



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

ASUHWO General Senate Meeting 19-004 on Tuesday, September 4th, 2018 at 12:04 p.m. in C-158.

## **Members Present**

*President* Rawley Riccio tardy until present, present at 12:24 p.m.

*Vice President* Jayce Oda (proxy by Paige after 12:39 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 tardy until present, present at 12:05 p.m.

## **Members Not Present**

N/A

## **Guests**

N/A

## **Quorum**

Yes

## **Open Forum Guests**

N/A

## **Reading of Agenda**

**To approve the Agenda for Meeting 19-004**

**Motion:** Anna N.

**Second:** Sydney M.

**To approve the Minutes for Meeting 19-003**

**Motion:** Sydney M.

**Second:** Paige P.

**To amend and approve the Agenda for Meeting 19-003**

**Motion:** Anna N.

**Second:** Sabrina M.

**Amendments:** - Motion the change ASUHWO logo at the top of the agenda; Change "6<sup>th</sup> Senate of Kapolei" to "7<sup>th</sup> Senate of Kapolei" of agenda title; Remove line 6.8.1 Senate Speaker; Update 6.10 with actively standing committees for AY 2018 – 2019

**To hold a Special Senate meeting to ratify Special Elections result on Tuesday, October 23  
12:00 p.m. – 1:00 p.m. in the Student Lounge**

**Motion:** Anna N.

**Second:** Paige P.

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

**To have ASUHW Senate wear aloha attire during the group and individual photo-taking**

**Motion:** Anna N.

**Second:** Paige P.

## Internal Reports

1. *President*

No new report.

2. *Vice President*

Jayce is looking into booking Escape Room in Pearlridge, the cost would be around \$250 for 8 people including Rouel. Jayce will send out a Doodle Poll within the week asking for everyone's availability for the month of September and October. The days being polled are Fridays, Saturdays, and Sundays. Jayce is also creating a brief agenda for Camp Palehua retreat to be held after Special Elections, when the new officers come in. He is in the process of looking up the rooms and cost. Dates are firm on October 27 and 28 due to Rouel's schedule. Suggestion made to bring 2 cakes to the camp to celebrate Sabrina's and Paige's birthday as well.

3. *Secretary*

Anna updated the weekly office hours for the week of 09/03 – 09/07. Weekly Office Hours can be found on the ASUHW website: <https://www.asuhwo.com/weekly-office-hours>

Anna got in contact with the photographer, Mellissa, to meet on a Tuesday between 12:00 p.m. – 2:00 p.m. for picture-taking, but still need to confirm on which date the entire Senate and photographer can agree on. Anna will create a September calendar and share with everyone to see which day will work best if one of the Tuesdays doesn't work out.

Anna also met with UHW Assessment Coordinator, Sharon, a few hours before the Senate Meeting 19-004 to talk about website changes. One being that some important documents are missing and should be noted. Rouel stated that it will become a loss if the documents could not be located or found. Thanks to Aloha, she was able to locate one of the missing documents (Senate Resolution 16-03) which has been approved, but was never posted. Rouel assigned Anna the task to codify the draft and have it posted. Sharon wants to be present at our future/upcoming General Senate Meeting as a guest speaker to discuss what changes ASUHW should make, and how she can help protect ASUHW student government. Sharon suggested that ASUHW revise or create a resolution to change the ASUHW By-Laws to include a statement that ASUHW President or their proxy has the right to speak AND vote at the Faculty Senate meetings, as the ASUHW President is the voice of our students.

4. *Treasurer*

Available ASUHW account balance is still \$50,347.04.

Sabrina recently submitted the paperwork for Senate Act 19-01 Kids First Film Festival on 08/30 to purchase popcorn and food materials. Still waiting to hear the approval from the Business Office.

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

Stated during “New Business > Addressing Student Concerns”, Rawley mentioned that ASUHWO Treasurer’s responsibility is to meet with VCAA Kevin once a month to discuss updates about ASUHWO and facility concerns. When reaching out to Kevin, include Rawley (rawley@hawaii.edu), Jayce (julieoda@hawaii.edu), and Rouel (rouel@hawaii.edu) in the email.

## 5. *Advisors*

### a. *Student Life Coordinator*

Rouel wanted to share about the ASGA Conference to those who were still interested in attending, as the time to submit application forms and purchase orders are coming close.

## 6. *Standing Committee Reports*

### a. *Budget and Finance*

No new report.

### b. *Activities*

Upcoming Events include Club & Community Involvement Fair and Kids First Film Festival.

**Club & Community Involvement Fair:** Will be held on Wednesday, September 12 from 11:00 a.m. to 2:00 p.m. Set-up at 10:00 a.m., breakdown after 2:00 p.m. Sign-in sheets are now available thanks to Sydney for forming it. The Senate will need to contribute and plan what activity to do and what prizes to give away if ASUHWO-branded promotional items do not come in on time. Expected shipment arrival is on September 10.

**Kids First Film Festival:** Just waiting to hear back from the Business Office about the Senate Act 19-01 approval for funding. Once we get the confirmation, we will need Rouel or Kelly to go out and make the following purchases within our budget of \$200:

- **3 clown bag special** in person at Consolidated Pearlridge on Saturday, 09/22 and pick-up anytime after 12:00 p.m. on Sunday, 9/23, the day of the Kids First Film Festival event
- Small cups for water
- Ziplock bag
- Popcorn toppings (Arare crackers, seasonings)
- 2 bags of 20lbs ice
- Gloves for popcorn

Sydney and Rouel attended a planning meeting with the Chancellor last Tuesday after Meeting 19-003. The multipurpose room will be set up to hold about 244 people per the fire code. The front of the room will be open for blankets/sitting on the floor and the back half will have chairs. Because of the room capacity limitation, an EventBrite will be set up and RSVP will be required to monitor how many people will actually come. The FREE event will be given priority to families of students and faculty at UHWO first, then invitation will be expanded to the community if space remains. Check-in and snacks will be set-up outside of the room.

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

Thanks to Paige for designing the ziplock bag labels, and Rouel for printing out the 200 labels. Need volunteers to set aside some office hour time to prep early and put the labels on the Ziploc bags. Also, volunteers are needed to help with packing the popcorn between 12:00 p.m. – 1:30 p.m. on the day of the event, and man the station to put popcorn toppings and regularly check up on the 2 water jug station. After receiving the EventBrite link, Sydney requested for one of the Senate to create a flyer to post on ASUHW social media sites.

Rouel mentioned that we can use Naulu Center's or Student Affairs kitchen to fill up the water jugs on the Sunday of the event. He needs to buy ice. Aloha will ask Naulu Center if ASUHW could use the 2 water jugs for the Sunday's event.

- c. *Legislative*  
No new report.

## 7. *Ad Hoc Committees*

- a. *Elections Committee*

There were only 2 applicants who expressed interest in applying for the vacant positions. Rouel encouraged everyone to promote the election further by making the announcement in classes for at least 3 minutes. He also suggested that the ASUHW Senate think about giving away pizza during the voting period on October 15-18, and to finalize a day to meet in ratifying the voting results.

- b. *Transition Committee*  
No new report.

## 8. *Senators Reports*

- a. *Junior Class Senator*

Sydney began to collect some data before starting on an official initiative by creating a survey and a welcome email to the Junior class. Sydney sent the email to Rouel for review and approval before he sends it out to the rest of the Junior-standing students.

- b. *Education Division Senator*

Paige looked more into Ciara's TEACH Grant; there's nothing Ciara could do about it until it is reviewed, so Paige will try to push it more since it's a good grant program to pursue. Aloha suggested that while emailing for review to CC and include Vice Chancellor, Judy as well. Paige is trying to locate the resolution that Ciara created, although it was stated that it's been approved and passed.

Paige also likes to make flyers and is active on social media as well, so she made a statement that she could assist Secretary Anna if help is needed.

## 9. *Caucus Ambassador*

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

Caucus meeting to be set on September 8 and 9, but didn't receive an agenda or report yet for the meeting. Aloha is expected to teach new caucus ambassadors on how to create a resolution, but wasn't sure how long to teach it for. Also, the resolution to put up the Hawaiian flag for a day (November 28) has been approved, however, it would seem unfair for the new Caucus Ambassador to vote on the campus-wide policy change when they are still new to the position and process.

## **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 Group

No new report.

- b. *Strategic Action Planning*

No new report.

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

No new report.

- d. *Commencement Committee*

No new report.

- e. *OER Committee*

OER Meeting set on September 5, which Sabrina will attend and notify us of the changes at the next Senate meeting. Sabrina will follow up with Carina to see if the \$4,000 were used for only the Fall semester textbooks, or for the whole academic year. Also to follow up to see if the textbooks that will be provided often change each semester. The \$4,000 that ASUHW sponsored for the Lending Library Initiative was meant for the entire academic year (for Fall and Spring semesters). Also, Anna requested that we should come up with a statement about the Lending Library Initiative now so that Rouel can email to the entire students and inform them of this resource offered on campus.

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.](#)

- f. *Senior Staff Committee*

No new report.

- g. *Faculty Senate Committee*

Rawley will attend the Faculty Senate meeting on Friday, September 7. Director of Assessment Evaluation and Accreditation, Sharon, added ASUHW President under the Administrative Reports section of the Faculty Senate's agenda so that Rawley can bring

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

up student issues and be the voice of our students. Suggestions were made to come up with a list of things for Rawley to present at the Faculty Senate meeting.

- e. *Aloha ‘Aina Committee*  
No new report.
- f. *UHWO Art Committee*  
No new report.

## **Unfinished Business**

1. Upcoming Events
  - a. Community & Club Involvement Fair (Wednesday, 09/12 11:00 a.m. – 2:00 p.m.)
    - i Sydney created a sign-up sheet located in ASUHWO Team Drive. Spin-the-wheel activity and hard-copy initiative survey to present/promote during tabling.
  - b. Kid’s First Film Festival (Sunday, 09/23 1:30 p.m. – 5:30 p.m.)
    - i Sydney will create a sign-up sheet to see who can volunteer and man the snack booth during the event. Some things to note were prepping the Ziploc bag with labels, and who could help out with packaging the popcorn once it is picked up from Consolidated Pearlridge Theatre on that Sunday after 12:30 p.m.
    - ii Once Business Office gets back with an approval on Senate Act 19-01, Rouel will go out and buy the Ziploc bags immediately. Other materials needed could be purchased on the day of the event, such as ice for the water jugs.
  - c. ASGA’s National Student Government Summit (10/18 – 10/21)
2. Special Elections
  - a. Voted on a date for Special Election meeting to ratify the results after October 19. Agreement made for Tuesday, October 23 from 12:00 p.m. – 1:00 p.m. in the Student Lounge.

## **New Business**

1. Addressing Student Concerns
  - a. Infant-changing table station should be installed in each restrooms on campus, but is this considered a student’s rights or facility issue? Should reach out to VCAA Kevin about student concerns that for non-traditional students with kids, there are currently no infant-changing table on campus and a suggestion includes that one should be implemented to the facility changes. Senate Bill may be needed to appropriate funding for the changes, but it depends on the cost and time. At the end of the day, a student concern was voiced. (*Aloha left the room at 12:58 p.m.*)
  - b. An ASUHWO Senate who received the report/student concerns need to be present at the meeting, share the issue, and make a suggestion during open discussion. A stance should be made as well. Once the concerns and stance is brought up to the designated Vice Chancellor or contact person, hear from their side on why something could not be implemented (be open-minded.) Also, follow up on the situation through email or in-person and bring it back to discussion during the next Senate meeting.

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

- c. Another facility issue brought up by Anna was that the restroom stall doesn't have a place to lay items that cannot be hung (i.e. books, laptop cases). Community colleges such as HonoluluCC and Kapi'olaniCC have them, and stated that it's a trust issue concern where students currently leave items by the sink while using the restroom stalls. Rawley stated that this issue should be brought up to VCAA Kevin.
2. Potential Team Bonding
3. Purchasing Office Tech
  - a. *(Aloha returned to the room at 1:00 p.m.)*
  - b. Rawley potentially thought about purchasing an office laptop, printer, and an iPad to use during the tabling events. However, Anna brought up the issue that technology items cannot be purchased without UHWO IT department's consent as they are the ones who will be able to service/maintain the item (free of charge) if something does go wrong. Rawley will look into buying a good hard drive so that the Secretary can store important documents on there, dating back to 2012-2013 documents.
  - c. Have an ASUHWO Senate (preferably the Treasurer) contact UHWO IT department to get the preliminary cost of buying certain tech items, such as printer and laptop, with the type of functions ASUHWO expects to have on it.
  - d. Rouel suggested that we can borrow iPads for UHWO IT for our Election period (place the request through Rouel a week in advance) instead of purchasing a personal iPad instead to avoid protection issue and safeguard of placing the iPads in the ASUHWO office.
  - e. Rawley will price quote on the hard drive and have Sabrina come up with the purchase form to take the amount out of the office supplies.
4. Determine date for group and individual photo-taking
  - a. Will need to finalize on purchasing the ASUHWO t-shirts uniform. Since t-shirts will not ship in time for photo-taking, an agreement was made to wear presentable, aloha attire.

## **Announcements and Open Forum**

- **SAVE THE DATES:**
  - Tuesdays, 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
  - Sunday, September 23, 1:30 p.m. – 5:30 p.m. Kids First Film Festival
  - Tuesday, October 23 in Student Lounge 12:00 p.m. – 1:00 p.m. to ratify voting results
  - Friday & Saturday, October 26 – 27 Camp Palehua team-bonding retreat
  - January 24 – 26, 2019 Ho'opili Hou Leadership Conference in Kauai (paperwork due in October/November)
- 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
- OER/Lending Library Initiative promotion
- Jayce to coordinate a professional workshop and mock interviews, possibly go over the ASUHWO Constitution and By-Laws more thoroughly as a Senate



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

**Meeting Adjournment at 1:23 p.m.**

**Motion:** Paige P.

**Second:** Sabrina M.



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

## Voting Record

<b>VOTING RECORD FOR GENERAL MEETING 19-004, APPROVAL OF AGENDA AND MINUTES: TO APPROVE THE AGENDA FOR GENERAL MEETING 19-004</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-Kuuiipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A

<b>VOTING RECORD FOR GENERAL MEETING 19-004, APPROVAL OF AGENDA AND MINUTES: TO APPROVE THE MINUTES FOR GENERAL MEETING 19-003</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-Kuuiipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A

<b>VOTING RECORD FOR GENERAL MEETING 19-004, APPROVAL OF AGENDA AND MINUTES: 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-Kuuiipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A

<b>VOTING RECORD FOR GENERAL MEETING 19-004: TO APPROVE THE DATE FOR SPECIAL SENATE MEETING TO RATIFY SPECIAL ELECTIONS RESULT ON TUESDAY, OCTOBER 23 12:00 P.M. – 1:00 P.M. IN THE STUDENT LOUNGE</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-Kuuiipo Magdato	X			N/A
Sydney Millerd	X			N/A
Paige Pagaduan	X			N/A

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

<b>VOTING RECORD FOR GENERAL MEETING 19-004: TO HAVE THE ASUHW SENATE WEAR ALOHA ATTIRE DURING THE GROUP AND INDIVIDUAL PHOTO-TAKING</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 19-004: TO ADJOURN THE MEETING AT 1:23 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