



# The Associated Students of the University of Hawai'i – West O'ahu 7<sup>th</sup> Senate of Kapolei

ASUHWOW General Senate Meeting 19-003 on Tuesday, August 28th, 2018 at 12:06 p.m. in Student Lounge C-216.

## **Members Present**

*President* Rawley Riccio tardy until present

*Vice President* Jayce Oda (proxy by Sydney after 12:19 p.m.)

*Secretary* Anna Nguyen

*Treasurer* Sabrina-Kuuipo Magdato

*Junior Class Senator* Sydney Millerd

*Education Senator* Paige Pagaduan

*Caucus Ambassador* Christielove (Aloha) Espinosa

*Student Life Advisor* Rouel Velasco

## **Members Not Present**

N/A

## **Guests**

N/A

## **Quorum**

Yes

## **Open Forum Guests**

UHWOW student, Taimane, submitted Special Election application for Distance Education/Business Administration Senator

UHWOW student Carla was interested in the Freshman Class Senator position

## **Reading of Agenda**

**To approve the Minutes for Meeting 19-001**

**Motion:** Sydney M.

**Second:** Paige P.

**To approve the Minutes for Meeting 19-002**

**Motion:** Sabrina M.

**Second:** Paige P.

**To remove date of meeting, August 27, and add August 28 for Agenda 19-003**

**Motion:** Anna N.

**Second:** Sydney M.

**To remove Section 2: Roll Call "Senate Speaker" row from Agenda 19-003**

**Motion:** Anna N.

**Second:** Sydney M.

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**To remove 5.3 and 5.4 under Approval of Agendas and Minutes from Agenda 19-003**

**Motion:** Sydney M.

**Second:** Sabrina M.

**To remove 8.2 (*Approve Minutes for ASUHW General Senate Meeting 19-002*) under New Business from Agenda 19-003**

**Motion:** Sydney M.

**Second:** Sabrina M.

**To approve the Agenda with Amendments for Meeting 19-003**

**Motion:** Sydney M.

**Second:** Sabrina M.

**To amend and approve the Senate Bill 19-01 Kids First Film Festival funding**

**Motion:** Sydney M.

**Second:** Sabrina M.

**Amendments:** Line 9 – add “students” in between “UHWO faculty”

## Internal Reports

### 1. *President*

Rawley participated in tabling during Welcome Week and reached out to different administrations on UHWO campus. Specifically, he scheduled an appointment with Sharon to discuss ASUHW's role on accreditation such as making certain changes to the ASUHW website. Additionally, he will have to schedule a meeting with Vice Chancellor of Student Affairs, Judy, as well.

### 2. *Vice President*

Jayce is looking into doing some team-bonding sometime in September on a weekend (breakout room and lunch). He will send an email or poll to see what dates work best for all the Senates and will determine the pricing for the dates after.

**SAVE THE DATE:** October 26 - 27 after Special Elections, another training and team-bonding with Special Election candidates at Camp Palehua in Kapolei for a night as a retreat. Jayce is still looking at the information and pricing. The specific dates were chosen due to Student Life Advisor, Rouel's schedule.

### 3. *Secretary*

Anna will update every Senate's weekly office hours on Sundays. It will be all the Senates' responsibility to email her if their schedule changes for the week. Weekly Office Hours can be found on the ASUHW website: <https://www.asuhwo.com/weekly-office-hours>

Planning to contact Melissa to have ASUHW group and individual photos taken some time in September once a date is confirmed.

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Also need to do a grade check on all the Senate with Rouel.

Junior Class Senator Sydney and Anna drafted Senate Bill 19-01 (*will be discussed under  
**Activities Committee and New Business***)

#### 4. *Treasurer*

Available ASUHWO account balance is \$50,347.04.

A few paperwork were submitted for Community Club & Involvement Fair (ASUHWO-branded SWAG items) and Welcome Week (UHWO bookstore items and snacks from Sam’s Club.)

#### 5. *Advisors*

##### a. *Student Life Coordinator*

Rouel will not be available on the following dates due to traveling:

- September 14 – 20
- October 11 – 16
- October 29 – November 4
- November 5 – 12

This would mean Rouel will miss the General Senate Meetings during the week of September 14 and November 5. He can Skype, Zoom, or Google Hangout if needed.

**REQUEST:** Since Special Election is taking place from October 15 – 18, the next meeting wouldn’t be until November 6. In order to get the elected Senates onboard, a Special Meeting needs to be held to ratify the results by October 22 - 23. This would allow the elected Senate to participate in the training treat that Jayce is planning for October 26 – 27. Once the votes are ratified, they are officially a part of the Senate. Rouel will work with IT people, Terese, to get the votes.

#### 6. *Standing Committee Reports*

##### a. *Budget and Finance*

No new report.

##### b. *Activities*

Sydney and Anna drafted Senate Bill 19-01 Kids First Film Festival to fund for popcorn and water. Sydney will meet with the Chancellor on 08/29 to walk through the Kaiāulu event.

Some past events were La Punua and Welcome Week. There are still snacks and SWAG items in the ASUHWO office that can be used for future events.

Sydney and Anna took the time to price quote for ASUHWO-branded SWAG items. Rouel recently placed an order on 08/27 for a total of \$1,743.23 on the following items at 4imprint.com:

- |                              |   |
|------------------------------|---|
| • 102 x Drawstring Sportpack | • 198 x Lanyard                         |
| • 150 x Surf Sport Bottle    | • 300 x Pens                            |
| • 150 x Stress Ball          | • 200 x Bright Flag Set (post-its pack) |

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Arrival shipment is still pending.

- c. *Legislative*  
No new report.

## 7. *Ad Hoc Committees*

- a. *Elections Committee*  
No new report.

- b. *Transition Committee*  
No new report.

## 8. *Senators Reports*

- a. *Junior Class Senator*  
Constituency meeting – possibility of working with Aloha on tabling at the Campus Courtyard every 4<sup>th</sup> Tuesday of the month.

Initiative idea – based on what Sydney learned from students around campus and at the CSO leadership workshop, she wants to fix the problem with “too many online courses”. Needs to get more data before going through with the initiative idea first. To do that, Sydney wants to send out a survey to students about their input on this situation.

- b. *Education Division Senator*  
Initiative idea -- continue/add onto the TEACH grant that was first developed by Ciara.

## 9. *Caucus Ambassador*

Aloha will hold annual training for new Caucus Ambassadors on September 8 or 9 (tentative), and include a section on how to write Senate Resolution.

Initiative – Aloha plans to write a new resolution asking the school to acknowledge and recognize Lā Kū‘oko‘a (Native Hawaiian Independence Day). In the writing will include how the school should fly the Native Hawaiian flag by itself for one day during business hours only to show a sign of independence. The purpose of this resolution is not about pride, it’s for educational briefing.

### **Campus Committee Reports**

- a. *Planning Advisory Committee (PAC)/LRDP*
  - i. IAELF Master Strategic Work Group
  - ii. Land/Facilities Work Group
  - iii. Long Range Academic Work Group
  - iv. Enrollment Management Work GroupNo new report.
- b. *Strategic Action Planning*  
No new report.

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c. *Health, Transportation and Technology (HTT) Committee*

No new report.

d. *Commencement Committee*

No new report.

e. *OER Committee*

Open Educational Resources is when the professor grabs FREE educational resources and combine them into one resource for students to use. ASUHWO sponsored \$4,000 for the Lending Library Initiative. Sabrina attended a meeting on 08/07 and got the approved budget processed.

Anna worked with Carina and wanted to make note that ASUHWO gets the credit and visibility for sponsoring the Lending Library Initiative. The Lending Library is located on the first floor of UHWO Library where books for the semester are provided for students to borrow for a few hours if they cannot afford to purchase the textbooks themselves. Still haven't heard from the Lending Library if they were able to purchase the textbooks from UHWO bookstore. [View the list of textbooks here.](#)

What are ways to promote it, how to let students know about the Lending Library? Have the ASUHWO Senate prepare the document and how to inform UHWO students, and Rouel will send it out to everyone through the email blast.

Rouel suggested that we should check with Carina if the entire \$4,000 were used for just the Fall semester, or is the textbooks for the whole academic year?

f. *Senior Staff Committee*

No new report.

g. *Faculty Senate Committee*

No new report.

e. *Aloha 'Aina Committee*

No new report.

f. *UHWO Art Committee*

No new report.

## **Unfinished Business**

1. Approve Minutes for ASUHWO General Senate Meeting 19-001
2. Approve Minutes for ASUHWO General Senate Meeting 19-002

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## New Business

1. Review the By-Laws, Constitution, and weekly office hours
  - a Voting Record for office hours to include tabling as office hours; email Anna at least a week or two in advance if a Senate decides to table and why
  - b ASUHWO By-Laws and Constitution – all Senate NEEDS to read specifically their roles as it states the majority of the duties and tasks plain and simple; everyone's responsibility to know their duties and were expected to read them when filling out the General election application; possibility of retraining and revisit each role so everyone can clearly understand what to do to be successful for the year
2. Meeting times and room reservation
  - a Has been verified and approved; 09/04, 09/18, 10/02, 10/16, 11/20 in C-158 12:00 p.m. – 2:00 p.m.
  - b Dates and time may change when new Senates join in
  - c Standing committee meetings and Executive Board meetings should be held too
3. Recap of CSO Meeting, La Punua, and Welcome Week
  - a Sydney and Anna were recognized for designating a lot of time to make the activities happen and showing genuine interest in participating at all the events
  - b All ASUHWO Senate should show support to each other, communicate effectively, and delegate tasks to others when needed
  - c CSO Meeting workshop hosted by Rouel, Sydney and Anna were the only ones to participate for ASUHWO. Learned a lot about leadership and collaboration with other CSOs. However, this brought to their attention that ASUHWO should improve and make a conscious effort to be involved
  - d Welcome Week – an embarrassing situation occurred which putted a negative image on ASUHWO; tabling is all about first impression since how you engage, connect, and talk are critical pieces for connecting and relating with students to ultimately join
  - e REQUEST Jayce to plan and coordinate a professional workshop and mock interviews
4. OER Lending Library
5. T-shirts order
  - a Business Office only wants us to order for the exact amount of people that is currently in the Senate as they will question specifically who these shirts will go to. One suggested to create a bill or resolution to change this policy since buying bulky order is a lot cheaper than purchasing a couple of shirts.
6. Upcoming Events
  - a Community & Club Involvement Fair (Wednesday, 09/12 11:00 a.m. – 2:00 p.m.)
    - i Tabling, sign-in sheet in Team Drive, hoping to receive ASUHWO-branded items by then, how to promote our events and giveaway prizes

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- b Kid's First Film Festival (Sunday, 09/23 1:30 p.m. – 5:30 p.m.)
    - i Confirmed and voted on Senate Bill 19-01, process usually takes 2-3 weeks, ASUHW is sponsoring the snack portion of the event, Paige designed sticker labels for the ziplock bags
  - c ASGA's National Student Government Summit (10/18 – 10/21)
    - i In Washington D.C., will need to fly out on 10/16 to arrive on time. For Senate who are interested in attending will need to register ASAP and estimated cost is \$3,000/person
    - ii An alternative would be the Ho'opili Hou Leadership conference, **SAVE THE DATE:** January 24 – 26, 2019 on Kauai, need to do paperwork for this in October - November
7. Special Elections
- a After voting period, all Senate need to find a date and time to meet together to ratify the results. Need help to promote the Special Elections as 3 students have already submitted their applications. Some ideas include: tabling during passing time to distribute brochures and election packets, social media postings, classroom presentations, classroom posters, asking professors to take a moment and announce vacant positions
  - b Kelly is getting the list of students who are eligible to vote, Terese will set up the online voting poll, Rouel is requesting for a Senate member to assist in conducting the mandatory candidate orientation, responsibilities, and informing the candidates of important dates
  - c Suggest to give away free pizza to those who voted?
  - d Jayce requested the Senate to take down past Senate posters in classrooms

## Announcements and Open Forum

- **SAVE THE DATES:**
  - Tuesdays, 09/04, 09/18, 10/02, 10/16, and 11/20 in C-158 12:00 p.m. – 2:00 p.m. General Senate Meetings
  - Wednesday, September 12, 11:00 a.m. – 2:00 p.m. Club & Community Involvement Fair (sign-in sheet, staff the ASUHW booth to hand out applications to interested students, discuss Special Election and vacant position)
  - Sunday, September 23, 1:30 p.m. – 5:30 p.m. Kids First Film Festival (must get supplies and pack the popcorn on the day of)
  - Friday & Saturday, October 26 – 27 Camp Palehua team-bonding retreat
  - October 18 – 21 ASGA in Washington D.C. (registration deadline is September 14) **OR**
  - January 24 – 26, 2019 Ho'opili Hou Leadership Conference in Kauai (paperwork due in October/November)
- Update ASUHW.com website and posting flyers in classrooms with new group/individual portraits photographed once everyone decides on a date (possibly before/during/after our 09/18 meeting?)
- Schedule a Special Meeting to ratify voting results between October 19 to October 23
- All Senate must complete 60 hours/semester or 4 hours/week of office hours
- Presidential Address – create platform to Distance Education students in a professional way

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- OER – Ask Carina if \$4,000 was used for only Fall semester or the entire academic year? Also on promoting the Lending Library
- Jayce to coordinate a professional workshop and mock interviews

**Meeting Adjournment at 1:42 p.m.**

**Motion:** Sydney M.

**Second:** Sabrina M.



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## Voting Record

<b>VOTING RECORD FOR GENERAL MEETING 19-003, APPROVAL OF AGENDA: TO APPROVE THE AGENDA FOR GENERAL MEETING 19-003 WITH AMENDMENTS</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote By Proxy</b>
Jayce Oda	X			N/A
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A

<b>VOTING RECORD FOR GENERAL MEETING 19-003: TO APPROVE THE AMENDMENT FOR LINE 9 IN SENATE BILL 19-01 KIDS FIRST FILM FESTIVAL FUNDING</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote By Proxy</b>
Jayce Oda	X			Yes
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A

<b>VOTING RECORD FOR GENERAL MEETING 19-003: TO APPROVE SENATE BILL 19-01 KIDS FIRST FILM FESTIVAL FUNDING WITH AMENDMENTS</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote By Proxy</b>
Jayce Oda	X			Yes
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A

<b>VOTING RECORD FOR GENERAL MEETING 19-003: TO APPROVE AND INCLUDE TABLING HOURS AS PART OF THE SENATE’S OFFICE HOURS</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote By Proxy</b>
Jayce Oda	X			Yes
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A



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<b>VOTING RECORD FOR GENERAL MEETING 19-003: TO ADJOURN THE MEETING AT 1:42 P.M.</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote By Proxy</b>
Jayce Oda	X			Yes
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A