



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

ASUHW O General Senate Meeting 20-005 on Monday, September 9, 2019 at 11:03 am in the Naulu Center.

Members Present

President, Sydney Millerd

Vice President, Taimane Revolorio

Secretary, Paige Pagaduan

Treasurer, Alyssa Cabingas

Social Sciences Senator, Cody Rex

Caucus Ambassador, Pearlena Stone

Student Life Coordinator, Rouel Velasco

Members Not Present

Caucus Ambassador, Ramon Araujo, Jr., excused

Guests

N/A

Quorum

Yes

Open Forum Guests

Carina Chernisky

Dr. Lisa Spenser (Student Affairs Committee)

Reading of Agenda

Motion to add "Task Force Housing Committee" to the Agenda under 6.10

Motion: Paige P.

Second: Cody R.

To approve the Agenda for Meeting 20-005

General Meeting 20-005

Minutes Approved on September 9, 2019 by the 8th Senate of Kapolei.



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Motion: Taimane R.

Second: Cody R.

To approve the Minutes of Meeting 20-004

Motion: Taimane R

Second: Alyssa C.

Internal Reports

President

- ❖ Thank you to all those who helped to table at Welcome Week & our first Tea Time with ASUHWO.
- ❖ Wrote the welcome email blast that was sent out on behalf of ASUHWO included link to application for Fall Elections, info about our general meeting & tea time, and social media.
- ❖ Been working to ensure that email blast are sent out:
 - OER message
 - WSCUC survey (still need to send out as of 9/4)
- ❖ Arranging with our guest to attend this meeting.
- ❖ Tabling for Welcome Week & Tea Time with ASUHWO.
- ❖ Posted up the newly printed Who's Who posters in the D & E building classrooms.
- ❖ Prepping the giveaways for the tabling events (e.g. placing the "Sponsored by" stickers in the notebooks)
- ❖ Responded to the student suggestion email we got before about a meal plan for students.
- ❖ Created the ASUHWO google calendar. It contains all the dates and details of everything we know up to this point. Everyone, please be sure to sync it with your own calendars so you know what's coming up.
- ❖ Other small things behind the scenes: wrote the report for faculty senate, advising Tai on what to report to the Hoot.

Vice President

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- ❖ Made picture frames for welcome week
- ❖ Attended Welcome Week and tabled
- ❖ Worked on updating instagram
- ❖ Tabled at tea time on weds
- ❖ Assisted in hanging flyers
- ❖ Worked on the office hour sheet
- ❖ Did Ramon's training
- ❖ Getting started planning conference
- ❖ Planning the team bonding training
- ❖ Corresponded with Kyla from the Hoot and sent her dates and information of our meetings, dates and information.
- ❖ Attended Faculty meeting
- ❖ Thinking of volunteer opportunities

Secretary

- ❖ Worked on minutes
- ❖ Worked on Act for No'eau Center
 - Sent out minutes to Kelly with the Act so she could see the funding

Treasurer

- ❖ Tabled for our first tea time event - during that time we were trying to think of some ideas for the C&C fair. - Form 56, along with our flyer, was sent to Kelly, still waiting on the approval so we could get the appropriate supplies for our next Tea Time.
- ❖ Worked with Rouel to put in the order for the swag - should be coming by the end of this week, hopefully.
- ❖ Was supposed to have our first HTT meeting last Friday but it got postponed because Ryan had to fly out.

Advisors

- ❖ Reminders that the planners are here
 - Email slwo@hawaii.edu for planners
- ❖ Special Election update

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- Getting election online
- Sent out email blast to show vacancy
- Will have IT look at our printer

Standing Committee

- ❖ Budget and Finance
 - No new report
- ❖ Activities
 - Worked on the C&C fair activity
 - Decided to do a board of the senate where students were supposed to match our faces to our names.
 - On the other side of the board cut out bobas so students could also express their concerns
 - Laminated posters Cody made about our senate.
- ❖ Legislative
 - No new report
- ❖ Ad Hoc Committee
 - No new report

Senators Reports

- ❖ Social Science Division
 - Worked on the website
 - Remade the application to a jot. form
 - Created Tea Time poster
 - Wants to start a beehive for initiative
 - Has looked into UH Manoa's beehive for ways to start this

Assignment Reports

- ❖ Caucus Ambassadors
 - ❖ Caucus Ambassador Pearlana S.:
 - Was present at Welcome Week tabling
 - Was present at Sept's Tea Time tabling
 - Worked office hours prepping for 9/14-15 Caucus meeting

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- Received ASUHW O from Rouel after inquiry about school logo attire for Caucus meeting
- Brainstorming on what my initiatives. Some ideas I have in mind are:
Follow-up on food pantry that was approved on Caucus level, Food Truck or a way to have a vendor come to campus to sell pre-packed meals, and Evening in-person classes for all majors and not just a few. Many classes system wide offers evening classes for their students.
- ❖ Caucus Ambassador Ramon A.:
 - Reaching out to Rouel later to go over my initiatives.
 - Completed my caucus ambassador training.
 - This weekend is the all-caucus training and first caucus meeting.
 - Will be going to the OER committee meetings at the library.
 - Will not be able to participate in the first-Wednesday tabling as it they coincide with the OER meeting times.

Campus Committees

- ❖ Health, Transportation, and Technology (HTT) Committee
 - No new report
- ❖ Commencement Committee
 - No new report
- ❖ OER Committee
 - Email Blast was sent out about OER
- ❖ Senior Staff Committee
 - No new report
- ❖ Faculty Senate Committee
 - Communicated with Tom (Chair of Faculty Senate) about attendance to meeting.
 - I wasn't able to go so Tai went in my place.
 - Wording of charter allows for an alternate to go in the absence of the President, but they are not allowed to vote, only President can.
- ❖ Aloha 'Aina Committee
 - No new report
- ❖ UHW O Art Committee

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- No new report
- ❖ Compliance Hui Committee
 - No new report
- ❖ Student Affairs
 - Talked about the A.C.T and Clep
- ❖ Task Force Housing Committee
 - No new report

Unfinished Business

- ❖ Reviewed [20-004 To-Dos](#)
 - Went over the 20-004 To-Dos and transition the To-Dos that still needed to be done over to the 20-005 To-Dos.
- ❖ Student Concerns and Suggestions
 - Spreadsheet created to show all of the concerns
 - Concerns
 - Feminine products not free in the women's bathroom
 - The overflow parking lot is not open anymore
- ❖ Social Media Coordinator Appointment
 - Cody is now our SM Coordinator

Motion to appoint Cody R. as our SM Coordinator

Motion: Paige P.

Second: Taimane R.

- ❖ Student Leadership Conference
 - Attending the Missouri Conference
- ❖ ASUHWO Stance on TMT
 - Have a meeting with students to see what they have to say about it
 - Brainstormed maybe having a survey sent out

New Business

- ❖ Welcome Week Debrief
 - Went smoothly
 - Met with a lot of students

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- They expressed that they liked seeing us out there
 - The photobooth was nice and fun
 - Four days seemed like too much
 - Maybe make it just Monday - Wednesday
- ❖ Tea Time with ASUHWO Debrief and Planning
 - Students ere coming up to talk stories with us
 - What is the purpose of the sign-in
 - We want to know who's signing in
 - Ordered teato have during other events
- ❖ C&C Fair Planning
 - Did a board and gave out prizes
- ❖ Fall Special Elections Election Week
 - October 15-16

Announcements and Open Forum

- ❖ Save the Dates
 - See Google Calendar
- ❖ Reminders
 - Continue to promote 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
 - All ASUHWO-related work should be saved on the team drive
 - Figure out your office hours
- ❖ Members To-Dos
- ❖

MEMBER	TO-DO	DUE DATE
Sydney, President	Edit WSCUC email blast	9/9/9
	Send Cody social media info	9/9/19
	Send out email to interested students from Tea Time	9/9/19

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	Send out email to interested students from C&C Fair	9/11/19
	Organize & create timeline for completion for OER Committee's requests	Throughout semester
	Set-up meeting with Cody, Tai, & Rouel to review social media posts	ASAP
	Send name tags made by Mellissa to Rouel	ASAP
	Update future agendas with new info - SMC: Cody - Chancellor's committees	Next agenda
	Figure out how to get volunteers for ASUHW O	ASAP
	Work with executive board to figure out TMT processes	Coming weeks
Taimane, VP	Prep office hours binder	ASAP
	Continue to plan for conference trip, service project, & team bonding	Throughout process
Paige, Interim Secretary	Send out minutes no more than 5-business days post meeting	9/16/19
	Update minutes to Team Drive	9/13/19
	Work with Cody to post minutes to website	ASAP
	Monitor ASUHW O email daily & send emails to appropriate Senate members	Throughout semester
	Send reminders for weekly office hours	Weekly



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	schedule	
Alyssa, Interim Treasurer	Proceed with process to provide funding for Act 20-01: To Appropriate Funding for the No'eau Center West and Welaxation & Trivia Night Events	Once Paige sends it
	Inquire with Rouel & possibly order the 12 ASUHW O polos already (variety of each size ready for when new members come in)	ASAP
	Ensure swag order comes in	Throughout process
Cody, Social Science Senator & SMC	Complete initiative worksheet in team drive	Next meeting
	Maintain website (office hours, meeting & tabling schedule, photos, etc.)	Throughout semester
	Create plan/timeline of social media posts (meet with Sydney, Tai, & Rouel to determine this)	ASAP
Ramon, Caucus Ambassador	Complete initiative worksheet in team drive	Next meeting
Pearlena, Caucus Ambassador	Complete initiative worksheet in team drive	Next meeting
Rouel, Advisor	Send out WSCUC email blast	This week
	Check on printing of name tags	Open
	Add zoom link to SL email blast when	Next SL email blast



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	ASUHW O General Meeting will be held	with ASUHW O General Meeting
	Find out if we can post flyers in A Building	Open

❖ Committee To-Dos



COMMITTEE	TO-DO	DUE DATE
Budget & Finance Chair: Alyssa - Ramon	Shop for office supplies	Open
	Call for meeting	Before next meeting
Activities Chair: Paige - Lena	Plan for Election Week (e.g. reserve location paperworks, purchase special giveaway (food?), reserve iPads)	End of September
	Plan for Tea Time (e.g. shift sign-up sheet, giveaways, activities) & send	Throughout semester
	Reserve iPads for tabling events	Throughout semester
Legislative Chair: Taimane - Cody	Call for meeting	Before next meeting
	Write legislation (senate revision) for update of bylaws for Treasurer and Secretary positions	Before end of semester
	Write legislation for new positions	Before end of



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		semester
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- ❖ Volunteer Opportunity
 - Meals on Wheels
 - October 5 - Working out in the Mala
- ❖ No'eau Center is having their Trivia Night, September 25.
- ❖ Health Occupational Talk, September 12 in D250
- ❖ Health Career meet and greet, September 26 in the Plaza

Meeting Adournment at 1:04 PM

Motion: Paige P.

Second: Taimane R.

Voting Record

VOTING RECORD FOR SENATE MEETING 20-005, APPROVAL OF AGENDA: TO ADD "TASK FORCE HOUSING COMMITTEE" TO THE AGENDA UNDER 6.10				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-005, APPROVAL OF AGENDA: TO APPROVE THE MINUTES OF MEETING 20-004				
Name	Yay	Nay	Abstain	Vote by Proxy

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Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-005, APPROVAL OF AGENDA: TO APPROVE THE AGENDA FOR MEETING 20-005				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Cody Rex	X			N/A

VOTING RECORD FOR SENATE MEETING 20-005, TO APPOINT CODY R. AS THE SOCIAL MEDIA COORDINATOR				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Cody Rex	X			N/A

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VOTING RECORD FOR SENATE MEETING 20-005, TO ADJOURN THE MEETING AT 1:04 PM				
Name	Yay	Nay	Abstain	Vote by Proxy
Taimane Revolorio	X			N/A
Paige Pagaduan	X			N/A
Alyssa Cabingas	X			N/A
Cody Rex	X			N/A