



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

ASUHW O General Senate Meeting 19-015 on Friday, March 29th, 2019 at 1:35 p.m. at Campus Center Student Lounge.

Members Present

President Rawley Riccio tardy until present at 1:53 p.m.

Vice President Taimane Revolorio

Secretary Anna Nguyen

Distance Education Senator Caitlin Tachibana

Public Administration Senator Jaicelynn Aleka

Education Senator Paige Pagaduan

Caucus Ambassador Christielove (Aloha) Espinosa tardy until present at 1:40 p.m.

Student Life Advisor Rouel Velasco

Members Not Present

Treasurer Sabrina-Kuuiipo Magdato excused due to dental reason, Jaicelynn as proxy

Junior Class Senator Sydney Millerd excused, Anna as proxy

Freshman Class Senator Alyssa Cabingas excused due to doctor's appointment, Taimane as proxy

Guests

Quorum

Yes

Open Forum Guests

Reading of Agenda

To approve the Agenda with Amendments for Meeting 19-015

Motion: Anna N.

Second: Paige P.

Amendments:

- Strike Carina Chernisky's name under *Open Forum Guest*
- Replace "7.3" under *Unfinished Business* to "7.2"

To approve Minutes for Meeting 19-014

Motion: Paige P.

Second: Jaicelynn A.



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Internal Reports

1. *President*
 - No report

2. *Vice President*
 - Participated in E Ola Pono Health & Wellness Fair tabling
 - Planned the social bonding event and got the check to pay for the event
 - Participated in the ULEAD conference on 3/15
 - Attended meeting for the Budget & Finance committee

3. *Secretary*
 - Updated ASUHWO.com website with General Elections candidate profile
 - Deciding on whether to write a Senate Resolution for creating a new student employee position for ASUHWO

4. *Treasurer*
 - Available ASUHWO balance as of February 2019 is \$55,592.74
 - Still need to submit paperwork to purchase printer paper and batteries, and contacting Kevin about any new updates on campus
 - Let Sabrina know what items are being given out to the students for General Elections so she can fill out the forms and submit to Kelly on time
 - Sabrina will not be able to attend the ASUHWO bowling social due to a tennis league match and Intramural bowling fundraiser for the Hawaii Food Bank

5. *Advisors*
 - a. *Student Life Coordinator*
 - Out of office April 3 - April 7 for a presentation; still accessible through email and text
 - Ho'opili Hou for the next term will be held on O'ahu at Camp Erdman
 - Student lead administrative position
 - Will include the rest in Open Forum Discussion

6. *Standing Committee Reports*
 - a. *Budget and Finance*
 - Election voting April 8 - April 11
 - Training day for May 14
 - Mahalo dinner and t-shirts for The Hoot and Commencement volunteers



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- b. *Activities*
 - Night Owl Nook
 - Supplies survival kits -- need a list of supplies to purchase before submitting paper work
 - Budgeting around \$700
 - Open House
 - Thursday 4/4
 - Pueo Awards is set for Friday, April 26
 - Deadline: April 5th to submit names of student honorees and names of the awards
 - c. *Legislative*
 - Still working on the handbook for Transition committee
 - Just need to strike part of Secretary's duties once job position is formed
7. *Ad Hoc Committees*
- a. *Elections Committee*
 - Figure out what days the Senate can help promote the Elections
 - Anna - TR depending on senior project schedule
 - Paige - W
 - Jaicelynn - TR (shifts)
 - Create sign-up sheet for TR
 - Taimane need to let Sabrina know what food order/items to purchase
 - Kamehameha Bakery - strawberry and poi glazed donuts \$0.95/piece
 - Use own laptops for voting or request from IT to borrow 4 iPads
 - Request for a price quote for 4 days; budget \$400-\$450
 - How many days/hours to manage for tabling, and how much to order
 - Rouel submitted the candidate names to IT to prepare for the voting period
 - b. *Transition Committee*
 - **RESERVE TUESDAY, MAY 14 FOR MANDATORY TRANSITION TRAINING**
 - On April 12, someone has to send email to new Senate about mandatory transition training
8. *Senators Reports*
- a. *Distance Learning*
 - No one attends office hours through Zoom
 - May think about promoting her office hours



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b. *Junior Class*

- Was a panelist for the March 9th Open House with Alyssa which went well. Promoted ASUHWO with the brochures that Anna kindly updated at the Student Life table. There were several interested students
- Will be able to be a panelist again for the April 4th Open House if no one else does
- ULEAD "Working with Friends" workshop went well with Alyssa and Taimane
- Emailed IT about adding food insecurity resources to UHWO website's "Health & Wellness" tab under "Additional Resources" (<https://westoahu.hawaii.edu/current-students/health-and-wellness/>) and got a reply from Leila Shimokawa (Director of Communications) asking for more information, so will be sending her a list of food insecurity resources that would be useful on the page and will further discuss together when we see each other at next week's photoshoot

c. *Freshman Class*

- Alyssa was a panelist for the March 9th Open House with Sydney. It went well and they promoted ASUHWO at the table with brochures
- Alyssa will be a panelist with Sydney again at the April 4th Open House if no one else would like to volunteer to do so
- Tabled at the E Ola Pono Fair to seek volunteers for Spring 2019 graduation - got a good amount of students that were interested
- Did the "Working With Friends" workshop with Taimane and Sydney at ULEAD. The outcome went well. The attendees enjoyed the activity, video, and gained some knowledge from that workshop
- Trying to figure out another initiative since Money Move\$ has been concluded
- Rebecca Carino's input and debrief on the FAFSA Initiative (February - April 2019)
 - Current status since February for participation increased by 289% (250 to 973 as of March 22)
 - Took the first week of February to discuss grant initiatives, and a bi-weekly meeting to discuss FAFSA training, plan and debrief various FAFSA events
 - Recruited Financial Aid (FA) coaches and training through email call out from campus and VCSA; sent weekly email bulletins from UHWO Communications
 - 2 FAFSA training dates: February 6 and February 22 - training consisted of the process of completing the FAFSA with a total of 15 FA coaches recruited



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- Attendance ~68 students throughout the week
- Have until end of April to submit FAFSA completion
- Money Move\$ Extravaganza (February 25 - March 1) included a week long event of having walk-in FAFSA and financial aid assistance while also
- 10 coaches were in attendance servicing 68 students throughout the week
- Survey results indicated that 91% of students agreed that they were guided to appropriate resources in completing FAFSA. 83% of the students that attended workshops strongly agreed that the information presented in the workshops were useful.
- The following week after the event, there was a 10% increase in completed applications (843 to 920)
- FAFSA event with Open House (March 9 | April 4) - 2 coaches were in attendance on March 9 to promote initiative with 32 accepted UHWO students who attended the event
- FAFSA Booth Clinic at E Ola Pono (March 13, 2019) - 7 coaches are in attendance to assist students with the FAFSA process as part of financial wellness
- FAFSA event with registration (April 2019) - Coaches will be in attendance to assist students in completing FAFSA for 19-20 year in addition to registering for classes
- Microsite: westoahu.hawaii.edu/moneymoves which houses information on upcoming events, workshops, contacting FA Coaches
- Email blasts - three target groups were contacted weekly (Group #1: never completed FAFSA but eligible, Group #2: completed but selected, Group #3: completed FAFSA)
- Messages included updates on upcoming events and reminders about FAFSA and financial aid
- A total of 8 banners and 4 poster boards were purchased from Aiea Copy Center to promote financial aid awareness and the FAFSA initiative
- Various social media handles within Student Affairs helped to promote the FAFSA initiative on Facebook, Instagram, and Twitter. To date, a total of 305 views on the FAFSA initiative promotion on social media have been recorded
- Class visits were promoted to faculty and staff at faculty senate and via email blast. To date, a total of 61 students have been reached via class visits.



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d. *Business Administration Division*

N/A

e. *Public Administration Division*

- 76 responses from survey, takeaways are:
 - Some students want to learn more internship and practicum opportunities
 - Don't really know what kind of job or company to work for
 - Lack of input in classes, want more evening classes
 - Hoping to initiate or pass on to the future PUBA student to host a fair for PUBA students to let them know what kind of job offers can be offered to them

f. *Social Sciences Division*

N/A

g. *Education Division*

- Attended ULEAD Conference, only 4 people attended Paige and her group's Alternating Facts workshop
- Attended Commencement meeting
- Helped table for E La Pono Fair
- Hoping to push the food pantry initiative
 - Need to brainstorm where to place them

9. *Caucus Ambassadors Reports*

- Missed the Caucus meeting but checked the minutes
- Gave a presentation to the Board of Regents reporting the Caucus priorities for the year and current initiatives. The Caucus also asked them to please reach out to the different campus constituents and visit their local Senates
- The Caucus aims to strengthen the relationship between students and the Board of Regents
- Aloha proposed a new Resolution in Caucus for the Affordability committee which suggests that every campus open their own food pantry and that each campus hold two events each year promoting affordability access such as applying for SNAP and housing assistance
- The next Caucus meeting will be held in April, where the resolution will be voted on
- Cancellation of classes due to low-enrollment although the courses were required for graduation; varies with the professor if they want to drop the class
- Mental health psychologist position not enough for payment



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Campus Committee Reports

- a. *Health, Transportation, and Technology (HTT) Committee*
 - Next meeting is in April

- b. *Commencement Committee*
 - Paige and Jaicelynn - student speakers and student emcees
 - 3 students who applied, all nominated students
 - Kupuna section - more space for them, thinking of creating an alternative space for them to stay in the shade while still being able watch the Commencement but the problem is being away from their family
 - 100 students to volunteer on Friday and Saturday
 - Mahalo shirts and meal as incentive

- c. *Open Educational Resources (OER) Committee*
 -

- d. *Senior Staff Committee*
 - Meeting past Wednesday, supposed to meet with VC Oliveria this upcoming Tuesday for updates

- e. *Faculty Senate Committee*
 - Next meeting is in April, Jaicelynn will attend
 - Class cancellation - why would it be cancelled? Especially for required courses?
 - What happens if another section is full? is there another section for the canceled courses? The division should relook into it

- e. *Aloha 'Aina Committee*
 - No meeting, no report → follow up with Manu, why is there no continuing process? Re-evaluate if ASUHWO student representative should be there

- f. *UHWO Art Committee*
 - No meeting, no report

- g. *Compliance Hui*
 - No meeting, no report

- h. *Student Affairs*



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- Had a meeting earlier, survey to get incoming freshmen to get connected to the service inspector
- Services on campus
- Financial aid, need to pay out of their own pocket for courses that not aligned with their major requirement → prolonging graduation
- Suggestion to invite financial aid speaker/student affairs as guest speaker for next meeting to fill us in about the requirement

Unfinished Business

1. Elections
 - a. Under Election committee
2. Student Concerns
 - a. Writing Intensive course
 - b. UHWO extended library hours, Rawley was going to email Jeffrey and VC Moniz
 - i. students were for extending library hours
 - c. Administrative is looking into the parking reserved space situation
 - i. Why is the overflow parking lot closed sometimes
 - ii. Wondering when to get rid of permit parking section

New Business

1. Pueo Awards on Friday, April 26 (share names and 3-2 sentences reason why, share by April 12)
 - a. Distinguished Service Medal (ASUHWU Senate member)
 - b. Volunteerism Medal
 - c. Appreciation Medal (staff/faculty)
2. Ping Pong Table
 - a. Suggestion on where to move it
 - i. UHWO property, so can't just give it away
 - ii. give away to Boys & Girls Club
 - b. **To remove previously ASUHWU-funded ping pong table in Campus Center Student Lounge and table discussion for future action**
Motion: Taimane R.
Second: Jaicelynn A.
3. Night Owl Nook
 - a. Sign-up sheet for 4/22 - 4/26
 - b. SAFB → food
 - c. ASUHWU → supplies



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Announcements and Open Forum

- **SAVE THE DATES:**
 - **[ASUHOWO General Senate Meetings]** April 12 and April 26 1:30pm - 3:30pm
 - **[General Elections Voting]** April 8 - April 11
 - **[Night Owl Nook]** Week of April 22 - April 25
 - **[Pueo Awards]** Friday, April 26 5pm
 - **[ASUHOWO Senate Transition Training]** Tuesday, May 14

Meeting Adjournment at 3:24 p.m.

Motion: Jaicelynn A.

Second: Taimane R.



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Voting Record

VOTING RECORD FOR SENATE MEETING 19-015, APPROVAL OF AGENDA AND MINUTES: TO APPROVE THE AGENDA WITH AMENDMENTS FOR SENATE MEETING 19-015				
Name	Yay	Nay	Abstain	Vote By Proxy
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			Yes
Caitlin Tachibana	X			N/A
Sydney Millerd	X			Yes
Alyssa Cabingas	X			Yes
Taimane Revolorio	X			N/A
Jaicelynn Aleka	X			N/A
Paige Pagaduan	X			N/A

VOTING RECORD FOR SENATE MEETING 19-015, APPROVAL OF AGENDA AND MINUTES: TO APPROVE THE MINUTES FOR SENATE MEETING 19-014				
Name	Yay	Nay	Abstain	Vote By Proxy
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			Yes
Caitlin Tachibana	X			N/A
Sydney Millerd	X			Yes
Alyssa Cabingas	X			Yes
Taimane Revolorio	X			N/A
Jaicelynn Aleka	X			N/A
Paige Pagaduan	X			N/A

VOTING RECORD FOR SENATE MEETING 19-015: TO REMOVE PREVIOUSLY ASUHWO-FUNDED PING PONG TABLE IN CAMPUS CENTER STUDENT LOUNGE AND TABLE DISCUSSION FOR FUTURE ACTION				
Name	Yay	Nay	Abstain	Vote By Proxy
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			Yes
Caitlin Tachibana	X			N/A
Sydney Millerd	X			Yes
Alyssa Cabingas	X			Yes



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Taimane Revolorio	X			N/A
Jaicelynn Aleka	X			N/A
Paige Pagaduan	X			N/A

VOTING RECORD FOR SENATE MEETING 19-015: TO ADJOURN THE MEETING AT 3:24 P.M.				
Name	Yay	Nay	Abstain	Vote By Proxy
Anna Nguyen	X			N/A
Sabrina-Kuuipo Magdato	X			Yes
Caitlin Tachibana	X			N/A
Sydney Millerd	X			Yes
Alyssa Cabingas	X			Yes
Taimane Revolorio	X			N/A
Jaicelynn Aleka	X			N/A
Paige Pagaduan	X			N/A