



# The Associated Students of the University of Hawai'i – West O'ahu 5<sup>th</sup> Senate of Kapolei

ASUHWO General Senate Meeting 17-011 called to order at 3:42pm on January 12, 2017 in room E-228.

## **Members Present**

President Isaiah Baclaan  
Vice President Haylie Culp  
Treasurer Elizabeth Gustafson  
Secretary Lehua Gould  
Distance Learning Senator Shermila Sioson  
Junior Class Senator Kyle Nadres  
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  
S.L Coordinator Rouel Velasco

## **Members Not Present**

Education Senator Lydia Haff – excused  
Student Caucus Ambassador 2: Selina Blackwell – will resign

## **Guests**

Frankie Pasion

## **Quorum**

Yes

## **Open Guests Forum**

Frankie Pasion: I have news from our last meeting in December about the library noise. Unfortunately, we cannot make any place downstairs a quiet zone area because there is a lot of foot traffic and its hard to control the noise. For example, there was a lot of activity today at the reference desk, the circulation desk, and the IT desk. But what we are going to do is extend the quiet zone from the end of the library on the second floor to the second floor reference desk. ASUHWO does not need to spend money on the signs, we will take care of signage as necessary. I will still be discussing signage in our next meeting.

Also I had a faculty ask me to ask you folks about purchasing books. I'm not sure how you folks do this so I will ask that she contact Isaiah.

Rouel: We did not use up all of the funds allocated to the Lending Library by the Senate Act that year. Therefore, the Act still stands and that money can possibly be used towards purchasing books.

## **Reading of Minutes**

**Motion: to approve the minutes for General Meeting 17-010**

**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 17-011**

**Motion by: Elizabeth Gustafson**

**Seconded by: Haylie Culp**

**Resolved: Agenda for General Meeting 17-011 approved with the following amendments**

- **Correct New Business to include New Business 8.5 Office Hours**

**Vote: Unanimous**

## Internal Reports

### 1. President

I am working on my bio for the Office of the President part of our website. I will be reaching out to the Tokai University Student government to see if they are interested in attending one of our future meetings to have a casual meeting. I am currently scheduling a meeting with Judy and I have contacted Former Interim Chancellor Ching about her Tribute and I will elaborate later within the agenda.

### 2. Vice President

January 3rd I attended the Kava ceremony in place of the president who was unable to attend. Welcoming for Chancellor Benhem was great with a wonderful turnout.

Correctional letters have been sent to any senators not meeting their requirements for immediate follow up, with one resulting in resignation.

All senate members have received transition sheets and should begin working on their binders to mentor incoming members.

I was unable to finish work on the bylaws, so asking for senators and members to look at their sections to propose possible changes to be made.

### 3. Secretary

I received a few emails from students who are using our online contact form and one person was asking about when our next election will be held. Isaiah has said that he will respond to these emails as soon as he is able to meet with Rouel to create an elections timeline. I received two of those emails today from students who were asking about the Lending Library and if new books have been added to the library and if we have a book in particular. I will also forward these emails to Isaiah; it is great to see that students are using our online contact form.

### 4. Treasurer

I am currently waiting to set a new meeting date with Kevin. I might need to have someone else take over working with him due to the problem with times and the conflict of student teaching.

I met with Kelly right before break and as of 11/30 there is \$30,153 in our account.

Big thanks to everyone for getting their information for stipends on time. Everyone that qualified should have received his or her stipend over break. If anyone did not please come and see me so we can figure it out.

### 5. Advisors

- a. Student Life Coordinator



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Back in 2014-2015, ASUHOWO did allocate funding for gift cards to give to veterans but not all gift cards were given out. We had purchased 50, five dollar gift cards; ten cards were given, seven were accounted for, and three were unaccounted for. Although time has passed, we still have 40 remaining gift cards so please keep in mind that you have these to use in whichever way the senate sees fit; it is being held in the cashiers office. When you folks would like to access these, please let me know.

In relation to your initiatives, I will be passing around a document that can be used as an example of how to formulate your steps towards implementation for your initiatives. This way, you can clearly present your progress to the senate and the senate can use this document to provide feedback. The senate really wants to support each and every one of you in the development of your initiatives as once it is complete, it will become a program of the senate and will be carried on my the senate.

Next, I'd like to discuss staffing office hours. It has been brought to my attention that there should be a clear difference between serving office hours and just hanging out in the office. When serving your office hours, you should be taking care of official ASUHOWO matters as opposed to hanging out off the clock. I only mention this because people have been bringing in their friends and significant partners and I don't think these hours should be counted towards your stipend. Therefore, please be sure that when you are on the clock, you are handling official ASUHOWO business.

Lastly, I'd like to announce a few important dates coming up within the next few months. Club Rush will take place on February 1st and 2nd, Wednesday, and Thursday, from 11:00am - 2:00pm, and set up will start at 10:30am. E Ola Pono is the sister event of our E Ola Kakou Health and Wellness event that will be happening tentatively from February 13-16. Finally, Monthly Munchies will take place in the D-Tunnels on February 21-23, March 20-23, and April 10-13. I wanted to invite student government to use these days to hold your Town Halls as there will already be events going on, meaning, more students should be out in the courtyard.

## 6. Standing Committee Reports

### a. Budget and Finance No New Updates.

### b. Activities

There are a lot of opportunities for ASUHOWO to interact with students on campus. E Ola Pono health and wellness fair is on February 22nd, I think we should table and survey with connect four (working on new coins) and henna/swag. Is this something ASUHOWO would like to be a part of? If so, what would we like to do or accomplish while there? I believe we also have club rush and west sesh open mic night? Intramural field day? I think it would be good to participate in these things as a senate. I know a lot of us are busy bees but by bringing this forth now at the beginning of the semester, I hope we can plan well in advance so it may be a possibility. Also, I would like the senate to implement a new policy regarding events we participate in:

When we hold events as a senate, each member is required to contribute ONE (1) hour to the event (i.e. tabling, set-up, or break down. Time spent prepping will not contribute to the one hour mandatory for the actual event.). IF a member fails to contribute the mandatory one hour, that member must table by themselves (or coordinate with other



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members who missed their one hour and table as a group) within the following two weeks for TWO (2) hours, each individual needs to serve their two hours congruently. This Tabling should be done no later than 14 regular days after the event that was missed. The make up tabling is mandatory if you miss an event, I believe no exceptions or excuses should be accepted unless it be a serious complication (i.e. Death in Family, Hospitalization) if need be, can be decided case by case by activities chair committee and president. I would like the senate to implement this policy so that we can hold senate members accountable and prevent any more mishaps during events. Please let me know what you think.

Haylie: We may need to do an SOP to implement this policy.

- c. Legislative  
No New Reports.

## 7. Senators Report

- a. Distance Learning Division Senator

Like I said in my previous email, I am planning to schedule my town hall meeting every 2nd week of the month to meet my constituents. Most of the time, I will do it at Starbucks, but Selina and I will talk to each other today before the meeting if we want to collaborate and set up just one townhall meeting, not sure if she is required though.

Also, I have a meeting with Sunny Cabello, the new UH Learning Community Coordinator based on Maui, tomorrow regarding the transfer fair on February 8. She wants my input for the fair and would love to help them out in anyway I can. Also, I have a meeting with Melissa Mauiola sometime next week just to talk story and see if we can get more involvement from DL students. I asked her regarding a STAR-GPS workshop for course registration last semester but I guess they will not do any. By any chance, is the UHWO advising office doing any? Maybe we can do like a live streaming or a video on how to enroll or register and how to use STAR in general.

I think the fair can be an initiative for me this semester. But I want to add on a resolution about coordinating a free UHWO book pick-up in UH bookstore in each island instead of charging the students for shipment.

And for the laulima tab, Therese Nakadomari wants to sit in to one of our meeting to discuss this initiative. I would love to push this initiative but if you guys think that this will not work, I will let her know. I need everyones input on this one.

- b. Junior Class Senator

So during the break my colleague and I worked on a proposal to show Loea. All I would need to do is show him the document. For my second initiative, I need to see Loea which I have scheduled an appointment for next week Monday.

- c. Sophomore Class Senator

I've been doing a lot of work with a specific group of sophomores over the break. This group is made up of 25 sophomores who receive the Makalapua scholarship. Some background, the scholarship is suppose to cover the cost of tuition every year for four



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years and may cover extra cost if finance allows, it is financed half by Kamehameha Schools and UH Systems, and is a pilot program. The group of sophomores came to me because they hadn't received full funding (they only received half, the half given by Kamehameha) for their tuition and have been having problems with holds on their accounts and registration and things like that. One student in particular was leaning towards filing a formal complaint against the scholarship because she felt deceived and this led to her emailing all other 24 students to compile a list of concerns/complaints. I was asked to find out what's going on with it because the students were still having trouble understanding after talking with administration, financial aid and the scholarship committee. I had a close colleague of higher rankings call Kamehameha without identifying the problem as being from UHWO. I made sure to keep the conversation as a general inquiry and the problem theoretical to prevent UHWO being targeted and creating any problems for our campus. My colleague talked with a man (who wished to be left unnamed on the record) who works for this particular scholarship. He explained that this problem is system wide. UH was having trouble providing their share of the scholarship and both entities knew this since their meeting together in August. I believe this information wasn't passed down which led to misinformation to students, on a system-wide level. Basically there were and are problems with the scholarship but because it is a pilot program, I understand that it all can't be perfect. I don't believe UHWO should be held accountable for this because it is system wide and I know, after talking with some of the scholarship committee members, that UHWO in particular is doing the best they can. After doing all this, I presented the students with the basic information and said that it's a pilot program, which is having trouble on a system wide level and since our education isn't being jeopardized, we should be patient and work with our campus and give our support as they make things better for us. Because the one student sent the mass email out, a meeting was called for all students and scholarship committee to attend. The scholarship committee kept things clear and transparent so I think it helped a lot. But after this meeting it came to my attention that the one student went as far as calling Kamehameha and talked to a person named Tessa. The student told Tessa that UHWO hadn't given their half of the scholarship which leaves her and other students with complications. Tessa told the student that if its recurring that they will call UHWO to work things out. I'm hoping that the student did not create a bigger problem and so far I haven't heard of anything other problems relating to this. I believe the issue has been resolved as much as it could be for now, but I will continue to work with the scholarship committee and students to make sure everyone remains neutral as we move forward.

d. Freshman Class Senator

So, I emailed Rouel my fliers for "Friends" hoping that with club rush coming up I may have a few freshman students contact me about wanting a pal or a group to tag along with. I'm having tremendous difficulty getting the students involved. It appears that if it doesn't have to do with their major specifically or if it isn't at a tabling event where free food or merchandise is being given away the students seem a bit uninterested.

I have a few initiative ideas for this coming semester. The one that I want to see through is giving away free carnations on Valentine's Day upon completion of a survey pertaining to ASUHO. Not the first-year experience because I know there is already a club that does that but maybe just the students ideas of what student government is or what they do or can do for them. A lot of the students I have talked to do not exactly understand what it is that student government does or the things we offer (constituency meetings,



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etc.). I think that it will help the incoming freshman senator as well as the entire senate to come up with initiative ideas that can actually be executed.

e. Business Administration Division Senator

Beginning last semester, my initiative is still to push for the implementation of the Big Interview software on our campus to further service students in helping them to obtain jobs. In the upcoming week, I will be looking into how to purchase the software.

Secondly, I will be meeting with student services tomorrow to go over the steps to implementing the use of the software throughout our campus after we have purchased it.

Lastly, my initiative for this semester will be to coordinate a global entrepreneurship week. My hope is to have speakers from different professions to speak to students. I stopped by LCC last week to take a look at their student life program and I noticed that many UHWO students also take classes at LCC and I think it would be great to pair UHWO with LCC to help fill seats.

f. Social Sciences Division Senator

I read the minutes from the last meeting and saw that someone approached Christie about a daycare on campus and would like to know more about it since it falls under my division. This could be a possible initiative for me this semester. I was waiting to hear from Isaiah about the usage of tobacco on campus. This will decide what I will do with my initiative this semester.

Aside from that, this first week of school, I have introduced myself as the Social Sciences Senator to my classes and have let them know where to come if they wished to speak to me or anyone else.

g. Public Administration Division Senator

Reporting that my initiative last semester was the in office board. This semester my goal is to put together a completely updated list of PUBA practicums because they are very out of date.

h. Education Division Senator

I am working on planning another Praxis Resource workshop through the SNEA. We ran one last semester and it was very successful. I am going to start building off of a suggestion from a constituent last semester and having an event where students are able to come and learn about the Praxis fee waiver and get it signed and approved by a financial aid officer. The students are asked to confirm that they are receiving aid on the form.

Monthly constituency meetings will be on 3rd Fridays at 12-2pm. Room TBD.

8. Caucus Ambassador

Selina, Isaiah, and Christielove attended the Caucus Meeting this past Saturday and the Caucus deliberated their legislative agenda for this session. They also discussed the topics they were interested in and what they wanted to bring back to advocate about. I will forward you all the minutes so that you folks can review what they will be asking for. Later in the agenda we will be going over their Caucus By Laws and Constitution because each student government





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organization has to be given a say in the amendments made to these documents before the representatives vote on it.

Caucus has invited us as a senate to bring forth anything we'd like to push for to be presented during this legislative session and they would make it a part of their resolution.

The next Caucus meeting will be held on Maui and Isaiah and Christielove will be attending.

## **Point of Personal Privilege Request:**

Caucus Meeting Discussion

## **Resuming of Meeting @ 4:50pm**

9. Campus Committee Report
  - a. Communications Committee  
No New Reports.
  - b. Transportation Committee  
No New Reports.
  - c. Technology Committee  
No New Reports. The next meeting will be on January 20<sup>th</sup>.
  - d. Health Committee  
No New Reports.
  - e. Strategic Planning Committee  
No New Reports. New committee members will need to be appointed.

## **Unfinished Business**

1. Student Survey Roll Out Committee  
We have received two sets of posters that will need to be posted in all classrooms. We also received table tents that will need to be placed on the tables in the cafeteria. Kyle and Brian will be in charge of posting these on January 18th.  
  
Also, I forwarded everyone the email with the training video so please take the time to watch this as you will not be able to speak about the survey if you have not watched the video. Also I'd like the division senators and class level senators to partner up to present to classes to inform them about this survey. Our goal is to collect 400-500 surveys as is a priority of President Lassner.
2. Island Liaison Ad Hoc Committee  
No New Updates.
3. Issue of Professional Liability Insurance  
They are still in the process of contacting people and they will provide me with updates that I will present in our next meeting.
4. Coffee Bill



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This has been codified and we are awaiting purchase.

5. **Senate Tribute for Interim Chancellor Doris Ching**  
I've contacted Chancellor Doris Ching and invited her to our next meeting so that we may present her with our Senate Tribute. She explained that she will be off island for a while but said that she would be happy to come to one of our meetings or if that doesn't work, she'd like for all of us to meet up to have dinner with her. Isaiah will look into setting up a date with Chancellor Ching.
6. **Welcoming Chancellor Benham**  
Haylie attended this ceremony with Christielove and Elizabeth and Haylie expressed that it was a great event.

## **New Business**

1. **Reviewing Caucus By Laws and Constitution**  
Due to our time constraint on this meeting, I'd like everyone to read through these documents individually and provide me with your own personally recommendations.
2. **Elections Committee**  
This committee will need to be comprised of those who are not running. Therefore, all those who are not running will need to serve on this committee. Rouel and I will have a tentative elections timeline set by today that will need to be approved at our next meeting.
3. **Transitioning Ad Hoc Committee**  
This committee is in charge of making sure that each senate member completes a transition worksheet to be given to the next person that will serve in that position.
4. **Town Hall**  
We feel that it would be a good idea to hold our Town Hall during the E Ola Pono event from 9:15am - 4:00pm. This will be further discussed in our Executive Board Meeting this month.
5. **Office Hours**  
Elizabeth: As Haylie and I have mentioned, we are student teaching this semester and are not allowed to miss any days of work. With that being said, it will be nearly impossible for the two of us to serve office hours as in addition to student teaching, we both also have other jobs and commitments. Therefore, I'd like to propose, as the previous senate has done before us, to suspend the rules of office hours for the Spring 2017 semester.

**Motion: to suspend the rules of office hours towards stipends for the Spring 2017 semester**

**Motion by: Elizabeth Gustafson**

**Seconded by: Lehua Gould**

**Vote: Unanimous**

**Yea(s):** [11] Vice President Culp, Treasurer Gustafson, Secretary Gould, and Senators Sioson, Nadres, Espinosa, DeAngelo, Geronimo, Pineda, Watson, and Haff.

**Nay(s):** [0]

**Abstain(s):** [0]

Office hours will now be held by appointment, 48 hours in advance.





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## **Announcements and Open Forum**

Lehua: In regards to sending in your folk's reports, I'd like to ask that you email me a well thought out report rather than a bulleted list in order to maintain professionalism within the minutes.

Rouel: Just wanted to let you folks know that I will be running a GPA check to make sure that everyone has maintained the required GPA to be a part of the senate.

Isaiah: Lastly, the office has been a mess lately. We really need to tidy up and please do not leave bulky trash in the trashcan. There is a trash bin right outside of the student lounge for bulky trash.

## **Meeting Adjournment at 5:41pm**

**Motioned by: Elizabeth Gustafson**

**Seconded by: Lehua Gould**



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## Voting Record

Voting Record for General Meeting 17-011, Approval of Agenda and Minutes: To Approve Minutes 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
Shermila Sioson	X			N/A
Kyle Nadres	X			N/A
Christielove Espinosa	X			N/A
Adryana DeAngelo	X			N/A
Gabe Geronimo	X			N/A
Isabella Pineda	X			N/A
Brian Watson	X			N/A
Lydia Haff	X			Yes

Voting Record for General Meeting 17-011, Approval of Agenda and Minutes: To Approve Agenda for GM 17-011

Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Shermila Sioson	X			N/A
Kyle Nadres	X			N/A
Christielove Espinosa	X			N/A
Adryana DeAngelo	X			N/A
Gabe Geronimo	X			N/A
Isabella Pineda	X			N/A
Brian Watson	X			N/A
Lydia Haff	X			Yes



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Voting Record for General Meeting 17-011: to suspend the rules of office hours towards stipends for the Spring 2017 semester				
Name	Yea	Nay	Abstain	Vote By Proxy
Haylie Culp	X			N/A
Elizabeth Gustafson	X			N/A
Lehua Gould	X			Yes
Shermila Sioson	X			N/A
Kyle Nadres	X			N/A
Christielove Espinosa	X			N/A
Adryana DeAngelo	X			N/A
Gabe Geronimo	X			N/A
Isabella Pineda	X			N/A
Brian Watson	X			N/A
Lydia Haff	X			Yes