



# The Associated Students of the University of Hawai'i'-West O'ahu 8<sup>th</sup> Senate of Kapolei

ASUHW O General Senate Meeting 20-003 on Wednesday, July 16th, 2019 at 10:10 am in the ASUHW O Office.

## **Members Present**

*Vice President*, Taimane Revolorio  
*Secretary*, Paige Pagaduan  
*Treasurer*, Alyssa Cabingas  
*Social Sciences Senator*, Cody Rex  
*Caucus Ambassador*, Pearlana Stone

## **Members Not Present**

*President*, Sydney Millerd excused due to an internship, Alyssa as the proxy  
*Senior Class Senator*, Derek Saffery excused due to personal business, Paige as the proxy  
*Public Administration Senator*, Torie Guadiz excused due to being away for a trip, however, did not have proxy  
*Caucus Ambassador*, Ramon Araujo, Jr., excused  
*Student Life Advisor*, Rouel Velasco, absent

## **Guests**

N/A

## **Quorum**

Yes

## **Open Forum Guests**

N/A

## **Reading of Agenda**

**To approve the Minutes of Meeting 20-002**

**Motion:** Alyssa C.

**Second:** Paige P.

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**To amend the date to July 16th, 2019**

**Motion:** Paige P.

**Second:** Alyssa C.

**To correct the spelling in "9.1 Save the Dates"**

**Motion:** Paige P.

**Second:** Cody R.

**To approve the Agenda for Meeting 20-003**

**Motion:** Paige P.

**Second:** Cody R.

## **Internal Reports**

President

- ❖ Notified new CAs of appointment to Senate and sent them emails containing general information about ASUHWO and their position.
- ❖ Updated ASUHWO website to display new SMC resume due date and that we've filled the CA positions.
- ❖ Coordinated SMC interview.
- ❖ Checked on committees and Senate members to ensure they are working on what needs to be done.

Vice President

- ❖ Contacted Aloha to coordinate a time she would be available to train new CAs
- ❖ Contacted and corresponded with New CAs to schedule a time where we can meet for training
- ❖ Established training for Monday 7/22 at 4:30 after CSO training (pending additional training for Ramon if he is off island)
- ❖ Brainstorming training and emailed President Sydney about it.

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- ❖ Messaged the uhwo creative media instagram to repost picture or spread the word about the SMC position.
- ❖ Received the pictures (headshots and group photos) from Mellissa
- ❖ Worked on interview questions for SMC position.

## Secretary

- ❖ Worked on the purchase list with Derek
- ❖ Learned how to log into Weebly
- ❖ Worked on and sent out the minutes
- ❖ Checking the ASUHWO emails
- ❖ Edited and posted the SMC post to IG

## Treasurer

- ❖ I sent in the paperwork to Kelly for the swag supplies you and Derek submitted. Currently waiting for the feedback.
- ❖ I tried looking up the prices for the notebooks and folders to purchase in the bookstore, but their website isn't updated. I mentioned it to Kelly so hopefully, she can provide that information.

## Advisors

- ❖ No new report

## Standing Committee

- ❖ Budget and Finance
  - No new report
- ❖ Activities
  - Working on and finished the purchase list for the online and bookstore order
- ❖ Legislative
  - Work on interview questions for the SMC
- ❖ Ad Hoc Committee
  - No new report

## Senators Reports

- ❖ Senior Class
  - Coordinated with Paige and Sydney about the swag items that needed be

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- purchased
- ❖ Public Administration Division
  - No new report
- ❖ Social Science Division
  - Helped with interview questions
  - Worked on the website

## Assignment Reports

- ❖ Caucus Ambassadors
  - ❖ Caucus Ambassador Pearlana S.:
    - Established a date and time for training with VP
    - Updated the UNavailability list
    - Attended the interview for SMC
  - ❖ Caucus Ambassador Ramon A.:
    - No new report

## 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 20-002 To-Dos](#)
  - Went over the 20-002 To-Dos and transition the To-Dos that still needed to be done over to the 20-003 To-Dos.
- ❖ Social Media Coordinator Appointment
  - We deliberated before the meeting started
    - Discussed what all of our thoughts were and made a decision to keep looking for another SMC

## **Motion to appoint Social Media Coordinator**

**Motion:** Paige P.

**Second:** Alyssa C.

## New Business

N/A

## Announcements and Open Forum

- ❖ Save the Dates
  - **"Addressing Food Insecurity: Rising to Support Today's Students" Webinar:** Thursday, July 18, 2019
    - Time: 8:00am
    - Location: Student Life Center
  - **CSO Leadership Development Institute- Session 2:** Monday, July 22, 2019 - Tuesday, July 23, 2019
    - Time: 1:00pm - 4:00pm
    - Location: Student Life Center
  - **La Panua:** Thursday, August 15, 2019
    - Time: 12:00pm - 1:00pm (Check-in @ 11:30am)
    - Location: The Plaza (in front of Naulu Center)

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➤ **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 at next meeting
- Continue to recruit for vacant positions
- Remember to initial what is completed on the To-Dos so that we are all on the same page and know what has been done

❖ Members To-Dos

MEMBER	TO-DO	DUE DATE
Sydney, President	Election packet for La Punua (Check with Rouel)	ASAP
	Create agenda for 8/21/19 General Meeting	8/20/19
Taimane, VP	Coordinate with Aloha & new CA for hold training/orientation for position	ASAP
	Meet with Senators about initiative planning/initiative orientation	Throughout summer
	Prep office hours binder	Before end of summer
Paige, Interim Secretary	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 (if applicable)	Next meeting: 8/21/19

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Derek, Senior Class Senator	Start thinking of an initiative Contact Tai to schedule meeting	
Torie, PUBA Senator	Start thinking of an initiative Contact Tai to schedule meeting	
Cody, Social Science Senator	Start thinking of an initiative Contact Tai to schedule meeting	
Ramon, Caucus Ambassador	Start thinking of an initiative Contact Tai to schedule meeting	
Pearlena, Caucus Ambassador	Start thinking of an initiative Contact Tai to schedule meeting	
Rouel, Advisor	Make addendum to the budget	ASAP

❖ Committee To-Dos

COMMITTEE	TO-DO	DUE DATE
<b>Budget &amp; Finance</b> 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 (if applicable)	Next meeting: 8/21/19
	Shop for office supplies after inventory is collected	Before end of summer



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<b>Activities</b> Chair: Paige - Derek	Coordinate with SAFB (email <a href="mailto:safbwo@hawaii.edu">safbwo@hawaii.edu</a> ) about what they want to do for Welcome Week	ASAP
	Prepare for La Punua <ul style="list-style-type: none"> <li>• Print applications, brochures, etc. (Hopefully we'll have the Social Media Coordinator to update the brochures by then)</li> <li>• Online Application</li> <li>• Giveaways</li> <li>• Table Activity</li> </ul>	Before 8/15/19
	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
<b>Legislative</b> Chair: Taimane - 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

**Meeting Adournment at 10:42 am**

**Motion:** Alyssa C.

**Second:** Paige P.

**Voting Record**





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<b>VOTING RECORD FOR SENATE MEETING 20-003, APPROVAL OF AGENDA: TO APPROVE THE MINUTES OF MEETING 20-002:</b>				
Name	Yay	Nay	Abstain	Vote by Proxy
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			Yes
Torie Guadiz	N/A	N/A	N/A	N/A
Cody Rex	X			N/A

<b>VOTING RECORD FOR SENATE MEETING 20-003, APPROVAL OF AGENDA: TO AMEND THE DATE TO JULY 16TH, 2019 IN THE AGENDA</b>				
Name	Yay	Nay	Abstain	Vote by Proxy
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			Yes
Torie Guadiz	N/A	N/A	N/A	N/A
Cody Rex	X			N/A

<b>VOTING RECORD FOR SENATE MEETING 20-003, APPROVAL OF AGENDA: TO CORRECT THE SPELLING IN "9.1 SAVE THE DATES" IN THE AGENDA</b>				
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Name	Yay	Nay	Abstain	Vote by Proxy
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			Yes
Torie Guadiz	X			N/A
Cody Rex	X			N/A

<b>VOTING RECORD FOR SENATE MEETING 20-003, TO APPROVE THE AGENDA FOR MEETING 20-003</b>				
Name	Yay	Nay	Abstain	Vote by Proxy
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			Yes
Torie Guadiz	X			N/A
Cody Rex	X			N/A

<b>VOTING RECORD FOR SENATE MEETING 20-003, TO APPOINT THE SOCIAL MEDIA COORDINATOR</b>				
Name	Yay	Nay	Abstain	Vote by Proxy
Paige Pagaduan		X		N/A

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

<b>VOTING RECORD FOR SENATE MEETING 20-003, TO ADJOURN THE MEETING AT 10:42 AM</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote by Proxy</b>
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Derek Saffery	X			Yes
Torie Guadiz	X			N/A
Cody Rex	X			N/A