



The Associated Students of the University of Hawai'i'-West O'ahu 8th Senate of Kapolei

ASUHWO General Senate Meeting 20-001 on Monday, May 20th, 2019 at 5:09 in Room C-225

Members Present

President, Sydney Millerd

Vice President, Taimane Revolorio

Senior Class Senator, Derek Saffery

Business Administration, Alyssa Cabingas

Public Administration Senator, Torie Guadiz

Social Sciences Senator, Cody Rex

Student Ambassador, Christielove (Aloha) Espinosa

Student Life Advisor, Rouel Velasco

Members Not Present

N/A

Guests

Paige Pagaduan

Quorum

Yes

Open Forum Guests

N/A

Reading of Agenda

To amend the Agenda and take out "Minutes"

Motion: Taimane R.

Second: Torie G.

To strikethrough 6.9.1 N/A and put Aloha's name

Motion: Taimane R.

Second: Cody R.

To approve the Agenda for Meeting 20-001

Motion: Taimane R.

Second: Derek S.



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Internal Reports

1. President
 - a. Going over what we went over during our transition meeting
 - b. Met last week with the Executive Board and discussed what they wanted to do with the upcoming Senate
2. Vice President
 - a. Went over budget and talked about the upcoming Senate at Executive Board meeting
 - b. Worked on new student position (SM coordinator)
3. Advisors
 - a. Make it known that he is here to help and assist with whatever we need and help make sense of our position
 - b. Talked about the retreat coming up this Thursday and Friday (5/23 - 5/24)
 - i. Going there to connect and learn from other student leaders
 - c. Explained that we will be splitting the office space with CCB (Campus Center Board)
 - d. Will be removing the futon in office and replace it with something less bulky
4. Standing Committee
 - a. Budget and Finance
 - i. No new report
 - b. Activities
 - i. No new report
 - c. Legislative
 - i. No new report
5. Ad Hoc Committee
 - a. No report
6. Senators Reports
 - a. Senior Class
 - i. No new report
 - b. Business Administration Division
 - i. No new report
 - c. Public Administration Division
 - i. No new report
 - d. Social Science Division
 - i. No new report
7. Assignment Reports
 - a. Caucus Ambassadors
 - i. Mention that the caucus has a meeting about once a month
 - ii. They represent UHWO
 - iii. Let the legislator know what the students think is important (being a voice for



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the students)

8. Campus Committees
 - a. Health, Transportation, and Technology (HTT) Committee
 - i. No new report
 - b. Commencement Committee
 - i. No new report
 - c. OER Committee
 - i. No new report
 - d. Senior Staff Committee
 - i. No new report
 - e. Faculty Senate Committee
 - i. No new report
 - f. Aloha 'Aina Committee
 - i. No new report
 - g. UHWO Art Committee
 - i. No new report
 - h. Compliance Hui Committee
 - i. No new report
 - i. Student Affairs
 - i. No new report

Unfinished Business

N/A

New Business

1. 2019 - 2020 Budget
 - a. Rearranged it from before
 - b. Using a portion of it for an employee (SM coordinator)
 - c. Office supplies (furniture, printer, etc.)
 - d. Team bonding

Motion to approve the 2019 - 2020 Budget

Motion: Torie G.

Second: Cody

2. Vacant Executive Board Positions: Secretary & Treasurer (position responsibility adjustments and interim appointments)
 - a. Secretary is no longer in charge for SM - they will still post office hours regularly
 - i. Chair of the Activities Committee



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- b. Treasurer is going to focus on all the money stuff - even for what the activities committee sets up. Will also explain more specifically where the money is going.
 - i. Chair of the Budget and Finance Committee
- c. We will eventually put position responsibility adjustments in the bylaws)
- d. President has nominated Paige Pagaduan as the interim Secretary
 - i. Position reopens for Special Elections
- e. President has nominated Alyssa Cabingas as the interim Treasurer
 - i. Position reopens for Special Elections

Motion to approve the nomination for Secretary Interim, Paige Pagaduan & Treasurer Interim, Alyssa Cabingas

Motion: Taimane

Second: Derek

- 3. New Senate Positions: Distance Education Island Representatives (DEIR) & Social Media (SM) Coordinator
 - a. DEIR
 - i. Within the past year we have had a representative for just DE. However, how do we get them connected to the different islands - so they came up with the DEIR.
 - ii. They will not have office hours, but for them, they need to have on their island groups or ways to get the student voice then bring them back to our senate.
 - iii. Their engaging and putting out groups and events is in place of office hours. Basically being the ear and voice to the students of the island. Students have shown interest- may be appointed position - est. time - next week to see if they are still interested.
 - b. SM Coordinator
 - i. The ASUHWO Social Media Coordinator is a volunteer, stipended position in which the coordinator will complete tasks related to the ASUHWO Senate's social media platforms, website, and graphic design needs.
 - ii. Stipend of \$1,000
 - iii. We need to come up with interview questions to take into consideration the questions of ppl if there are multiple ppl applying for the position
 - iv. Interviews can be conducted via Zoom
 - v. Possible people to ask is Sharla
 - vi. Recruitment period



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1. Our funding starts in July (FISCO Year)
2. Promote mainly in
3. End of the week (May 24) send out to some people we think may be interested
4. Promote it on our SM
4. ASUHWO Team Drive
 - a. Whenever we do anything ASUHWO related we want to try and keep it all together and in the drive, so we all have access to see the progress
 - b. Secretary will update the drive with appropriate folders for everyone to put in and work off of.
 - c. President will also post all the documents we recently up into the drive
5. Establish App for Senate Communication
 - a. We decided to keep Group Me - it will be the other means of communications besides emails.
6. ASUHWO Shirts
 - a. Get a size for Derek - XL
 - b. Alyssa is going to do the forms to submit to get the shirt
 - c. We were also thinking about making another shirt that is more casual for us to work when we are doing more casual things (e.g. setting up or breaking down at events)
7. Partnership with SAFB for Welcome Week
 - a. SAFB recently contacted us asking if we would like to partner with them, give them some of our swag, and table with them during welcome week.
 - i. We said that we would give them or help create kits that we have made with them before and give it to them
8. Standing Committee Placements
 - a. Budget and Finance: Chair: Alyssa; Cochair: Torie
 - b. Legislative: Chair: Taimane; Cochair: Cody
 - c. Activities: Chair: Paige; Cochair: Derek
9. Establish a summer calendar
 - a. Photoshoot: June 26 or 28 - VP will contact when it is the best time in the day according to these dates
 - b. La Panua: August 15 - we are trying to table for this event
 - c. Preparations for Welcome Week - First week of school (August 26-30)
 - d. Committee Meetings: If anyone decided to have a meeting be sure to put it on the ASUHWO Calendar
 - e. General Meetings
 - i. August 21 @ 9am – 11AM (subject to change)



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- ii. Additional meeting throughout the summer as needed
- 10. Start of Term Plans
 - a. Welcome Week: The activities committee will be meeting and will plan for this.
 - b. Recruitment for vacant positions: Will do more with SM and when tabling
 - c. Welcome email: Hopefully send out a Welcome email (or video) to all the students, introducing ourselves and where we stand in the Senate
 - d. Student Life Survey: Various aspects of Student Life
 - i. E.g. Are you satisfied with the student government?
 - ii. This is partnered with SL Crew and SAFB
 - iii. Ways to get people to fill out this survey is adding that if you fill it out you get the chance to win a gift card.

Announcements and Open Forum

1. Save the Dates
 - a. ASUHWO Office Cleaning/Inventory & Leadership Training: Wednesday, May 22, 2019
 - i. Time: 10:00am - 2:00pm
 - ii. Location: Student Lounge
 - b. CSO Night OWL Retreat: Thursday, May 22, 2019 - Friday, May 23, 2019
 - i. Time: Check-in @ 9:00am
 - ii. Location: Pu`u Kahea Conference Center (Waianae)
 - c. La Panua: Thursday, August 15, 2019
 - i. Time: TBD
 - ii. Location: UHWO
 - d. ASUHWO General Meeting: Wednesday, August 21, 2019
 - i. Time: 9am - 11am
 - ii. Location: TBD
2. Reminders
 - a. Continue to fill out [Summer 2019 UNavailability](#) & [Fall 2019 UNavailability](#)
 - b. Continue to recruit for vacant positions
 - c. Check the "To-dos" located on the drive and be attentive to the dates
3. Member To-Dos

MEMBER	TO-DO	DUE DATE
Sydney, President	Transfer files to new Team Drive folder	5/20/19
Taimane, VP	Email photographs for availability for photoshoot on June 26 OR June 28	5/21/19



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	Meet with Senators about initiative planning/initiative orientation	Throughout summer
Paige, Interim Secretary	Send out minutes no more than 5-business days post meeting	5/28/19
	Create flyer and post to social media about Social Media Coordinator Position and on IG story	5/28/19 Post: 8PM
	Update Team Drive with folder, etc.	5/31/19
Alyssa, Interim Treasurer	Form 136 and other forms to order XL shirt for Derek	5/21/19
Rouel, Advisor	Email to all students about Social Media Position (email blast)	5/28/19
	Connect with Sharla from Creative Media	5/24/19

4. Committee To-Dos

COMMITTEE	TO-DO	DUE DATE
Budget & Finance Chair: Alyssa • Torie	Shop for office supplies after inventory is collected	Before end of May following inventory day
	Prepare breakdown of expenditures throughout the summer to report at next meeting	Next meeting
	Assist Treasurer in purchasing of swag after activities committee submits	7/1/19
	Purchase food items for giveaways per activities committee request	Before end of summer
Activities	Inventory swag	ASAP



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Chair: Paige <ul style="list-style-type: none"> • Derek 	Coordinate with SAFB (email safbwo@hawaii.edu) about what they want to do for Welcome Week	ASAP
	Create swag purchase list and submit to Treasurer (Must be done before July 1, so that we can order new items on July 1 to ensure items arrive before school starts)	6/24/19
	Prepare for La Panua <ul style="list-style-type: none"> • Print applications, brochures, etc. (Hopefully we'll have the Social Media Coordinator to update the brochures by then) • Online Application • Giveaways • Table Activity 	Before 8/15
	Figure out how we will table & create tabling spreadsheet for Welcome Week	Before end of summer
	Coordinate with other CSO to get their calendar of events throughout the year	Before end of summer
	Decide if want to give away food for events, if so submit to request to Treasurer	Before end of summer (allow enough time for paperwork)
	Head and organize interviews for Social Media Position	Before end of June
Legislative Chair: Taimane <ul style="list-style-type: none"> • Cody 	Write legislation (senate revision) for update of bylaws for Treasurer and Secretary positions	Before final summer meeting: 8/21/19
	Write legislation for new positions	Before final summer meeting: 8/21/19



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5. Office Hours
 - a. Tabling and working events as part of ASUHWO can count towards office hours.

Meeting Adjournment at 7:06 pm

Motion: Torie

Second: Taimane



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Voting Record

VOTING RECORD FOR SENATE MEETING 20-001, APPROVAL OF AGENDA: TO AMEND AND STRIKE OUT "MINUTES" IN "AGENDA AND MINUTES":				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Derek Saffery	X			N/A
Alyssa Cabingas	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-001, APPROVAL OF AGENDA: TO STRIKETHROUGH 6.9.1 N/A AND REPLACE WITH CHRISITELOVES (ALOHA'S) NAME				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Derek Saffery	X			N/A
Alyssa Cabingas	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-001, APPROVAL OF AGENDA: TO APPROVE THE AGENDA 20-001				
Name	Yay	Nay	Abstain	Vote by Proxy



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Taimane Revolorio	X			N/A
Derek Saffery	X			N/A
Alyssa Cabingas	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-001, TO APPROVE THE 2019-2020 BUDGET				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Derek Saffery	X			N/A
Alyssa Cabingas	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-001, TO APPROVE THE NOMINATION FOR SECRETARY AND TREASURER INTERIM				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Derek Saffery	X			N/A
Alyssa Cabingas	X			N/A
Torie Guadiz	X			N/A



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Cody Rex	X			N/A
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VOTING RECORD FOR SENATE MEETING 20-001, TO ADJOURN THE MEETING AT 7:06 PM				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Derek Saffery	X			N/A
Alyssa Cabingas	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A