



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

ASUHWO General Senate Meeting 17-010 called to order at 3:05pm on December 13, 2016 in room D-104.

Members Present

President Isaiah Baclaan
Vice President Haylie Culp
Treasurer Elizabeth Gustafson
Sophomore Class Senator Christielove Espinosa
Student Caucus Ambassador 1: Joyleanne Santos
Student Caucus Ambassador 2: Selina Blackwell
S.L Coordinator Rouel Velasco

Members Not Present

Secretary Lehua Gould – excused
Distance Learning Senator Shermila Sioson – excused
Junior Class Senator Kyle Nadres – unexcused
Freshman Class Senator Adryana DeAngelo – unexcused
Business Administration Division Senator Gabe Geronimo – excused
Public Administration Division Senator Isabella Pineda – excused
Social Sciences Senator Brian Watson – excused
Education Senator Lydia Haff – excused

Guests

Aдриene Unpingico
Austin
Cara
Frankie

Quorum

Yes

Open Guests Forum

Adriene Unpingico: I'm a writer for the Hoot.

Austin: I'm the editor and chief for the Hoot.

Cara: I help the editor.

Frankie: I'm the Public Services Librarian.

Isaiah: Frankie will be replacing Sara who is moving back to the mainland with her husband.

Reading of Minutes

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

Motion by: Haylie Culp

Seconded by: Elizabeth Gustafson

Vote: Unanimous

Reading of Agenda



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Motion: to approve the agenda for General Meeting 17-010

Motion by: Elizabeth Gustafson

Seconded by: Haylie Culp

Vote: Unanimous

Internal Reports

1. President

I attended the Ground Breaking Ceremony for UH West O'ahu's new Administration and Allied Health Building and spoke and I met with a lot of politicians and they spoke very highly of our organization. I also attended the Transportation Committee meeting of which I will report on later in the agenda.

2. Vice President

I've been working on creating a folder for all of the ASUHWO members so this semester we will be working on our Transition Committee and since we don't have a senior class senator, the responsibility falls on whoever wants to volunteer for his position and myself. So I am working on putting together folders in the Google Drive so we should all have access to the Google folder now for ASUHWO and in the folder each one of us has our own folder so the idea would be that you go in, you open it up, you put your contact information for your year in your position and then you'll also include all of the documents that you've been working on, that way, whoever comes into your position sees what you've already been working on, which will give them an idea of where to start. This ASUHWO folder has been shared with everyone. I've also completed the fall stipend evaluation and I will be following up on senator initiatives, office hours, and Town Hall Meetings. While some of our senators have turned in Town Hall Meeting notices, the majority has not. Therefore, we have very few senators who achieved above a 95% for their evaluations. Lastly, I've been going through our ASUHWO By Laws and trying to pinpoint areas that we will specifically try to work on. I will be working to get all of you a copy of these areas of improvement by our first meeting in January.

3. Secretary

Recently, I've updated the Senate tab on our ASUHWO website which now displays everyone's pictures except Gabe, Shermila, and Selina, so I will need to find photos to use of them. Due to a crazy finals week, I have not yet uploaded an initiatives tab for our senators so I apologize. But I will be home on Wednesday and I will make sure to do so ASAP.

4. Treasurer

I tried to meet with Kevin Ishida however; he needed to cancel our meeting. Therefore, I have not had a monthly meeting with Kevin for December however; we have rescheduled our meeting for January. Also, I have prepped all of the paperwork to print the senate stipends; they are just waiting to be finalized after we vote today.

5. Advisors

a. Student Life Coordinator

Welcome Week will be the first week of school, January 9th, therefore, we are inviting all campus groups to come out and get involved in welcoming students back to school for the Spring Semester. Club Rush will be taking place the second week of school, shooting for Wednesday and Thursday.



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6. Standing Committee Reports

a. Budget and Finance

No new reports as we have not had a meeting. We are looking to meet our second week back to school.

b. Activities

The E Ola Pono Fair will be held next semester to promote health and wellness. I will forward the senate the email and if we are interested in participating in this event it will needed to be voted upon as a senate.

c. Legislative

We are still working on the By Laws and my goal is to send out a document regarding the areas of the By Laws that we are interested in either changing or improving. Also, we did receive a resolution from Shermila, our Distance Learning Senator, asking us to take a position on something so hopefully we will be able to discuss this in our next meeting.

7. Senators Report

a. Distance Learning Division Senator

Same situation for me this Tuesday, will not be able to attend.. I requested it off but denied. I'm working 6 days this week.

For my office hour, I'll do Monday, and Friday 8am - 10am. And I want to arrange another town hall meeting this Thursday. It will be the same set up. I'll send my flyer on my next email.

Also, I sent an email two weeks ago about Teresa's interest of joining the meeting. I'm just working on my next initiative. I'm thinking about pushing the free shipping for books or coordinating a book pick up in every neighboring island UH bookstore.

I also want to get an update about the resolution I submitted regarding the visual resources.

b. Junior Class Senator

No New Report.

c. Sophomore Class Senator

I am still working on that binder of constituent concerns as it is taking a little while. Also, I've spoken with a variety of ASUHW O students about the noise level in the library the week before and during finals week. This has been a reoccurring complaint and I am thinking about creating an initiative around this issue regarding determining the appropriate noise level in the library.

Frankie: I think we should discuss this matter because at the moment, we do not have a designated area in the library for louder discussion and noise in the library carries. I will bring up this concern during our next meeting.



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Elizabeth: I feel that another thing to look at is the use of our Student Lounge. It should be used, as a more interactive space for students who are planning to be a little louder than is appropriate for a library.

Christielove: That is a good point. I've also been discussing with the students that there are study rooms that can be reserved. Therefore, I am thinking of looking into putting up laminated cards directing bigger groups to consider reserving a study room, primarily near the first floor couches during the last two weeks of the semester.

Aside from this, I wanted to bring to Lydia, our Education Senator who is absent today, that I spoke with a sophomore named Jenna who is an education major and she was looking at starting a day care on campus and was thinking of taking this to the education division.

Haylie: This will actually fall under Childhood Education, which is actually under the Social Sciences Division; therefore it may be beneficial to bring this to Brian. It may also be beneficial to bring this matter to Dr. Landgraf and Dr. Major, as they were also interested in the idea of a Day Care Center.

- d. Freshman Class Senator
No New Report.
 - e. Business Administration Division Senator
No New Report.
 - f. Social Sciences Division Senator
Due to the news regarding the possible banning of smoking on campus, I have started thinking about other initiatives such as picking back up Isaiah's book lending library. Other possible initiatives also included trying Angelo's charging idea, for those who don't know, he wanted to make chargers available to students to rent. Also, students in my philosophy class wanted to know about the new health building that is being constructed. There's talk that Mānoa is involved and opened it for them.
 - g. Public Administration Division Senator
No New Report.
 - h. Education Division Senator
No New Report.
8. Caucus Ambassador
Selina Blackwell:
Everyone got the Constitution and By Laws taken care of. It was made to be involved with a group that is doing such a great job in regards to time and energy and together they did very well. I was a little taken back by the process and where everyone was and we went over the budget and it seemed to be a good starting point moving forward where Caucus can do a little bit more than they have in the past with more participation and with more ideas from others and maybe spend a little more time building relationships with others so that they can do a little more. I think being able to look at the possibilities of getting to know more about the different campuses and all



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the different programs that are going on will help to open up possibilities but as far as Joy and Isaiah and what they've been doing, they've been doing an amazing job. I am a little bit intimidated by the big shoes that we need to fill and I am hoping that someone who comes on board with me will be able to bring me up to speed, as I am a non-traditional student. But as I mentioned, I feel that the meeting went very well, they accomplished all that they needed to in terms of the Constitution and By Laws. They did some rewording and we also brought on a new secretary.

Joyleanne Santos: I cancelled the reservation for the February meeting as the senate decided to forgo the February meeting.

9. Campus Committee Report

a. Communications Committee

No meeting has been convened for the month of December so we should be opening another meeting in January.

b. Transportation Committee

We finally got the bus shelter put up after the work of three to four years so thank you to all of the ASUHWO members who had a hand in making this happen. As for the maintenance of the bus shelter, the van drivers have said that they would take care of the cleaning of the shelter. The transportation committee is also working on signage for that current area so that students can utilize the services offered by the bus shelter. There is also discussion regarding buying or renting a new, twelve passenger van.

c. Technology Committee

The technology committee meeting took place on December 2nd and all members were in attendance and Lokelani Kenolio of the No'eau Center attended our meeting to raise an issue regarding technology monies for the Center. She explained that she had sent in a budget proposal, which she received an email confirmation for saying that it was approved, but when she tried to order supplies for the center, she was told that she did not have any money. Brad then estimated that all of the center's money may have been used towards the data jacks that were installed within the conference room, but no one was able to officially tell Loke why she was out of money as neither Ryan nor Brad had adequate time before the meeting to look into this issue. This discussion ended well and would be further discussed after the meeting.

This brought up the question, what is the procedure to make good on the preapproved budget? Brad said that we'd need to ask Jan for a detailed budget from last fiscal year to make sure that this portion of the budget was accounted for. Brad then shared that the process for budget proposals is that if it is last minute, the individual needs to come to the committee meetings to propose items and only if they know of something to propose before the meeting, they can take items straight to Brad to place on his budget.

It was also confirmed that CCB will be using their funds to purchase solar panels for the outside Café tables to act as charging stations for students.

Lastly, our next meeting will be held on January 20th.



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d. Health Committee

As I'm sure was mentioned in all committee meetings, Ryan announced that they are trying to group together all three committees, Transportation, Technology, and Health, and conducting one mass meeting. I thought that this condensed group could work better than what we have now. We did not have any new updates except for looking at the budget for the 2017-2018 school year.

e. Strategic Planning Committee

Haylie and I were not able to attend our last meeting but I spoke with Jan afterwards and he explained that they were still following up and investigating ways in which the strategic plan has been met and said that they will be sending out a Doodle Poll in January to determine when the next committee meeting will be held.

Also, we may want to look at new representatives to serve on the strategic planning committee, as Haylie and Lizzy will both be student teaching.

f. Chancellor's Search Committee

Chancellor Benham will be acting as the Chancellor of UHWO beginning in January and will be having a welcoming ceremony on January 3rd and ASUHWO has been invited. This is the last report that will be given for this committee.

Unfinished Business

1. Student Survey Roll Out Committee

I met with Bev Baligad, our Title IX Coordinator, and Jan Tamura, the head of OIE, to discuss the Student Survey Roll Out Committee, which is a Title IX focused survey being pushed out by President Lassner as an initiative which is actually being required by the legislature to be done throughout the UH System. Essentially, this survey was made to gage the sexual harassment or assault instances on campus and will help the UH System to determine how to address those issues. There will be a training on January 4th and 5th, which is mandatory if you will be helping on any capacity, which ASUHWO will be involved in. However, if you cannot attend the meeting in person, they will be having a video you can watch that will allow you to be trained. I feel that this is much more convenient and that the senate should designate a day during which we can all get together and watch the training video. This training is mandatory for all those who will be involved as this is a sensitive topic that needs to be handled carefully.

2. Pueo Student Awards

Some huge changes were made from the previous year as the CCB structured the event to run for 45 minutes and then to have everyone enjoy company with each other, which was different from last year. Things will change in the spring as we will be getting the academic awards for the divisions and we are looking at increasing the different awards in some of the different areas, for example, in Student Life, to include organizational awards as well as more individual awards. If you folks have any ideas on bettering this award ceremony, please feel free to let us know.

3. Island Liaison Committee
No New Reports.

4. Issue of Professional Liability Insurance



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No new reports but will be following up with the appropriate people, including the current Vice Chancellor for UH Hilo, who was previously the Student Caucus Advisor.

New Business

1. Coffee Bill

In coordination with Dr. Chun and Student Life Staff, we'd like to have coffee stations out in the courtyard, as this is a place on campus where lots of students congregate. But right now, we are constricted by the electrical outlets. Therefore, what we are proposing is to create coffee stations with coffee dispensers that do not require a plug. We are proposing that we will fund the money for those dispenser and Student Life would be able to use those so that they can create spaces on campus for students outside of the library and the D-Building tunnel. We feel that this will be a great way to have our senators interact with the student body through coffee, conversation, and possibly through giant Jenga and Connect Four. This could also serve as a means to hold constituency meetings and could help to increase attendance of these meetings.

We are asking for \$250 to purchase three portable coffee dispensers.

Motion: To Approve SB17-05

Motion by: Elizabeth Gustafson

Seconded by: Selina Blackwell

Vote: Unanimous

Yeas(s): [4] Vice President Culp, Treasurer Gustafson, Secretary Gould, and Senators Espinosa, Watson, and Sioson.

Nay(s): [0]

Abstain(s): [0]

Point of Personal Privilege Request

Resuming of Meeting @ 3:54pm

2. Senate Tribute for Interim Chancellor Doris Ching

As most of you know, Chancellor Benham will be taking over as the official Chancellor of UH West Oahu, meaning, Interim Chancellor Doris Ching will be leaving the West Oahu campus. ASUHWO thought it would be a good idea to have a Senate Tribute for Chancellor Ching, honoring her for all of her participation with our organization, her support, and the effort she has made to attend all of our events. This tribute will be framed and given to her in addition to a gift from the senate if the senate still chooses to do so.

Motion: To Approve ST17-01

Motion by: Christielove Espinosa

Seconded by: Elizabeth Gustafson

Vote: Unanimous

Yeas(s): [4] Vice President Culp, Treasurer Gustafson, Secretary Gould, and Senators Espinosa, Watson, and Sioson.

Nay(s): [0]

Abstain(s): [0]



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Motion: To Approve the awarding of the Appreciation Medal to Interim Chancellor Doris Ching

Motion by: Haylie Culp

Seconded by: Elizabeth Gustafson

Vote: Unanimous

Yeas(s): [4] Vice President Culp, Treasurer Gustafson, Secretary Gould, and Senators Espinosa, Watson, and Sioson.

Nay(s): [0]

Abstain(s): [0]

3. Welcoming Chancellor Benham
Information previously given in Chancellor's Search Committee report.
4. Fall 2016 Stipends
If anyone would like to see how he or she was reviewed, that is available through Peer Review Sheets (PRS) form, which I will send out to everyone. Everyone qualifies other than Selina.
Isaiah
Office Hours and Constituency Meetings: 100%
Meetings and Attendance: 100%
PRS: 92.3%
Events: 100%
Total: 98.1%
Haylie
Office Hours and Constituency Meetings: 100%
Meetings and Attendance: 100%
PRS: 98.9%
Events: 100%
Total: 99.7%
Lehua
Office Hours and Constituency Meetings: 100%
Meetings and Attendance: 100%
PRS: 95.38%
Events: 83%
Total: 94.61%
Lizzy
Office Hours and Constituency Meetings: 93%
Meetings and Attendance: 90%
PRS: 97%
Events: 83%
Total: 90.95%
Adryanna
Office Hours and Constituency Meetings: 100%
Meetings and Attendance: 100%
PRS: 92.3%
Events: 66%
Total: 89.57%
Christielove
Office Hours and Constituency Meetings: 100%



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Meetings and Attendance: 100%
PRS: 96.92%
Events: 100%
Total: 99.23%

Kyle

Office Hours and Constituency Meetings: 90%
Meetings and Attendance: 100%
PRS: 90.76%
Events: 100%
Total: 95.19%

Isabella

Office Hours and Constituency Meetings: 90%
Meetings and Attendance: 80%
PRS: 81.5%
Events: 100%
Total: 87.8%

Brian

Office Hours and Constituency Meetings: 90%
Meetings and Attendance: 80%
PRS: 83.1%
Events: 100%
Total: 88.25%

Lydia

Office Hours and Constituency Meetings: 100%
Meetings and Attendance: 70%
PRS: 90.76%
Events: 83%
Total: 85.94%

Shermila

Office Hours and Constituency Meetings: 96%
Meetings and Attendance: 50%
PRS: 81.52%
Events: 100%
Total: 81.8%

Gabe

Office Hours and Constituency Meetings: 86%
Meetings and Attendance: 100%
PRS: 67.74%
Events: 66%
Total: 80.00%

Joyleanne

Office Hours and Constituency Meetings: 100%
Meetings and Attendance: 100%
PRS: 96.15%
Events: 100%
Total: 99.4%

Selina

Office Hours and Constituency Meetings: 0%
Meetings and Attendance: 66%



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PRS: 69.27%
Events: 100%
Total: 58.32%

Motion: To Approve the evaluations of each senate member and the awarding of a stipend to each qualifying senate member for the Fall 2016 Semester.

Motion by: Haylie Culp

Seconded by: Christielove Espinosa

Vote: Unanimous

Yeas(s): [4] Vice President Culp, Treasurer Gustafson, Secretary Gould, and Senators Espinosa, Watson, and Sioson.

Nay(s): [0]

Abstain(s): [0]

5. **Spring 2017 GM Schedule**

The time that works best for everyone is Wednesdays or Thursdays from 3:30pm - 5:30pm. The majority has decided that our meetings for next semester will be on Thursday from 3:30pm - 5:30pm on the second and fourth weeks of the month.

Announcements and Open Forum

Meeting Adjournment at 4:11pm

Motioned by: Haylie Culp

Seconded by: Christielove Espinosa



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Voting Record

Voting Record for General Meeting 17-010, Approval of Agenda and Minutes: To Approve Agenda for GM 17-010				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Christielove Espinosa	X			N/A
Brian Watson	X			Yes
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-010, Approval of Agenda and Minutes: To Approve Minutes for GM 17-009				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Christielove Espinosa	X			N/A
Brian Watson	X			Yes
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve SB17-05				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Christielove Espinosa	X			N/A
Brian Watson	X			Yes
Shermila Sioson	X			Yes



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Voting Record for General Meeting 17-009, New Business: To Approve ST17-01				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Christielove Espinosa	X			N/A
Brian Watson	X			Yes
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve the awarding of the Appreciation Medal to Interim Chancellor Doris Ching				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Christielove Espinosa	X			N/A
Brian Watson	X			Yes
Shermila Sioson	X			Yes

Voting Record for General Meeting 17-009, New Business: To Approve the evaluations of each senate member and the awarding of a stipend to each qualifying senate member for the Fall 2016 Semester.				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Christielove Espinosa	X			N/A
Brian Watson	X			Yes
Shermila Sioson	X			Yes



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