



The Associated Students of the University of Hawai'i – West O'ahu 7th Senate of Kapolei

ASUHWO Special Senate Meeting 19-008 on Tuesday, October 23rd, 2018 at 12:03 p.m. in Campus Center Student Lounge C-216.

Members Present

President Rawley Riccio tardy until present, present at 12:23 p.m.

Vice President Jayce Oda

Secretary Anna Nguyen

Treasurer Sabrina-Kuuiipo Magdato tardy until present, present at 12:04 p.m.

Junior Class Senator Sydney Millerd

Education Senator Paige Pagaduan

Student Life Advisor Rouel Velasco

Members Not Present

Caucus Ambassador Christielove (Aloha) Espinosa excused

Guests

N/A

Quorum

Yes

Open Forum Guests

Carina Chernisky

- OER Website is a big project, has not launched yet until Spring 2019
- Advocate/allocate funds through Senate Bill for Spring (submitted before January) to encourage student to take the survey for OER
- Registration begins on November 13 for senior class standing first
- Registrar Office stated that they are unable to list "Textbook Cost: \$0 (TC: \$0)" in the [class availability list](#) course description for the following reasons:
 - A class section that is marked with the comment is not guaranteed by the division that the class section will always be offered if the instructor changes
 - Comment is not being added until the instructor is added. This involves a lot of monitoring of multiple components in the schedule - more than what current resources can manage
 - Registrar's Office has been cutting down the amount of comments added to the schedule. Also, students as well as our academic advisors are no longer relying on the class availability for registration due to the guiding path of STAR GPS. Comments in STAR GPS are hidden and requires drilling down to find them.



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- Ideas to promote “Textbook Cost Affordability” to students for Spring 2019 semester:
 - Rouel suggested to send a stand-alone email blast about TC: \$0 and links to more information and the list
 - Contact academic advisors so they are aware of what TC: \$0 is and share this information and list to students during advising appointments
 - Trick O' Reg Event (Pre-Registration Fair) being held on Monday, 10/29 from 9am - 3pm; event organized by the Academic Advising Team; assist in raising awareness about TC: \$0 and produce spreadsheet of Spring 2019 courses that will participate in this initiative
 - Create a website page on asuhwo.com about the “Textbook Cost Affordability” initiative
 - Write a letter to Vice Chancellor of Student Affairs (VCSA) relaying ASUHWO's thoughts about the situation and express how KCC, LCC, and HCC were able to implement it in the class availability descriptions; should remain standard across the UH system to benefit students
- Will use bit.ly (URL Shortener)

Reading of Agenda

To approve Agenda for Meeting 19-008

Motion: Anna N.

Second: Sydney M.

To approve the Minutes for Meeting 19-007

Motion: Sydney M.

Second: Sabrina M.

Internal Reports

1. *President*

Rawley attended the Faculty Senate and Senior Staff meeting for the month of October.

2. *Vice President*

Hawaii Escape Challenge reflection - went very well. Any suggestions on what ASUHWO can do for future social or team bonding, email Jayce (julieoda@hawaii.edu).

Submitted paperwork for incoming Senate training being held this Friday 10/26 5pm - 9pm. Plans to order bentos from “A Catered Experience” but needs to call ACE by Wednesday 10/24, or order pizza or something easy for us to get if purchase orders does not get approved on time from Business Office.

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3. *Secretary*

Website updates:

- Weekly Office Hours (<https://www.asuhwo.com/weekly-office-hours>)
- Food Permit forms (<https://www.asuhwo.com/food-permit.html>)
- Current Senate pictures that Mellissa took
- Agendas, Minutes, and Legislation documents for our term

Anna successfully posted every candidate’s profile image and biography on Instagram and Facebook for Special Elections. Created a post to include images of current ASUHWO Student Government as well (<https://instagram.com/asuhwo>)

Updated the spinning wheel with images of current ASUHWO prize giveaways (*see image on the right*). Just need to laminate a few more things. Wheel can be used for future events.

Anna contacted SAFB chairperson and allowed them to use the leftover popcorn topping for their future movie events. In return, requested that they acknowledge ASUHWO for providing the toppings. **Noted**--ASUHWO were appreciative of that.

Anna finally got in touch with The Hoot. Editor didn’t respond until the day submissions were due for the next issue release on October 30. Next issue won’t be until November. Waiting to hear back if The Hoot’s advisor approved to have ASUHWO contact information posted in October’s issue.

Anna plans to send out an email after the meeting to find a time for ASUHWO to get group photos taken with the incoming Senate.



4. *Treasurer*

Available funds ~\$58,000. One of Noeau Center and The Hoot employee wants to contact Rawley and Jayce for an interview. Sabrina submitted purchase forms for incoming Senate training food. Will place order on ASUHWO t-shirts in time for group picture-taking once shirt sizes are determined. Will need to start on paperwork for January’s retreat training in Kauai.

Sabrina forwarded an email about the 2019 He Au Honua Conference that will be hosted in March 2019. He Au Honua is a four-day indigenous research conference that will be held on the beautiful island of Maui at the University of Hawai‘i Maui College in Kahului from Tuesday, March 19, 2019 through Friday, March 22, 2019.



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5. *Advisors*

a. *Student Life Coordinator*

Rouel will be out of office from 10/29 - 11/12. Email/text if needed. Wants to check-in 1-to-1 with everyone. Suggests everyone to email Rouel to set an appointment with him since he no longer has an open-door policy to dedicate time to talk and connect.

6. *Standing Committee Reports*

a. *Budget and Finance*

No new report.

b. *Activities*

No new report.

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*

Sydney was there for the majority of the tabling time at the E La Pono Health & Wellness Fair. Very successful and got a lot of students to participate in the elections.

Was previously looking into working on an initiative that would address online classes or Da Spot contract; however, Rawley brought up two new possible ideas that would be more of interest: 1) Issue with native plants that relate to the new building being opened; or 2) Work on supporting the agricultural space that will be part of UHWO in the future.

Paige noted that UHWO was supposed to remove the Native Hawaiian plant area but it's still there.



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b. *Education Division Senator*

Paige plans to continue working on the Childcare program, and research about accreditation at other campuses. However, not sure if there'll be enough students at UHWO to participate. Has to look into the childhood care program but Rouel mentioned that ironically, it would deal with Social Sciences department. Paige will be gone on the week of November 4 - November 10 for a trip.

9. *Caucus Ambassador*

Aloha was not present, but was noted from Rawley that the previous Caucus meeting was held on Saturday, October 13 9:00 a.m. – 4:00 p.m. at UHWO campus. Rouel mentioned that Aloha is the third student from UHWO who became a Caucus chair.

Campus Committee Reports

a. *Strategic Action Planning*

No new report.

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

No new report.

c. *Commencement Committee*

Paige could not attend the previous meeting because she had class. But she recently dropped the class, so she will be able to attend the next meeting that will be held on Wednesday 10/24.

d. *Open Educational Resources (OER) Committee*

President David Lassner allocated \$200,000 to the entire UH System for stipends/incentive; hopefully UHWO will receive this distribution of funding soon. One of the Big Island caucus (Senator Kahele) wanted to push all courses to be OER.

e. *Senior Staff Committee*

Rawley attended the meeting last Friday 10/19. UHWO has connection with faculty and students through a study. Update on the new building opening supposedly in mid-October. UH Foundation looking for alumni to highlight.

f. *Faculty Senate Committee*

Strategic Action Planning being launched on the website. Student Affairs presented their ideas and initiatives and received funds from UH System's budget, known as "Shark Tank". The Noeau Testing Center are allowing non-traditional students come in to take a test to get credit and graduate sooner. Suggested that ASUHOWO should have a student representative for Student Affairs--Jayce will join the committee with the next meeting being held on Friday 10/26.



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e. *Aloha 'Aina Committee*

No new report.

f. *UHOWO Art Committee*

First meeting was on Friday, October 12. Discussed to bring 2 potential installations to the campus: (1) Ali'i Nui Statue and (2) Hanafuda (Hawaiian & Japanese traditional game cards) card cover displays.

There were some student concerns regarding the spine-looking bone installation that's in front of the Naulu Center. Art Committee may have no taking on the piece; Rouel mentioned that it may have been installed by the PIKO project.

g. *Compliance Hui*

A meeting will be held on Thursday, October 25 2pm - 4pm in C-158. Requesting to have someone go to the meeting as Anna's proxy since she will be in class at the same time. Jayce and Paige may go; Jayce will be on campus around that time for a volleyball tournament in the Great Lawn -- wear pink!

Unfinished Business

New Business

1. Food Permit implemented during the Summer
 - a. Student worker voiced their concern that the sudden requirement expectation "will affect student engagement and participation in UHOWO campus... the interpretation of the DOH guidelines should be made clear so everyone on campus and the departments are all on the same page."
 - b. Dump dirty wastewater in the sink, DO NOT dump in the plants.
 - c. ASUHOWO Senate must attend meeting about food permit process, no set date yet
 - d. Rawley spoke with Judy and was informed that Naulu Center is trying to become a certified kitchen and the process will be completed by next semester.
 - e. Food handler certificate = must be present at food-related events at all time; can obtain a food handler certificate online at a cost
 - f. Food permit must be visually displayed during the event as well
 - g. Non-perishable food (pre-packaged) does not require food permit
 - h. Popcorn need to be packed in a certified kitchen
 - i. Suggestion to get food trucks on the campus (why is UHOWO not open-friendly with food vendors on campus?) -- frowned upon at events for not being supportive with food truck
 - j. Needs more affordable food options on campus



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2. Student Affairs Committee Representative
 - a. Will have set dates and time in advance, usually on a Friday 9am - 10:30am
 - b. Jayce may be able to attend if they meet once a month; this Friday 10/26 and the next Friday in December

3. Ratify Special Elections Results
 - a. **To approve Senate Special Elections results**
Motion: Jayce O.
Second: Sydney M.
 - b. Vice President Jayce will send out email to the new incoming Senate

4. ASUHWO: Implementing New Ideas for Productivity
 - a. Aloha and Paige will work on the wall board in ASUHWO office
 - b. In addition to the wall board, a Google Spreadsheet will be utilized; must add a column "[DATE RESOLVED](#)"
 - c. Standing committee reports (Budget & Finance, Activities, Legislative) will need to be included in the minutes when reports are being presented about the committees

Announcements and Open Forum

- **SAVE THE DATES:**
 - Friday, 10/26 5pm - 9pm (**Location:** C-247) for incoming Senate training
 - Tuesday 11/20 12pm - 2pm General Senate Meeting in C-158 (subject to change based on incoming Senate's schedule)
 - Tuesday 11/27 5pm - 7pm Pueo Awards
 - Rouel will forward email of the awards available:
 - Distinguished Service Medal (student serving/served on the Senate)
 - Volunteerism Medal (only for non-UH employed students)
 - Appreciation Medal
 - Staff Appreciation
 - Other awards can be created for the Pueo Awards
 - Send an email stating "I think __ should receive the __ award" and a voting ballot
 - ASUHWO will need to give out the medals and prepare the certificates

Meeting Adjournment at 1:13 p.m.

Motion: Sabrina M.

Second: Jayce O.



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Voting Record

VOTING RECORD FOR SENATE MEETING 19-008, APPROVAL OF AGENDA AND MINUTES: TO APPROVE THE AGENDA FOR SENATE MEETING 19-008				
Name	Yay	Nay	Abstain	Vote By Proxy
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

VOTING RECORD FOR SENATE MEETING 19-008, APPROVAL OF AGENDA AND MINUTES: TO APPROVE THE MINUTES FOR SENATE MEETING 19-007				
Name	Yay	Nay	Abstain	Vote By Proxy
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

VOTING RECORD FOR SENATE MEETING 19-008: TO APPROVE SENATE SPECIAL ELECTIONS RESULTS				
Name	Yay	Nay	Abstain	Vote By Proxy
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

VOTING RECORD FOR SENATE MEETING 19-008: TO ADJOURN THE MEETING AT 1:13 P.M.				
Name	Yay	Nay	Abstain	Vote By Proxy
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



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