



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

ASUHWU General Senate Meeting 18-003 called to order at 1:36pm on August 22, 2017 in the student lounge.

Members Present

President Lehua Gould
Vice President Moana Toomalatai
Secretary Jayce Oda
Treasurer Adryana DeAngelo
Senior Class Senator Seung Ah Shin
Public Administrator Senator Keao Chun
Caucus Member Christielove Espinosa
S.L Coordinator Rouel Velasco

Members Not Present

Education Senator Ciara Batulan - Excused

Guests

None

Quorum

Yes

Open Forum Guests

Reading of Agenda

Motion: to approve the minutes for General Meeting 18-001

Motion by: Adryana DeAngelo

Seconded by: Moana Toomalatai

Vote: Unanimous

Motion: to approve the minutes for General Meeting 18-002

Motion by: Moana Toomalatai

Seconded by: Adryana DeAngelo

Vote: Unanimous

Motion: to approve the agenda for General Meeting 18-003

Motion by: Adryana DeAngelo

Seconded by: Seung Ah Shin

Vote: Unanimous

Amendments

- **Fix line item 5.2 Motion to approve agenda for General Meeting 18-003 to say 5.3**
- **Under Campus Committee report, add Faculty Senate committee**
- **Add Christielove Espinosa to Student Caucus 1 Ambassador**



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

Internal Reports

1. President

On Monday, August 14, I attended the All Campus Council of Faculty Senate Chairs (ACCFSC) Retreat at KCC. The Presidents from all of the UH-System Student Governments were invited to join the Faculty Senate Chairs, Board of Regents Chair Jan Naoe Sullivan, and Student Regent Brandon March Higa for lunch. During lunch, one student representative sat at each lunch table and voiced opinions from a student perspective. At my table, we primarily discussed my role as president and how ASUHWO goes about recruiting people and promoting itself as HCC's faculty members were interested in learning how to grow their Student Government.

Received unsigned letter about transferable credits to UH Manoa.

2. Vice President

No new report.

3. Secretary

I am currently waiting for Facilities to get back to me on reserving room E-109.

I have updated the website with our office hours, and pictures. I have also posted on our facebook and instagram our meeting for today. Once we get E-109 reserved I will post the flyer.

Lehua: If you could change the main cover photo to our group photo.

4. Treasurer

I did attend one of the meetings for the future plans of UHWO. I think the faculty and staff have some really exciting and innovative ideas that tie into what UHWO and Hawaii stand for (sustainability and aina) aside from that I have nothing new.

On a side note though, am I supposed to be meeting with someone or having an update as far as budget numbers every meeting?

Rouel: That would be ideal.

Adryana: So I'll just go to Kelly to get the budget number.

Lehua: Since we have meetings twice a month, I feel like you would meet with Kelly once a month so if you bring the same number twice it's no big deal.

5. Advisors

a. Student Life Coordinator

Printed more Fall Elections applications.



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

Paperwork submitted to Kelly for attendance to ASGA conference is processed - Kelley, Seung ah and myself will be attending.

Consider participating in the Community and Club Involvement Fair formerly known as Club Rush is set for Sept 6-7 to continue with promoting elections.

Lastly, as student government leaders you are ultimately responsible to your constituents. You may be approached by administrators, staff and faculty, but you are encouraged not to feel obligated to saying yes to their request without the consultation of the senate. That your first priority is to your constituents. Consider this...*who* is accountable to *whom*, for *what* purposes (useage of money), for *whose* benefit (the students), by *which* means (how we intend to benefit), and with *what* consequences? Do not feel like you have to say yes and do not feel pressured, you can say that you have to bring it back to ask the Senate because there may be things from the past that might be resurfacing, so please let me know because they may leave me out of the discussion which is fine. Once they start to put it on you folks, it's that of interest to the senate.

6. Standing Committee Reports

a. Budget and Finance

No new report, but I will talk to Kelly and Kevin.

Rouel: In the event you guys want to provide food for elections, that next meeting you guys need to have the bill. This would be for anyone to write the bill, then for it to be distributed to the right committee.

b. Activities

I am not sure if Jaypee is still in ASUHWO. I think he was the designated chair for the activities committee. However, if there is word of him that he already left and notified the president and advisor, then as of now, we do not have a chair for activities committee. I believe Jayce and I are the remaining members. My question is: "Will we need to vote on a new chair or do he/she can volunteer to replace Jaypee? What are the responsibilities of the Activities committee's chair?"

Lehua: Jaypee has resigned, he is no longer apart of the senate. We don't need to vote on a new chair someone can replace him or we can designate a new chair. The responsibility of the chair is to contact everyone within the committee and arrange a meeting. We do need to designate a new chair.

Rouel: It does sound like Ciara is willing too.

Lehua: I will email her, but I can CC rouel.



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

- c. Legislative
No new report.
- 7. Ad Hoc Committees
 - a. Elections Committee
No new report.
 - b. Transition Committee
No new report.
- 8. Senators Report
 - a. Senior Class Senator
No new report, I haven't planned an igniteve yet.
 - b. Public Administration Division Senator
I was approached by the Law Society Club, they were doing some activities during constitution days, between Sept. 19 and Sept. 21. They asked if we would be interested in participating. They never gave me any details on what they want us to do but I told them they have to give us more details.

Lehua: We can keep it in mind and give them a deadline by Sept. 1 because we do have our elections that same month and I don't want to overwhelm anyone

Keao: I'll let them know and give them a Sept. 1 deadline.

I sent out the copy of the proofs for the business cards and the table cloth. I have the numbers for the cost and whatever we might need.

Discussion on the color of the business cards and table cloth.
Keao volunteered to create samples of a white, black and red card.

Cost of the tablecloth is \$179 and business cards are \$21.98 for 500 cards.

Discussion on image on the business cards.
The owl and/or seal used on the table cloth may be used on the business card. Keao will be making a sample of this card.
 - c. Education Division Senator
My current plan is to integrate the TEACH Grant as UHWO. I may need to change this because it is difficult to contact the financial aid information center and every time I called, I have not been transferred to an agent to get more information.

A possible second initiative is a High school partnership. This would mean to partner with



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

current high school education courses and possibly have a day where UHWO ed majors volunteer to share their experience as Ed-students (and more) with those classes. I think that this activity will not only help with student recruitment, it can also count towards service learning hours (if volunteers have a class that needs it) and it is something that can ease future ed-majors during the transition between high school and college. The only problem is that so far, I have only heard of early learning education classes but no secondary so far.

I may need to plan more initiatives in case these don't work out.

I still need to plan and meet with my constituents.

9. Caucus Ambassador

Have not had meeting since May but training will be held on the 26th and the 27th, so I will be only be able to attend on Saturday because of the change and I already have prior commitments for that Friday, and it's a full day of training. It's going to be a lot of team bonding because the constitution and bylaws for caucus been taken care of last year. We are looking more towards pushing for bills, supporting bills, supporting resolutions, and maybe taking new student initiative to the legislator.

We do have new Caucus, I didn't see it on the agenda, are we introducing it?

Lehua: I'm going to add it.

Hopefully there will be a Caucus applicant attending with me on Saturday, and hopefully, maybe they can make it on Friday too.

A current initiative I am thinking of is something similar to what UH Manoa is doing, where they only fly the Hawaiian flag on Hawaiian independence day. I am interested in the sociological factors that affects student life on campus, kind of along with culture identity. Having that presence here on campus, because the UHWO mission statement is supporting indigenous culture, more specifically Hawaiian indigenous culture. Manoa flies just the Hawaiian flag, and I believe last year was the first year they did that, so I'm hoping to implement that here as well, and maybe take it to caucus and have it be a UH system thing. I am still drafting the resolution.

10. Campus Committee Report

a. Health, Transportation and Technology (HTT) Committee

No new report, but the next meeting is on Friday August 25 from 11:00am-12:00pm.

b. Senior Staff Committee

Aloha: Not able to attend the meeting tomorrow, but Seung ah said she could attend.



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

The last senior staff meeting it was like a formal training day. We did the Pili Aina, going to Palehua, going to the pool, Kapolei and talking about place and identity and who are students are and who we're serving. How we're going to implement that as a senior staff.

c. Faculty Senate Committee

At the last Faculty Senate meeting, it was agreed that the ASUHWO President be given a voting seat within the senate. Therefore I now have a voting seat and will be able to more greatly contribute student input at these meetings.

We don't have a new meeting date as of now.

Rouel: September 1st.

Lehua: How come no one emailed me?

Rouel: Know that the first friday of every month, is the meeting for Faculty Senate. September 1st, at 11:30 in E-206.

Lehua: On september 1st, I was asked to give a speech at a scholarship lunch, and they have not given me a time yet, so I'm pending my availability to go to the meeting or not. I don't know if anyone can go in my place.

Rouel: You should ask if you can Proxy or delicate authority because you have prior commitment, so they know you have a speaking engagement.

d. Campus Compliance Committee

Seung Ah: In the meeting on July 25, members were mainly discussed about how to present Title IX/Act 208, ADA/504, Clery- ASR, CSA training, FERPA ,DFSCA/EDGAR Part 86 and VAWA for campus training (PD Day, orientation). Processes and policies of these including way to spread awareness with hardbound resources and UHWO pamphlets.

Also reviewed the idea of PUEO Program and PUEO Points. The "PUEO Program" stands for People, Unity, Empowerment, and 'Ohana. Each of these themes represents a major area of compliance and the events calendar was organized around these topics. Each of the three divisions will have an opportunity to compete and win the UHWO PUEO Competition. In this competition, divisions (Administrative Affairs, Academic Affairs, and Student Affairs) earn "PUEO Points" in a variety of ways.

Lastly, all members agreed to make official Hui email account.

In the Aug.9th meeting, fundraising for future events was discussed. Brian has been in



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

touch with Kent Coarsey for fundraising efforts (aimed at the 3 major malls in the area). Kent's response was that it's a tricky situation, especially if we were to ask for monetary donations or gift card prizes. Brian will write a letter soliciting these partnerships on behalf of Beverly. Steven will contact at the Carpenters' Union is ready to donate (prizes).

There is no changes in calendar and events. Ryan recommended Friday, 11/3 (1:30-3:30) for kickball event. Brian has a large-scale version of PUEO Poster that he will have placed around campus. Email- pueohui@hawaii.edu is up and ready.

For One Billion Rising Dance/ HA'A (Aloha and the awareness to stop sexual violence), members are looking for someone to teach them. Seung ah will ask student dance club if they would like to join and teach. Ryan will ask the Zumba instructor if she'd teach it in the first 3 mins of each session (Mondays 4:45-5:45 at the LOFT).

About 30 student employees were trained (attended orientation). However, there are hundreds of student employees. Thus, members suggested to make a way to train more student employees. Tom mentioned that there was confusion regarding how to identify whether or not a student has signed the FERPA agreement. Also members were confused on who can discipline student employees. Loea will be cross-trained as the student conduct/student employee conduct point-of-contact.

Ryan suggested that in Intramurals, if a student acts up in any way - they're instantly removed from the scene, Ryan puts a hold on their account, and they need to speak to Steven before the hold is removed. Students must abide by the Conduct Code and they need to be held accountable if they break it.

Lastly, members reviewed and finalized plans for PD day. The next meeting will be on September 21 from 9-11am.

Rouel: What did Student Government Volunteer for?

Seung Ah: I was listening, and I volunteered to ask Dance Club if they wanted to join the One Billion and Rising. When they were complaining about the events, they mentioned Kyle. So I gave them information ahead that Kyle will not be able to present the president LGBTQ club.

Lehua: They said he wasn't the president of the club anymore?

Seung Ah: No, I told them that Kyle will not physically be on campus, and that I am not sure what will happen to the LGBTQ club. I just tell them that information because they thought to contact Kyle about the event, so knowing that Kyle will not be here, that he would not be the right person to contact, you might need to find someone else. Nothing else unless they had questions about the students.



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

e. LRDP

i. IAELF Master Strategic Work Group

Lehua: There has been a lot going on with this committee over the summer. Thus far, we've met with developers who are helping our work groups create a cohesive vision on how to properly expand our campus. They've drawn up multiple campus layouts that we, combined with the three other work groups, have looked at and voted to agree upon one or two layouts we think best fits our campus. This is still an ongoing project and the committee will need to continue to meet.

Our next meeting date will be on September 1st from 9:00am – 11:00am. Unfortunately, my scholarship advisor has asked me to attend a lunch at 10:00am to give a speech. Would anyone be available to attend this meeting in my place?

Aloha: I'll be able to attend the meeting. What room is it in?

Lehua: They did not tell me what room it's going to be in yet, just to reserve the time, but I will email you.

ii. Land/Facilities Work Group

Moana: On the first day of the workshop we visited a few different sites in Kapolei and Makakilo. These site visits were to get a better idea of the surrounding area's history and natural features that could be incorporated to our campus development. While exploring the sites we got to learn a little about the different agricultural aspects of the campus, such as the old gulches that run through the campus. When we got back to campus we regrouped and brainstormed what would be important to include in the new campus. We also talked about the different aspects that needed to be incorporated in the campus such as; collegiality, anchoring, student/faculty life, mobility, connection to nature and the town/gown relationship.

On the last day of the workshop three sketches were developed for us to pick from. The gulches became the focal point of the campus plans, due to its history and connection to nature. The plans all had different aspects that the group liked or disliked and we were able to give feedback to the design team. During this workshop we were able to share ideas to develop a foundation but the final plans will not be completed until much later in the planning process.

Discussion on mission statement.

Lehua: They took the top two or three, and combined it, but it did said student



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

centered, indigenous serving. I don't know where we would get a copy of the mission statement. That mission statement Rouel, is just what they're following through the entire process, but it doesn't have anything to do with the mission statement as a school. It's more so what our mission is to developing the campus.

Rouel: Who had a say in that mission statement?

Aloha: We were able to vote, and we underlined student centered because there was only one statement that included it.

Discussion on having students being able to vote on potential layouts for the school's expansion.

Rouel: Paralleling to our PD day for our Faculty and staff, they presented the three options for potential layout, and I believe we have say in, and they were given us different charts to see what we like. That's only for faculty and staff, are they going to do the same thing for students?

We do not know if they are going to allow all the students to take a vote, however

it

may be something of interested Student Government may look into.

iii. Long Range Academic Work Group

Christielove: That was also in part of that all committees together day that we went too.

Lehua: Did you go to the academic meetings? I don't think so, because what happened over the summer was that, they were having those and we didn't have anyone designated yet. We only got people in place in time for the development meeting.

Lehua: Do you have anything for that Rouel?

Rouel: I do not. I know they presented a bunch of allied health related programs. They are looking at introducing and sending forth as a new bachelors, the science and math, proposing that. One of the other things they are trying to revisit is the structure of the academic programs. We have six bachelor's degrees but five divisions, so one degree can go in either two different divisions.

Lehua: That's Creative Media?

Rouel: Yes, so they are looking at revisiting the structure of creating another division or reconsidering looking at developing colleges schools within the



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

academic sight. It has a lot to do with the structure of how the programs will be housed. Not just Creative Media but other programs but Sustainability Community Food Systems, Facilities Management. All these programs under a particular thing is not necessarily housed under a division, it's only housed under a bachelor's degree. They are trying to clean up the structure, to either help the programs be successful or for failure.

- iv. Enrollment Management Work Group
No new report.

Unfinished Business

1. Two Day Senate Training

Lehua: Thank you guys all for making the time for coming out, we did talk about a lot of things. We went over our constitution and bylaws, how to write bills and resolutions which will be sued very soon. The second day we spoke with Jan about parliamentary procedure and went over mid-west academy model. Jan expressed he would like to meet with us a second time, to go over that worksheet we did about different issues we wanted to touch up on. I think he also said he would need an hour for this. Let's look at our calendars and agree on a time we would be able to meet. Where is everyone at this Friday at 11:00? I'm thinking we pick two dates, and I'll email Jan and see which one will work better out of the two dates for him.

Discussion on which dates would work out for us.

Lehua will Email jan and purpose, Friday, August 25 at 1:00pm and Tuesday, August 29 at 2:00pm.

2. Appointment of Caucus Ambassador

Lehua: We voted to appoint Christielove Espinosa.

3. Fall General Senate Meeting Schedule

Lehua: I will discuss this further in item 8.4.

4. Assigning Standing Committees

Lehua: Please see the forwarded spreadsheet that I sent to everyone. It has the names of Chairs for each committee and the members of each committee. We're aware activities committee needs a chairs, and eventually we will need to put people on our AD HOC committee for special elections.

5. Assigning Campus Committees

Lehua: Please see the forwarded spreadsheet that I sent to everyone. It has the names of Chairs for each committee and the members of each committee. We're aware activities committee needs a chairs, and eventually we will need to put people on our AD HOC committee for special elections.



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

6. Approving of ASUHW O Budget for the Fiscal Year Ending May 2018
Lehua: That was completed.
7. ASGA National Student Government Summit
Lehua Rouel covered in his report that myself, him and Seung Ah will be attending this at the end of september.

New Business

1. Welcome Week Tabling
Lehua: Thank you to everyone who signed up to table. I heard it's been going okay, that we've been giving out at least a couple of applications a day. Tomorrow, for me a work thing came up that I can't get out of, I won't be able to serve the time I assigned myself. Ciara and Seung Ah will have a meeting in the morning. The only person that will be out there is Ciara from 11:00am-12:00pm, I was going to tell her that tabling may not be necessary that she could just stand up and pass out applications as need be.
2. Punua Days
Lehua: In regards role as ASUHW O at Punua days. I feel that our workshop went well, we ran it informally as planned. We talked to students as peers, gave them advice as peers and we tried our best to feel comfortable to ask questions and learning how to get more involved on campus.
3. Senate Photos for Classrooms
Lehua: Our student government pictures are in the classrooms, but we have not yet posted our pictures up yet in the classrooms. My question to you guys and Rouel is, do you guys want to wait until after special elections to put them up, or just put up what we already have?

We will be posting what we have now.

Discussion on making a long term board for each of the classrooms.
Keao offered to look into the different options we have, weather it be we make the boards or buy them, along with the cost.
4. Meeting Time Postings
Lehua: Do we post our flyers in the classrooms if we don't have not yet solidified all of our meeting locations or should we just post on social media and post as we go?

Rouel: We should just post all of the dates, but to add to "contact us" for the location with our email, office phone and social media accounts.
5. Office Hours
Lehua: Everyone is good on the office hour thing right? Jayce sent out the sheet, and everyone knows how to update that. When you put in your hours for tabling just make a note that it is for tabling so Jayce can differentiate the hours for time you will be in the ASUHW O office.



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

We will be logging down our own hours in a sheet in the office, that still needs to be made.

6. Club Rush

Lehua: I shared a google doc and invitations for tabling. It's on September 6th and 7th from 11:00am-2:00pm. The minimum we're asking for is at least one hour. If you could just go into the doc and add in your times. The bottom of the doc is just some other details. Once things are solidified, I will send out an email.

7. First Town Hall/Swear in Ceremony

Our bylaws require we have quarterly town hall meeting. Last year we combined our Town Hall with our Swear in Ceremony, but we did this after Special Elections, so this is something I would like to do again.

Discussion on how we might run a Town Hall. October we would have a Town Hall and our Swear in Ceremony.

Announcements and Open Forum

Lehua: I think that ASUHWO got really involved with activities on campus, and I think that took away a lot of our time and took away time from looking at and changing policies. I would really like us to not lose sight on things that is important to our constituents. I would like to focus on issues we decide to focus on.

Discussion on how we're involved at different events.

Meeting Adjournment at 3:18 pm

Motioned by: Adryana DeAngelo

Seconded by: Seung Ah Shin



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

Voting Record

Voting Record for General Meeting 18-003, Approval of Agenda and Minutes: To Approve Minutes for GM 18-001				
Name	Ye a	Nay	Abstain	Vote By Proxy
Moana Toomalatai	X			N/A
Jayce Oda	X			N/A
Adryana DeAngelo	X			N/A
Seung Ah Shin	X			N/A
Keao Chun	X			N/A
Ciara Batulan	X			Yes

Voting Record for General Meeting 18-003, Approval of Agenda and Minutes: To Approve Minutes for GM 18-002				
Name	Ye a	Nay	Abstain	Vote By Proxy
Moana Toomalatai	X			N/A
Jayce Oda	X			N/A
Adryana DeAngelo	X			N/A
Seung Ah Shin	X			N/A
Keao Chun	X			N/A
Ciara Batulan	X			Yes

Voting Record for General Meeting 18-003, Approval of Agenda and Minutes: To Approve Agenda for GM 18-003				
Name	Ye a	Nay	Abstain	Vote By Proxy
Moana Toomalatai	X			N/A



The Associated Students of the University of Hawai'i – West O'ahu 6th Senate of Kapolei

Jayce Oda	X			N/A
Adryana DeAngelo	X			N/A
Seung Ah Shin	X			N/A
Keao Chun	X			N/a
Ciara Batulan	X			Yes