



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

ASUHWOW General Senate Meeting 17-009 called to order at 3:01pm on November 15, 2016 in room D-104.

Members Present

President Isaiah Baclaan
Vice President Haylie Culp
Secretary Lehua Gould
Treasurer Elizabeth Gustafson
Junior Class Senator Kyle Nadres
Freshman Class Senator Adryana DeAngleo
Social Sciences Senator Brian Watson
Education Senator Lydia Haff
Student Caucus Ambassador 1: Joyleanne Santos
S.L Coordinator Rouel Velasco

Members Not Present

Distance Learning Senator Shermila Sioson – excused
Sophomore Class Senator Christielove Espinosa – excused
Business Administration Division Senator Gabe Geronimo – excused
Public Administration Division Senator Isabella Pineda – excused
Student Caucus Ambassador 2: Selina Blackwell – excused

Guests

Sara Aiello

Quorum

Yes

Open Guests Forum

Sara Aiello: No new updates.

Reading of Minutes

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

Motion by: Elizabeth Gustafson

Seconded by: Haylie Culp

Resolved: Minutes for General Meeting 17-009 approved with the following amendments

- **Correct Social Sciences Report to the correct form of “their/there”**

Vote: Unanimous

Reading of Agenda

Motion: to approve the agenda for General Meeting 17-009

Motion by: Lehua Gould

Seconded by: Elizabeth Gustafson

Vote: Unanimous

Internal Reports

1. President

I was not able to meet with Vice Chancellor Oliveira this Monday as she had left for the day so I will be meeting with her next Monday to bring up any updates. I emailed her at our last meeting to



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ask if the Breaking Ground ceremony is open to the public, but I did not receive a response. Therefore, as soon as I find out this information, I will be sure to let the senate know. Also, I will be attending the Student Survey Roll Out Committee meeting tomorrow at Mānoa. I will send out the minutes from our last meeting now. I also had a meeting with an ASUHWOW student who spoke to me about creating a stronger relationship between UHWO and Tokai International College. He voiced that he was interested in advocating to have UHWO establish a relationship with Tokai beyond intramurals, but rather having some of our students tutor at their university, becoming involved with their cultural events, etc. Therefore, I provided him with Rouel's information, as he was also interested in involving SAFB. He also provided me with the names of professors who are also interested in bridging that gap. Therefore, I will be contacting them soon to initiate a meeting between our two student government organizations. This ASUHWOW student is a part of the international club, tutors at Tokai, and has expressed that he is interested in seeing the building of a better relationship between our two schools.

2. Vice President

I've met with everyone but Gabe and Selina, so I am still waiting to meet with both of them. Aside from that, all senators should be able to give some sort of initiative report today, as I was able to meet individually with everyone else. On a personal note, I did send out an email regarding the ordering of graduation stoles so if you'd like a stole, please let me know. Lastly, just a reminder that we will be having our senate training next week on Monday the 21st at 5:00pm.

3. Secretary

During Fall Fest, I was approached by a representative of Lanakila Meals on Wheels and she had asked if any of our senate members would be interested in volunteering with their organization, whether it be once a week, once a month, or more often than that. She expressed that they are looking for volunteers for just about all of the services they provide. We also talked about whether our entire senate would be interested in coming together and volunteering as a whole. I explained to her that I would bring this information to the senate.

4. Treasurer

I had my monthly meeting with Kevin and we spoke about the Ground breaking ceremony on November 20th, that Isaiah had previously mentioned. If you folks are available to attend the ceremony, please do and feel free to encourage your peers to come as well. The Governor, President Lassner, Chancellor Doris Ching, and Isaiah will be speaking at this event. For the Creative Media building, UHWO is working off of the old LRDP, which only encompassed 135 acres, and that is how they are determining how to place the building; they will not be working off the new LRDP that they are putting together. The Allied Health Building is predicted to be completed by Fall 2018.

Also, as we spoke about Bonnie in one of our previous meetings and were unsure of her job description, I took the liberty of getting this information from Kevin. Bonnie is the Director of Facilities and Planning and Campus Operation. She oversees the planning of the LRP, planning for the construction of new buildings, ect. She did not oversee the building of the Allied Health Building; instead, the Office of Capital Improvement oversaw this project because funding for this project comes from the legislature. Bonnie also oversees campus operations such as the maintenance and repair of buildings, grounds keeping, the health and safety of hazardous materials, lab safety, but not campus security.



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Kevin also shared that he was glad that the library hours were extended again and shared that the staff is keeping a close eye on the use of the library during certain parts of the year and will use those observations in order to determine library hours in the future.

Lastly, UHWO is trying to finalize and agree on a revocable permit with Alun farms, which is the organization that farms on UHWO land. What is happening is the dust from farming is tampering with our building equipment and the purpose of the revocable permit will be to stop farming at any time when UHWO is ready to develop the land. UHWO own lots of land and President Lassner prefers to refer to the land as University of Hawaii land as the land will also be used to house University of Hawaii programs on this side of the island.

5. Advisors

a. Student Life Coordinator

I purchased a box paper which is now in the ASUHW.O office. Also, an email was sent out the Maenette Benham was named as the new UHWO Chancellor. Additionally, the Campus Center Board is funding an event called Snow Day and will be working with Hawaiian Ice, who will be providing six tons of ice for the event. This will take place on November 30th and is to help relieve stress during finals. Lastly, I am still working on finalizing the Ho'opili Hou applications so do let me know if you are interested in attending Ho'opili Hou as the CCB has funding to send students to this leadership workshop; Ho'opili Hou will be held on January 26 - 29. For those who do attend, you will be required to provide a return of service to the campus in the form of a presentation or a workshop at our UHWO RISO Rise Up conference. RISO Rise Up will be undergoing some changes as we are renaming RISO Rise Up. There may be two types of conferences running on our campus next year; The first is RISO Rise Up and the second will be a bigger conference that I am looking into holding for our campus.

6. Standing Committee Reports

a. Budget and Finance

We have not had a committee meeting.

b. Activities

See Appendix

c. Legislative

We are still looking through the By Laws and looking closer at the different expectations of the senate and how those expectations can be enforced. For example, if a senate member is not completing his or her hours, what is the Executive Board policy for making sure that the senate member begins completing his or her required hours? With that being said, we are looking into formulating some form of best practices, not to include within the By Laws but possibly in an SOP book because ours is out of date.

Lehua: As I do put our senate office hours on our website and on Facebook, what I've been doing with the senators to keep them accountable is I've been having them text me if they are unable to make their scheduled hours and blasting that update on our social media sites for our constituents to be aware of. But to make sure that senators are



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making these hours, I agree with Haylie that we do need to look into establishing some sort of best practice.

Haylie: Yes and that is all I have for that item. Additionally, I've been speaking with Shermila as she wrote a resolution that addresses how to get training information to senators who are not on-island to attend our trainings. So once again, looking at best practices. This resolution will be forwarded out to the senate.

7. Ad Hoc Committee Reports

a. Island Liaison Ad Hoc Committee

Next year, I will be exploring whether or not we will keep our elected Distance Senator or if we as a senate are more interested in having a student who is interested in serving as an island liaison.

We will be closing this committee and will be moving this item to old business as a line item.

8. Senators Report

a. Distance Learning Division Senator

Shermila created a resolution which says that right now, for distance learning students, the only way they learn is either through their textbook or discussion post, but there is nothing engaging that the students do. So she is asking for the institution to implement a best practice so that students can see it and hear it either through a lecture or some sort of recorded audio. Isaiah will be forwarding out this resolution.

She has also contacted the Secretary of Distance Learning on Maui and has proposed a Star GPS workshop for the students. She will forward this to their collaboration group meeting on December 6th. She also said thank you for the suggestions regarding her survey, she will be taking a look at it one more time and re-sending it out to the senate for a mass email. Also, she asks that we spread the word regarding her Town Hall this Thursday.

Lastly, she mentioned that she will be out of the state for family reasons so she will be out of the office. She sent us her Town Hall flyer and she will be meeting students at Starbucks on November 17th, so if we could make sure to get that on our website, that'd be great.

b. Junior Class Senator

For my initiative, I spoke with the person I am collaborating with and we are developing a proposal regarding how to create a personal business with the resources that you have including things such as social media. He should be sending me this proposal later tonight and I will send this to all of you. Also, I emailed the No'eau Center to inquire in creating a workshop for sophomores going into junior classes that will help them to choose a career path. I have not yet contacted Lo'ea but I will be looking into doing so. Lastly, I am also the president for the LGBTQ+ club and we are promoting the Safe Zone training that we will be having on campus tomorrow from 3:30pm - 4:30pm in B-217 and we will also be having a meeting on Thursday, in D-237, from 3:30pm - 5:00pm.



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c. Sophomore Class Senator

Thank you to everyone that helped to facilitate the connect four game and survey questions. I will also be working on making a more permanent solution for the coins for the game. I am working on organizing all of the questions and answers on a google doc as well as a physical binder. My hope is to provide senate members with a resource containing information and possible initiative ideas. When the binder is complete, senate members can look at it in the office and add to it by putting more initiative ideas.

d. Freshman Class Senator

I emailed all freshman professors and got no responses. Therefore, I will just be printing our flyers to post around campus. I also spoke with a few freshman students in my HPST class who are willing to help me advertise my initiative.

Rouel: Ka'iulani, Katrina, and myself teach SD courses for only freshman so we can also help send out your information.

e. Business Administration Division Senator

I have a work meeting today that I won't be able to get out of so i will unfortunately be unable to make it to today's meeting.

If you could just forward the website www.biginterview.com to the rest of the guys to sign up for a free 7 Day trial and see if they find it useful. I have a phone meeting with the site on the 29th where they'll be able to provide more detail regarding their service and the results of their current clients.

f. Social Sciences Division Senator

As was mentioned by my proxy during our last meeting, I introduced my original initiative, which was to install trashcans throughout the parking lot in order to keep our school cleaner. But after further investigating, I decided to develop my initiative into keeping our campus a more smoke-free type zone. I then met with Isaiah and Joy who discussed with me a previous UHWO committee that was called together to address this same issue and my understanding is that their plans did not survive as there was no way to regulate smoking within our parking lot. With this in mind, I am pushing my initiative more towards giving people the resources to dispose of cigarettes buds correctly rather than telling them that smoking is not allowed. I looked over several different websites and the prices for those resources, whether it be a trash can with an ashtray on top or a post with a bud insert. My thinking is that if there is an ashtray on top of the trashcan, rainwater may flood the ashtray. This would be of great inconvenience to those in charge of disposing of this rubbish; therefore, I am more leaning towards installing the bins with posts to insert cigarettes buds.

Rouel: Because we only have two UHWO janitors, we cannot assume that they will be disposing of the trash. Therefore, we would need to arrange to present this idea to allocate another task to our custodians. Should they say no, we will need to have a backup plan.

g. Public Administration Division Senator

Bella has emailed that she will not be here today, but she said that she is working on compiling a list of approved practicums.



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Haylie: As a side note, we currently do have a list of approve practicums.

h. Education Division Senator

I met with the education division department head, Heller, last Wednesday and I wanted to inform her about my monthly constituency meetings beginning this Thursday at 3pm and again on December 1st at 3pm. I wanted to make sure to involve her in the process so that she feels comfortable. She suggested that at these meetings I give students advice regarding how to access their Star and other basic things but I informed her that the main purpose of these meetings will be to collect student concerns and data. One of Heller's concerns is that she wants extensive and detailed data. We also talked about sending out a survey to all of the education students with specific questions about their concerns so that they may write them down; she would like to review the survey before I send them out.

Also, Haylie helped me ask about Star access for education advisors who are saying that they do not have access to Star when their students come to meet with them. They said that they are working on giving that access to all advisors and are waiting on a response from the UHWO technology sector. Heller also informed me that often times when students go to see an academic advisor, they are given different information from what faculty advisors are saying.

When I spoke with some professors, they informed me that student's not being able to continue on within their program is not unique to UHWO. This same thing happens at other campuses. But I spoke with graduates from other campuses and they've said that these types of road blocks do not happen to other campuses. There is a HYPE leadership conference this weekend and I will be able to speak with those other campus representatives in person so I will be asking them about whether or not they've encountered road blocks and how they've dealt with them.

Lastly, I met with a constituent and helped her to fill out the Praxis fee waiver and she suggested that I hold a workshop for filling out this waiver and offer it to all education students.

9. Caucus Ambassador

Caucus had a special meeting this past Sunday to go over changes that have been made to the Constitution and By Laws. We've finished looking over the constitution and therefore, I've sent this out to the senate. We do still need to make revisions to the By Laws, which I've emailed to you folks as well. I, as UHWO representative, volunteered to look over the purpose and formats section of the By Laws so I also forwarded that to you folks. If you have any suggestions of changes to be made, please feel free to contact me.

I also learned at our meeting this Sunday that there was a post-election incident that happened on campus that was resolved by Vice Chancellor Oliveira. President Lassner sent an email blast stating that there will be no tolerance for any negative post-election activity.



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I also spoke with UH Director of Government Relations Stephanie Kim and she said that she is able to present the Legislative Process 101 presentation Tuesday, November 29th, from 3:00pm – 5:00pm. She included Wendy Tatsuno, who is the Director of Government Relations for our campus to join us on that day so I also extended an email invitation to her as well. The date and time are set, I am just working on reserving a room. Hopefully we will be having the training in this room, but I have not yet heard back regarding my reservation.

As far as the meeting we will be hosting on February 4th, I will be sending in a room request today to make sure that we secure C225 and I will find food vendors that we could possibly order from and I will be bringing those quotes to our next meeting.

Lastly, my constituency meetings will be held Wednesday, November 30th, Friday, December 2nd, and Tuesday, December 6th from 1:00pm – 2:00pm in the library room B231.

10. Campus Committee Report

a. Communications Committee

I attended the Communications Committee meeting last week during Fall Fest and we discussed promoting the Vice Chancellor Talk Story event and when I discussed this with the chair of the committee, she mentioned that the purpose of the communications committee has slightly wavered but as we've now designated a new Chancellor, the purpose of this committee can be re-evaluated.

b. Transportation Committee

No new updates. The next meeting will be on December 2nd.

c. Technology Committee

No new updates.

d. Health Committee

No new updates.

e. Strategic Planning Committee

In our last committee meeting, we designated members to be responsible for certain parts of the strategic plan. My assigned responsibility was to speak with Kevin about his position and how he is doing with his part of the plan and I've also been trying to meet with Judy in order to figure out where she is at with Student Affairs. After meeting with Judy, I plan to also meet with Rouel.

f. Chancellor's Search Committee

This committee will probably be reconvened as we now know who are new chancellor may be, after the approval of the Board of Regents. President Lassner has given his recommendation and I will give you folks an update if they do convene another meeting.

Unfinished Business

1. Fall Fest

Thank you all for attending Fall Fest. We did have a good turnout and received lots of feedback from our constituents. It was good to implement the action plan but to make it work, we'll need to make sure that everyone participates and gets involved.



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2. Senate Trainings

The date for our Senate Training has been set for November 21st from 5:00pm - 7:00pm. Please make sure to be there as this is a mandatory event. We will also be having our Legislative Process training on November 29th from 3:00pm - 5:00pm. This too is a mandatory event.

3. Student Survey Roll Out Committee

I will be going tomorrow to the committee meeting. I will need to consult with the head of the committee and receive permission to send the senate the minutes from this meeting. Therefore, I will give you folks the minutes as soon as I can.

4. Town Hall

Today was the first day of our Meet and Greet Town Hall; Isaiah, Kyle, and Bella were there today. So just a reminder, when you folks go to do your Town Halls, take our ASUHW banner, stones, and pamphlets. Tomorrow will be a busy day so the first person to go to the table should set up.

5. Pueo Student Awards

The idea would have been to give two metals per category, but no one has been nominated for the Distinguished Service Award, which is an award predominately given to ASUHW members who serve in the senate. With that being said, I received all nominations and only six people were nominated for awards. The nominees for the Volunteerism Award are Jarlyza Moreko and Kaila Bolton. The nominees for the Appreciation Award are Sara Aiello, Dr. Cathy Ikeda, Dr. Gloria Niles, and Dr. Stephanie Kamai. I don't think any of these nominees have received this award before so we are fine.

Motion: To approve the awarding of the Volunteerism Award to Jarlyza Moreko.

Yeas(s): [5] Vice President Culp, Treasurer Gustafson, Secretary Gould, Senator Nadres, Geronimo, Pineda, and Sioson

Nay(s): [0]

Abstain(s): Senator DeAngelo, Espinosa, and Haff

Motion: To approve the awarding of the Volunteerism Award to Kaila Bolton.

Yeas(s): [5] Vice President Culp, Treasurer Gustafson, Secretary Gould, Senator Geronimo, Pineda, and Sioson

Nay(s): [0]

Abstain(s): Senator DeAngelo, Espinosa, Nadres and Haff

Motion: To approve the awarding of the Appreciation Award to Sara Aiello.

Yeas(s): [5] Vice President Culp, Treasurer Gustafson, Secretary Gould, Senator Geronimo, Pineda, DeAngelo, Espinosa, Nadres, Haff and Sioson

Nay(s): [0]

Abstain(s): [0]



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Motion: To approve the awarding of the Appreciation Award to Cathy Ikeda.

Yeas(s): [5] Vice President Culp, Treasurer Gustafson, Senator Geronimo, Pineda, DeAngelo, Espinosa, Nadres, Haff and Sioson

Nay(s): [0]

Abstain(s): Secretary Gould

Motion: To approve the awarding of the Appreciation Award to Gloria Niles.

Yeas(s): [5] Vice President Culp, Treasurer Gustafson, Senator Geronimo, Pineda, DeAngelo, Espinosa, Nadres, Haff and Sioson

Nay(s): [0]

Abstain(s): Secretary Gould

Motion: To approve the awarding of the Appreciation Award to Stephanie Kamai.

Yeas(s): [5] Vice President Culp, Treasurer Gustafson, Senator Geronimo, Pineda, DeAngelo, Espinosa, Nadres, Haff and Sioson

Nay(s): [0]

Abstain(s): Secretary Gould

The Pueo Awards Ceremony will be on Thursday, December 1st from 3:00pm – 5:00pm. This event is not mandatory but it is highly encouraged to attend.

6. Ground Breaking Ceremony Allied Health and Admin Building
This is an open, public event so please come and support.

7. Peer Review Sheets/ Stipend Form

At the bottom of this line item, there is a link for our Peer Review Forms. We will be filling this out now. This is for stipend procedure and reflect 25-percent of what you need to go towards your stipend. You need to meet 80-percent to qualify for your stipend. For your information, people who have not met their hours are Bella and Gabe.

New Business

1. Issue of Professional Liability Insurance.

I've forwarded everyone the email that I received from the Faculty Senate Chair, Dr. Rosenfeld. The concern is that students who are going for Senior Practicum need to have insurance. The forwarded proposal excludes education students from insurance because of an NEA clause where they need to pay for their own insurance for the membership for the union. I contacted Christina Goole who is in charge of the committee and had relayed this to the Faculty Senate Chair Dr. Rosenfeld and she mentioned that they are trying to implement this in Fall 2017 and she also said that this will affect all students except education students who already pay a separate fee to take the internship class. So it is similar to a health fee where UHWO would charge students a registration fee when registering for a 490 class.



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Rouel: Currently all campuses within the UH system with the exception of UHWO require students to purchase professional liability insurance either on their own through your program professional organization or students are charged a registration fee when taking a 490 course so they're saying they are requiring the students to pay. We do not yet know if it is a bulk or on their own. Currently, UHWO hasn't required this fee so they have not been following risk management guidelines. Therefore, in keeping in accordance with this guideline, in making sure that whoever is on the practicum sites that our students have this professional liability to protect the students.

Isaiah: This will be required of all 490 classes for all majors. I will need to speak with Dr. Rosenfeld regarding when he needs ASUHWOs vote.

Elizabeth: With that being said, questions we will ask is where is the liability insurance coming from? And how much will students be charged?

Announcements and Open Forum

Lehua: I will not be in attendance for our last meeting as I will be off Island.

Elizabeth: I will also be off island but I do plan on calling in for the meeting.

Kyle: I will also be off island.

Joy: Selena turned in her travel request form on time so she is just waiting on her itinerary for this meeting so hopefully she is able to attend.

Meeting Adjournment at 4:54pm

Motioned by: Haylie Culp

Seconded by: Lehua Gould



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Voting Record

Voting Record for General Meeting 17-009, Approval of Agenda and Minutes: To Approve Agenda for GM 17-009				
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			Yes
Adryanna DeAngelo	X			N/A
Kyle Nadres	X			N/A
Gabe Geronimo	X			Yes
Brian Watson	X			N/A
Isabella Pineda	X			Yes
Lydia Haff	X			N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, Approval of Agenda and Minutes: To Approve Minutes 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			Yes
Adryanna DeAngelo	X			N/A
Kyle Nadres	X			N/A
Gabe Geronimo	X			Yes
Brian Watson	X			N/A
Isabella Pineda	X			Yes
Lydia Haff	X			N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve the awarding of the Volunteerism Award to Jarlyza Moreko				
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	Yes
Adryanna DeAngelo			X	N/A
Kyle Nadres	X			N/A
Gabe Geronimo	X			Yes
Isabella Pineda	X			Yes
Lydia Haff			X	N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve the awarding of the Volunteerism Award to Kaila Bolton				
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	Yes
Adryanna DeAngelo			X	N/A
Kyle Nadres			X	N/A
Gabe Geronimo	X			Yes
Isabella Pineda	X			Yes
Lydia Haff			X	N/A
Shermila Sioson	X			Yes



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Voting Record for General Meeting 17-009, New Business: To Approve the awarding of the Appreciation Award to Sara Aiello				
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			Yes
Adryanna DeAngelo	X			N/A
Kyle Nadres	X			N/A
Gabe Geronimo	X			Yes
Isabella Pineda	X			Yes
Lydia Haff				N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve the awarding of the Appreciation Award to Gloria Niles				
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			Yes
Adryanna DeAngelo	X			N/A
Kyle Nadres	X			N/A
Gabe Geronimo	X			Yes
Isabella Pineda	X			Yes
Lydia Haff				N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve the awarding of the Appreciation Award to Cathy Ikeda				
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			Yes
Adryanna DeAngelo	X			N/A
Kyle Nadres	X			N/A
Gabe Geronimo	X			Yes
Isabella Pineda	X			Yes
Lydia Haff	X			N/A
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve the awarding of the Appreciation Award to Stephanie Kamai				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould				N/A
Christielove Espinosa	X			Yes
Adryanna DeAngelo	X			N/A
Kyle Nadres	X			N/A
Gabe Geronimo	X			Yes
Isabella Pineda	X			Yes
Lydia Haff	X			N/A
Shermila Sioson	X			Yes



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Appendix A: Activities Committee Report

I believe fall fest had a very good turnout because many students approached our table and answered survey questions to get swag (thanks joy for taking initiative). A lot of survey questions were also answered with the connect four game.

The action plan was a great idea and the event was better organized with it. Since it is a new procedure, i know its hard to get right the first time. Since being the chair of the activities committee i did start off the action plan for this event, but as new senate members come on board they will each have a turn to start off the action plan as we go through events throughout the year. Please keep in mind that if we agree as a senate to do an event, each senate member must contribute to the making of the action plan. I.E taking initiative and saying what you are in charge of during your time slot at the event. its a google doc so all you have to do is put your name in. if you suggest activities to do at the event, put it in the action plan with details. Also, check the action plan because there may be task to complete in preparation for the event. And its always helpful to have an extra pair of eyes to edit the document and its content.

It has been brought to my attention that there was a senate member who did not attend their scheduled tabling time. I checked with the executive board to see if the person emailed or talked to any of them, but no one received anything. I don't feel its necessary to say names so I'm just going to put it out there for future events. We agreed as a senate and knew three weeks in advance that we were doing fall fest. It's a kakou thing, so even if you think theres enough people at the table, theres still contribution to be done. You make a commitment when sworn into office, you can't decide you won't table when you gave a time slot dedicated to serve your constituents. And not letting the executive board know or anyone know is disrespectful to the people trying to make this event a success, which is everyone. If you don't feel comfortable talking about the reason for not attending with senate members or the executive board, you can talk to Rouel. Or at least let one person know you won't be coming. There were only two senate members scheduled for this particular time slot and not having one senate member show up, leaves the other to table alone. Fortunately the one person left alone did not have to table alone because other senate members came to table extra hours (thank you to those for serving extra hours). We made it a 1 hour mandatory tabling for an event that was from 10:30-3:30. If you're a part of different clubs/organizations, you need to organize how much time you will give to each thing. If you need help with that, please ask around or look at other senate members that are juggling the senate and other clubs. I.E Haylie and Lizzy put their KDP Table next to ours so they could assist our table even if it wasn't their scheduled time. You could do the same. Everyone has been a part of this senate for a good amount of time now so there should no longer be excuses.



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