



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

ASUHW O General Senate Meeting 20-002 on Wednesday, June 26th, 2019 at 12:05 pm in the ASUHW O Office.

Members Present

President, Sydney Millerd

Vice President, Taimane Revolorio

Secretary, Paige Pagaduan

Treasurer, Alyssa Cabingas

Senior Class Senator, Derek Saffery

Public Administration Senator, Torie Guadiz

Social Sciences Senator, Cody Rex

Student Life Advisor, Rouel Velasco

Members Not Present

N/A

Guests

N/A

Quorum

Yes

Open Forum Guests

N/A

Reading of Agenda

To approve the edits from Sydney for the Minutes of Meeting 20-001

Motion: Taimane R.

Second: Cody R.

To approve the Minutes of Meeting 20-001

General Meeting 20-002

Minutes Approved on July 16, 2019 by the 8th Senate of Kapolei.



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Motion: Taimane R.

Second: Derek S.

To approve the Agenda for Meeting 20-002

Motion: Alyssa C.

Second: Taimane R.

Internal Reports

President

- ❖ Thank you to everyone for participating in the office cleaning & leadership training back in May.
- ❖ Thank you to everyone for participating in the Night Owl Retreat. It was definitely good to have representation from ASUHWO there.
- ❖ Worked on the Caucus Ambassador application. Changed it so that it's more generic and can be used in the future and so that applicants no longer have to send in letters of recommendation but instead just provide 2 references. Thank you to Rouel for getting it ADA modified. It was posted to our website as well as soon as it was modified.
- ❖ Posting to Instagram to announce & remind followers about applying for the Caucus Ambassador & Social Media Coordinator. Thanks again to Paige for creating that first post.
- ❖ Added to the announcement for both positions to our website. The link was in our Instagram bio.
- ❖ Did an interview with Hadji to film the ASUHWO portion of the Student Life website video.

Vice President

- ❖ Took Inventory and cleaned office.
- ❖ Drafted and sent email to photographers to set up a photoshoot time and date.
- ❖ Confirmed photo shoot time and date with Mellissa.
- ❖ Drafted interview questions.

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- ❖ Went to night owl CSO retreat.
- ❖ Attended interviews for caucus ambassador position. For Ramon and Pearlena.

Secretary

- ❖ Helped clean the office and did the inventory
- ❖ Worked on and sent out the minutes from the last meeting
- ❖ Worked on and posted the help wanted post for the SM Coordinator

Treasurer

- ❖ I attended the Night OWL event/retreat. Although I wasn't able to stay overnight, it was an eye-opening experience. I liked how we opened up to each other, a lot more than I expected, but I still hope that the bond we shared there will be there during and outside of school hours.
- ❖ I had an orientation with Rouel about the Treasurer position. Prior to that, I was already given a task: ordering a polo for Derek. I had a feel of what the process is like and although I made a slight error, it's something that I'll become more comfortable with overtime.
 - We weren't able to order Derek's shirts because the minimum purchase is \$12.
- ❖ My next task is to put in orders for swag items, but still waiting on the list from the Activities committee. As soon as that is put together, I'll start working on that with Finance committee. (List of vendors shared by Sydney & Rouel).
 - <http://www.nmpackaging.com/>
 - <https://www.promotionsinparadise.com/>
 - <https://www.4imprint.com/>

Advisors

- ❖ CSO Leadership development is on July 2 - July 3 and July 22 - July 23
- ❖ La Panua is on August 15
- ❖ Outer island people that were considered may not be able to represent

Standing Committee

- ❖ Budget and Finance
 - No new report
- ❖ Activities
 - Working on the purchase list

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- ❖ Legislative
 - Work on interview questions
- ❖ Ad Hoc Committee
 - No new report

Senators Reports

- ❖ Senior Class
 - Helped with inventory
 - Helped with a purchase list
- ❖ Public Administration Division
 - Help take inventory
 - Went to the night owl retreat
- ❖ Social Science Division
 - Cleaned and did inventory
 - Went to the night owl retreat
 - Worked on the interview questions

Campus Committees

- ❖ Health, Transportation, and Technology (HTT) Committee
 - No new report
- ❖ Commencement Committee
 - No new report
- ❖ OER Committee
 - No new report
- ❖ Senior Staff Committee
 - No new report
- ❖ Faculty Senate Committee
 - No new report
- ❖ Aloha 'Aina Committee
 - No new report
- ❖ UHWO Art Committee
 - No new report
- ❖ Compliance Hui Committee

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- No new report
- ❖ Student Affairs
 - No new report

Unfinished Business

- ❖ Reviewed [Meeting 20-001 To-Dos](#)
 - Went over the 20-001 To-Dos and transition the To-Dos that still needed to be done over to the 20-002 To-Dos.

New Business

- ❖ Caucus Ambassador Appointment
 - Aloha has officially resigned from the Caucus Ambassador position
 - She is still willing to help out with any training we may need
 - Taimane will help organize with her for any training that happens
 - We will have to do an addendum to the budget
 - Move \$700 from “Senator initiatives” to the Caucus Ambassador position

Motion to move the Senator Initiative budget over to Caucus Delegate budget

Motion: Torie G.

Second: Cody R.

Motion to appoint Ramon and Pearlana as the Caucus delegate

Motion: Taimane R.

Second: Torie G.

- ❖ Social Media Coordinator Appointment
 - No applicants have applied yet
 - Next steps
 - Ask for applicants during the summer period
 - Bring it up at La Punua
 - The interview day will be on Tuesday the 16th
 - Submit the resume by July 12
- ❖ Campus Committee Assignments

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- Academic Grievance Committee two representative is Taimane R. and Cody R.
- Health, Transportation, and Technology (HTT) Committee representative is Alyssa C.
- Commencement Committee representative is Paige P.
- OER Committee representative is Derek S.
- Senior Staff Committee representative is Sydney M.
- Faculty Senate Committee representative is Sydney M.
- Aloha `Aina Committee representative is Paige P.
- UHWO Art Committee representative is Cody R.
- Compliance Hui Committee representative is Torie G.
- Student Affairs Committee representative is Torie G.

*These assignments are subject to change

❖ CSO Night Owl Retreat Reflection

- Derek- Had fun connecting with other people from a different organization. After the drawing activity felt comfortable with the group.
- Taimane- Enjoyed the retreat. Felt that it brought all the CSO's together. Learned deeper than just the surface.
- Alyssa- Had fun getting know everyone and seeing familiar faces. Got to connect with other CSO's
- Cody- Surprised how fast and deep everyone got. Would go again.
- Torie- Exhausted
- Sydney- Agreed with everyone. Liked seeing why people are the way they are and get to hear their back stories and knowing other people on a deeper level.

❖ Possible Additional Summer Training

- Have a training on how to do the bills, resolution, and tabling
- New caucus people have a training day with Aloha

Announcements and Open Forum

❖ Save the Dates

- **CSO Leadership Development Institute:** Tuesday, July 2, 2019 - Wednesday, July 3, 2019, OR Monday, July 22, 2019 - Tuesday, July 23, 2019

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- Time: 1:00pm - 4:00pm
- Location: Student Life Center
- **La Panua:** Thursday, August 15, 2019
 - Time: TBD
 - Location: UHWO
- **ASUHW O General Meeting:** Wednesday, August 21, 2019
 - Time: 9:00am - 11:00am
 - Location: TBD

❖ Reminders

- Fill out [Fall 2019 UNavailability](#) so we can determine meeting schedule for the semester
- Continue to recruit for vacant positions
- Be sure to “reply all” to emails & cc asuhwo@hawaii.edu in emails relating to ASUHW O

❖ Members To-Dos

MEMBER	TO-DO	DUE DATE
Sydney, President	Contact selected CA applicants to notify of selection	6/26/19
	Email names of new CA to Rouel with info	ASAP
	Email jennyrw@hawaii.edu name of new Caucus Ambassador for ACCFSC Annual Retreat	ASAP
	Update website	ASAP
	Election packet for La Panua (Check with Rouel)	ASAP



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	Coordinate SMC Interviews (Interviews, 7/16, first interview at 9am)	When applications come in
	Create agenda for 7/16/19 General Meeting (to appoint SMC)	7/15/19
Taimane, VP	Coordinate with Aloha & new CA for hold training/orientation for position	ASAP
	DM ACM SMC position announcement (Email Sharla too if possible to let her know again)	7/1/19
	Meet with Senators about initiative planning/initiative orientation	Throughout summer
	Prep office hours binder	Before end of summer
Paige, Interim Secretary	Edit SMC ig announcement (make the wording darker & change the date) & post to on Monday, July 1	7/1/19
	Send out minutes no more than 5-business days post meeting	7/3/19
Alyssa, Interim Treasurer	Work with Activities Committee to order swag/process necessary paperwork for purchase	ASAP
	Prepare breakdown of expenditures throughout the summer to report at next meeting	Next meeting: 8/21/19

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Rouel, Advisor	Make addendum to the budget	ASAP
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❖ Committee To-Dos

COMMITTEE	TO-DO	DUE DATE
Budget & Finance Chair: Alyssa - Torie	Assist Treasurer in purchasing of swag items after activities committee submits request	ASAP
	Assist Treasurer in preparing breakdown of expenditures throughout the summer to report at next meeting	Next meeting: 8/21/19
	Shop for office supplies after inventory is collected	Before end of summer
Activities Chair: Paige - Derek	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)	ASAP
	Coordinate with SAFB (email safbwo@hawaii.edu) about what they want to do for Welcome Week	ASAP
	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 	Before 8/15



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	<ul style="list-style-type: none"> • Giveaways • Table Activity 	
	Figure out how we will table & create tabling spreadsheet for Welcome Week	Before end of summer (allow enough time for preparations)
	Coordinate with other CSO to get their calendar of events throughout the year	Before end of summer
Legislative Chair: Taimane - Cody	Create Social Media Coordinator Interview questions	Before interviews: 7/16/19
	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

Meeting Adournment at 1:29 pm

Motion: Derek S.

Second: Torie G.

Voting Record

VOTING RECORD FOR SENATE MEETING 20-002, APPROVAL OF AGENDA: TO APPROVE THE EDITS FROM SYDNEY FOR THE MINUTES OF MEETING 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 20-002, APPROVAL OF AGENDA: TO APPROVE THE MINUTES OF MEETING 20-001				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-002, APPROVAL OF AGENDA: TO APPROVE THE AGENDA FOR MEETING 20-002				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A

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Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-002, TO MOVE THE SENATOR INITIATIVE BUDGET OVER TO THE CAUCUS DELEGATE BUDGET				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-002, TO APPROVE THE APPOINTMENT OF RAMON AND PEARLENA AS THE CAUCUS DELEGATE				
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Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-002, TO ADJOURN THE MEETING AT 1:29 PM				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			N/A
Torie Guadiz	X			N/A
Cody Rex	X			N/A