Hey Friend" and this initiative functions as a buddy program; if freshman are interested in going to UHW O events but don't have anyone to go with, this is a program that will link like-minded individuals together so that they have a partner to go with I completed my flyers today but I'm still not sure of all of the information I should include on this flyer so if you folks have any suggestions, I'd really appreciate your feedback. My next move is to begin contacting professors that teach freshman classes and asking them to inform their students of this new program.

Haylie: I send bi-weekly updates to the freshman so if you'd like to include your announcement within that update, that'd be perfectly fine.

Adryana: Yes, that'd be great. Other than posting flyers and beginning to spread the word about this new program, I am still looking into the most effective way to collect students' information so that I can pair them with a buddy. I am hoping to produce somewhat of a chat room that will allow the students to interact with one another.

d. Business Administration Division Senator

I've completed the survey I discussed with you folks during our last meeting. The survey is very concise and consists of four questions including the student's grade, major, if they'd be interested in seminars with leaders in their career field, their preferred location for these seminars, and the industries they are interested in. I am hoping that this survey will give me a better idea of how to serve my constituents.

Also, I am interested in introducing a website called biginterview.com to my constituents. This website acts as an interview simulator and questions interviewees based on the industry they are interviewing for; the website operates through 30+ different industries. I think investing in this program would be very beneficial for our university but I will be



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contacting Loea of Career Services to discuss if UHWO already has something similar in place or if it would be possible to introduce this program to students.

e. Public Administration Division Senator

I've been in contact with Loea about the upcoming internship fair and what kinds of opportunities will be available for PUBA majors. I've also been in contact with all of the professors who teach the capstone courses for PUBA and I've gotten a completely updated list of internship opportunities so I will either be adding to that list or getting more people to come and represent those opportunities at the internship fair. Lastly, I've met with Haylie to further discuss my initiative ideas.

f. Social Sciences Division Senator

As Social Sciences Senator I have chosen to advocate for the installation of trashcans with ash trays or a smokers receptacle in certain areas around campus in order to provide tobacco and similar product users with the ability to properly dispose of the waste. I understand as Haylie has told me that there used to be a committee that addressed the issue relating to tobacco use on campus but it is now inactive. I would appreciate any information regarding that committee and any critique on his initiative idea would be appreciated.

g. Education Division Senator

I met with Haylie and she helped to narrow down my initiative by breaking my initiative into visible and non-visible goals. My non-visible goals are to create better student and faculty relationships, better communication between professors and students, and I want to encourage students to take ownership over their role as a aspiring professional educator. My visible goals are to help students to be active in the education community and to understand the importance of that as an educator. I am also hoping to find a way to give STAR access to faculty advisors in the education division so that they may advise students in the same way as academic advisors. With all the changes going on within education and with students being uninformed of those changes, many students are confused of what they need to be doing. Therefore, I ultimately hope to strengthen student-faculty-advisor relationships so that students have more support to remain on track with their graduation pathways.

9. Caucus Ambassador

We had our meeting this past Saturday; Selina and I tried to work it out to have her tune in via oovoo since she was not able to be there in person. But we were having audio problems because I was using my tablet and people were not speaking loud enough so what I was able to do was transcribe notes via the messaging app to keep Selina in the loop as the meeting went on.

Our meeting schedule for the 2016-2017 year was approved so UHWO will be hosting Caucus on February 4th. I will email FSC and see if we can reserve the room this early and make sure that all of the amenities are set up for this meeting.

At the meeting, we worked on our Constitution and By Laws as far as revising and UHWO Caucus Ambassadors portion will be to revise the purpose and format portion of the By Laws and so we will send out to you the completed draft of the Constitution and By Laws when it is completed, hopefully by the end of this week so that you all can take a look at it before we vote on it at our next meeting on November 19th.



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We also had a candid lunch with regents Michelle Tagorta and Student Regent Brandon Higa, where we discussed highlights and concerns of our campus from UHWO. I highlighted that we've been doing really well with student engagement as far as elections and making sure we engage with the student population. I also mentioned that we are making an effort to be involved with campus committees and of the breaking of our Allied Health and Admin building. A concern I shared from our campus is really trying to get distance learning communication solidified and clarified as for the limitations and capabilities. When I shared this concern, student regent Higa shared that the BOR is actually covering distance learning education as far as their agenda goes and getting more people involved, especially non-traditional students. We also talked about a lot of system-wide issues; smoking is still a big issue as far as the Bark-No-Bite rules and regulations as well as engaging students and the appropriation of fees.

The budget for Caucus is about \$56,000 so we are allocating \$500 for each campus to host a meeting. Caucus is able to do a purchase order on their part for food, but there is also the option of using our senate money for food and then being reimbursed. Additionally, in regards to the budget, I made sure to address Selina's viewpoints regarding making sure we have enough money to fund relationship building between campuses.

10. Campus Committee Report

a. Communications Committee

The next Communications Committee Meeting will be this Thursday, November 3rd at 11:00am. I've told Leila that I will be there in attendance for this first meeting and we will later delegate a senate member to this committee.

b. Transportation Committee

The Transportation Committee will not meet again until December 2nd but I will continue following up with Ryan about the progress of the bus station and the signage that they will be putting out regarding shuttle hours.

c. Technology Committee

The next Technology Committee Meeting will be on December 2nd as well.

d. Health Committee

No new updates and no scheduled meetings at this moment.

e. Strategic Planning Committee

We had our meeting last week Wednesday and we went ahead and went through two areas for the strategic plan and really broke down and confirmed who's responsible for which part of the implementation of the strategic plan. Jan and I were responsible for the student success and partnerships and collaborations portions and we agreed that I would confirm with Kevin Ishida how far along they are in this implementation process and bring that information back to the committee; Jan will be meeting with the VCAA. For the student success portion, I am working on scheduling a meeting on Thursday with Judy to talk to her about what is being done in regards to the Student Affairs responsibilities for the implementation of the strategic plan. Our next meeting will be some time during the week of the 14th to the 18th.

f. Chancellor's Search Committee



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No new updates as we are still waiting for President Lassner to decide who he will recommend to become UHWO's new chancellor.

Unfinished Business

1. CPR Training
We will be postponing the CPR renewal and training due to other obligations we have this semester. We will be looking to partner with Piko during their health week and hold this training in the spring semester.
2. Fall Fest
If you are able to come before 10:00am to help set up for the entire day (tents, tables, chairs) SAFB would really appreciate the extra help.
3. Appointment for Junior Senator
Motion: to approve Kyle Nadres as ASUHWO Junior Class Senator
Motioned By: Gabe Geronimo
Seconded By: Isabella Pineda
Vote: Unanimous

Yeas(s): [5] Vice President Culp, Treasurer Gustafson, Secretary Gould, Senator Espinosa, DeAngelo, Geronimo, Watson, Pineda, Haff, and Sioson.
Nay(s): [0]
Abstain(s): [0]
4. Senate Trainings
Our Senate Training is scheduled for Monday, November 21st from 5:00pm - 7:00pm. We will be ordering food for this training.
5. Student Survey Rollout Committee
The survey is planned to go out to students from January to February; I will need all of the senates help. I will update as appropriate.

New Business

1. Town Hall
Although we are supposed to do a Town Hall quarterly, since everyone's schedules are hectic during the end of the semester, Haylie and I have discussed having a meet-and-greet during one of the upcoming weeks where each senate member will be required to meet with constituents for one hour, at the table, and this will count as your Town Hall; This is a mandatory event.
2. Pueo Student Awards
ASUHWO has given out three awards in the past at the Pueo Student Awards and we will be doing the same this semester. If you'd like to nominate someone for any of these awards, please email Isaiah their names and the award you are nominating them for. I will then compile the nominations, send them to the entire senate for review, and we will vote on who will receive the award. We will now begin keeping track of students who have previously received these awards. The award ceremony will be held on December 1st, therefore, we are hoping to vote on who should receive the awards during our next meeting on November 15th. All nominations will be due to Isaiah by 12:00pm on November 14th.



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3. Ground Breaking Ceremony Allied Health and Admin Building
There will be a groundbreaking ceremony for this new building on Monday, November 28th beginning at 10:00am with the blessing and groundbreaking at 10:30am; Judy Oliveria has asked me to speak. This is not a mandatory senate event, but I would appreciate it if you folks could attend if you have time.
4. Peer Review Sheets/ Stipend Forms
Peer Review Forms are for each member of the senate to anonymously review each of their fellow senate members. We will be evaluating each person based on whether they've fulfilled the duties of their position listed in our By Laws. This form is 25 percent of what makes up your stipend eligibility. We will be using Google Forms and this form will be ready for the senate by our November 15th meeting.

Announcements and Open Forum

Joy: I will contact the Director of Government Relations, Stephanie Kim, to ask if she'd be willing to run a legislative training session for our senate on either November 22nd or November 29th from 3:00pm-5:00pm.

Rouel: Just today, the new system budget and capital improvement plan was sent out to everyone, meaning our UH system leaders have determined what we will be asking the legislature for. On a link under the budget, the request for our UHWO campus is listed. You folks may want to review this document in order to determine whether or not you feel that what is being asked falls in line with student needs.

Joy: In addition to Rouel's report, Caucus has decided to hold our meetings the week before the BOR committee meetings so that caucus members may attend those committee meetings. We will be sending people to the BOR Budget and Finance Committee meeting this Thursday, therefore, if there is anything you folks would like reported, I can take that information back to Caucus.

Meeting Adjournment at 4:17pm

Motioned by: Haylie Culp

Seconded by: Elizabeth Gustafson



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Voting Record

Voting Record for General Meeting 17-008, Approval of Agenda and Minutes: To Approve Agenda for GM 17-008				
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			Yes
Isabella Pineda	X			N/A
Lydia Haff	X			N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-008, Approval of Agenda and Minutes: To Approve Minutes 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			Yes
Isabella Pineda	X			N/A
Lydia Haff	X			N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-008, Approval of Agenda and Minutes: To Approve Minutes 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			Yes
Isabella Pineda	X			N/A
Lydia Haff	X			N/A
Shermila Sioson	X			Yes