



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

ASUHWO General Senate Meeting 20-018 on Tuesday, March 24, 2020 at 11:06 AM via Google Hangout.

## **Members Present**

*President, Sydney Millerd*

*Vice President, Alyssa Cabingas*

*Secretary, Paige Pagaduan*

*Treasurer, Gerald Mance*

*Senior Class Senator, Alyssa Neri*

*Junior Class Senator, Caton Liang*

*Sophomore Class Senator, Brient Hutchinson*

*Freshmen Class Senator, Cassandra Hardin*

*Business Administration Senator, Jenna Marie Marcos*

*Social Science Senator, Aleena Mabuti*

*Caucus Ambassador, Ramon Araujo, Jr., tardy. Arrived at 11:19 AM*

*Social Media Coordinator, Cody Rex*

*Student Life Coordinator, Rouel Velasco*

## **Members Not Present**

*Caucus Ambassador, Cody Rex, absent.*

## **Guests**

N/A

## **Quorum**

Yes

## **Open Forum Guests**

N/A

## **Reading of Agenda**

General Meeting 20-018  
Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

## **To approve the Agenda for Meeting 20-018**

**Motion:** Caton L.

**Second:** Gerald M.

## **Motion to make amendment to Minutes 20-017**

**Motion:** Gerald M.

**Second:** Alyssa C.

## **To approve the Minutes with amendments for Meeting 20-017**

**Motion:** Caton L.

**Second:** Brient H.

## **Internal Reports**

President

- ❖ Did orientation & training for Brient with Alyssa C. on 3/4
- ❖ Participated in Tea Time on 3/9
- ❖ Met with the Executive Board to distribute social media responsibilities on 3/10
- ❖ Sent the mahalo email for the March Tea Time on 3/12
- ❖ Drafted an email blast that was a one-week reminder for students to turn in their General Election Applications which was sent out on 3/16
- ❖ Attended picture taking with Mellissa on 3/17
- ❖ Been in conversation with Rouel & the Executive Board regarding COVID-19 impacts to the ASUHW O Senate & UHW O as a whole, & making plans accordingly
  - Sent out a Senate-wide email with this information on 3/17
- ❖ Made some updates to the website with our new pictures & information
- ❖ Updated our Facebook cover photo
- ❖ Made some posts to Instagram to promote for the General Election application deadline
- ❖ Drafted a message of support for UHW O students in these uncertain times in the wake of COVID-19, on behalf of ASUHW O to be sent out as an email blast sometime this week

General Meeting 20-018  
Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

- ❖ Attended CSO Collab on 3/23

## Vice President

- ❖ Tabled for Tea Time
- ❖ Met with Commencement Committee during the Grad Fair (will talk more about it during Committee reports)
- ❖ Met with Executive Board to discuss social media duties
- ❖ Been in contact with Joe from Coral Crater. As you know we've had to cancel/postpone our Team Bonding until further notice
- ❖ Sent out By-Law revisions for you all to look over and discuss
- ❖ Will be announcing/sending out Legislative committee meet via Zoom after this meeting to further discuss By-Law amendments

## Secretary

- ❖ Attended Tea Time
- ❖ Worked on and sent out minutes
- ❖ Attended the group picture
- ❖ Met with Caton for Activities Committee
- ❖ Posted on Instagram
- ❖ Working on gathering the documents to put into our drive and on the website
- ❖ Met with Executive board to talk about the social media responsibility

## Treasurer

- ❖ Tabled for Tea Time
- ❖ Sent in paperwork for Earth Day
- ❖ Set up and attended the group photoshoot
- ❖ Attended CSO Collab

## Advisors

- ❖ Sent out to faculty and staff members to nominate students that they would see fit to run in student government
  - Got about 5 names

General Meeting 20-018  
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# The Associated Students of the University of Hawai'i'-West O'ahu 8<sup>th</sup> Senate of Kapolei

- ❖ About 2-3 students have applied
  - Will be holding mandatory meetings with candidates

## Standing Committee

- ❖ Budget and Finance
  - Will host next meeting online
  - Team bonding and Earth Day got approved
- ❖ Activities
  - Met to discuss different activities we could do for West Fest and General Elections, however, now that things are moved online we need to discuss ways on how to do things online for other upcoming events that will still be held
- ❖ Legislative
  - Will be setting a date to meet and discuss any of your feedback about the amendments made/will make
- ❖ Ad Hoc Committee
  - Elections Committee
    - No one has yet signed up for Executive Board, however will be meeting with candidates to try to see if anyone is willing to move around
    - There are two running for Senior Class, but one is willing to move around.
  - Transition Committee
    - No new report

## Senator Reports

- ❖ Senior Class
  - All initiative events were canceled
  - Still waiting for info on commencement
- ❖ Junior Class
  - Attended tea time
  - Attended activity committee meeting with Paige
  - Been in contact with Jason Levy
  - Met with Dr. Taketa and had initiative-related discussions

General Meeting 20-018

Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

- Attended virtual CSO Collab
- ❖ Sophomore Class
  - March 5, 2020 I emailed Dr. Cook, my introduction who I am
  - Discussing that I will be the senator working with him
  - Advocating for an African American course
  - March 9, I attended my first Tea Time Shift from 11am - 1pm
  - On March 11, 2020, Dr. Cook and I met in person at his office
  - Dr. Cook notified me that by Spring of 2021 an AA course can be added into curriculum
  - Dr. Cook also showed me a draft for a near future AA course
  - Currently finding a Professor/lecturer, but ideally a Doctor within the specialty within the field of African American history and material relating to it.
  - It is a possibility that more classes can be added within this specific field of study.
  - Dr. Cook and I looked over and reviewed the AA survey, some questions were modified
  - These survey questions will help to identify the amount students interested and willing to advocate for an AA course
  - Narrow down the particular type of material that can be seen in a AA course
  - In other words, identifying the type of AA course to be added and implanted into UHWO
  - ASAP for sending out AA modified survey, but also awaiting green light
  - Hopefully by April 6, 2020 we could send out survey
  - March 17 I attended our ASUHWO photoshoot day
  - March 23 I also attended our collaborative Zoom meeting as well.
  - March 23 I did a small review with Caton on the Online Resolution
  - Currently formatting initiative and resolution
  - Notification from Legislative Committee of when we will have our future meetings
- ❖ Freshmen Class
  - I got to help out with the last Tea Time of the entire semester.
  - I also got to help out with the Graduate Fair.

General Meeting 20-018

Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

## ❖ Business Administration Division

- Took headshots for ASUHW O
- Got in touch with Katie. Financial literacy workshop will be postponed until next semester. This will give us time to hopefully plan or even team up with Financial Aid so that we could maybe collab/build on each other since it's intertwined.
- If we wanted to still do a financial literacy related thing: Maybe using our website or social media to give tips on how to save or updates about tax due dates or way to save. (Katie gave me her worksheet she was going to use for the event that we can share)

## ❖ Social Science Division

- Took my headshot and our group photo over spring break.
- Followed up with Kealohi Perry; created a Google Doc with her, which roughly outlines a possible survey that would be sent out to Psychology student attending UHWO, not DE (distance education) designated students.
- Still need to edit and go over the questions to be sure they're being asked in the right tone for both the survey and questions for the Division Chair.
- Also, I was thinking of coordinating a meeting between Rouel, Kealohi, and myself, so we can get the ball rolling a little faster with my initiative? I will of course email you two for more details.
- Yesterday, I attended the CSO Collab Zoom conference to discuss some thoughts and feelings with all classes being converted online

## Assignment Reports

### ❖ Caucus Ambassadors

- Caucus Ambassador, Ramon Araujo Jr.
  - All UHSC meetings have been moved online
  - Still can hold initiative online and is working with Landon from UHM
- Caucus Ambassador, Cody Rex
  - Attended Grad Fest and promoted Cap and Gown initiative, however, no one rented a gown that day
  - Attended Splash Bash

General Meeting 20-018  
Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

## Campus Committees

- ❖ Health, Transportation, and Technology (HTT) Committee
  - No new report
- ❖ Academic Grievance Committee
  - No new report
- ❖ Commencement Committee
  - During the last meeting it was agreed that as of then, commencement will still be on until we receive any updates
  - (I forgot her name) but she asked for a student representative to be part of the "Guest Speaker Committee" to decide who is best fit to speak during Commencement
  - Addressing alternatives about how students could/should still be acknowledged
  - Meeting tomorrow (TY Sydney for sending that announcement for the meeting)  
Feel free to join and share your thoughts, it'd be good to hear from other students aside from myself
- ❖ OER Committee
  - Meeting tomorrow, March 25
- ❖ Senior Staff Committee
  - Chancellor announced that UH classes would be online for the rest of the semester due to COVID-19
  - Additional COVID-19 debrief by Chancellor
  - Student employment will continue during this online period with the hosts that supervisors can find was for student employees to work virtually
  - During this online period, UHWO library will be open to students & employees only but may close off sections & arrange furniture to practice social distancing
  - Students may use library computers at this time for online classes
  - Students can borrow laptops during this time from UHWO
  - There are no inter-UH library loans at this time
  - Faculty still need to keep office hours to connect with students
  - Students (or anybody) can call Aloha United Way at 211 for food security

General Meeting 20-018

Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

resources

- ❖ Faculty Senate Committee
  - Chancellor gave a briefing on COVID-19
  - Bachelor of Science in Natural Science Upper Division Credit Resolution was passed
  - Senior Project & Senior Practicum Guidelines Resolution was postponed to next meeting
    - Postponed because could not make a decision as to whether or not faculty should be required to do some sort of Senior Project/Practicum training if teaching that course; arguments for need for autonomy for disciplines to make their own decisions dor projects/practicums as experts of the field; faculty plan to bring this discussion back to their departments to see what can be done
  - Presentations about the new Sustainability & Hawaiian Indigenous Health & Healing Certificates & Bachelors of Science in Cyber Security
  - Chair of the Faculty Senate has called an emergency meeting of the Executive Committee to discuss how the Faculty Senate can conduct critical business when regular meetings are not possible & will review two resolutions:
  - Resolution to amend the Charter to allow committees to conduct meetings via teleconference, videoconference, etc.
  - Resolution to Bylaws to define the Executive Committee's emergency authority
- ❖ Aloha 'Aina Committee
  - No new report
- ❖ UHWO Art Committee
  - No new report
- ❖ Compliance Hui Committee
  - No new report
- ❖ Student Affairs
  - No new report
- ❖ Task Force Housing Committee
  - No new report

General Meeting 20-018

Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.





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

## Other

- ❖ CSO Collab
  - Discussed how everyone was feeling since everything has moved online and the worries that they have
  - Discussed commencement and different ideas of how to still hold it or if it should be cancelled
  - Discussed how to meet with constituents virtually
- ❖ Gracious Spaces
  - No new report

## Unfinished Business

- ❖ Reviewed [Meeting 20-017 To-Dos](#)
  - Went over the 20-017 To-Dos and transitioned the To-Dos that still needed to be done over to the 20-018 To-Dos.

## New Business

- ❖ Special Order: [Senate Resolution 20-01: Urging UHWO Faculty and Instructors to Modify Course Requirements in Response to the COVID-19 Pandemic](#)

**Motion to approve SR 20-01 amendments (Amend: “but not limited to”, time period to extend to the rest of the semester, “Temporarily”, add an author, add “All UHWO...” )**

**Motion:** Gerald M.

**Second:** Brient H.

## **Motion to approve SR 20-01 with amendments**

**Motion:** Jenna M.

**Second:** Paige P.

- ❖ Coronavirus/Online Class Implications
  - Discussed ways we as a senate can still be available online
- ❖ ASUHWO Awards for Spring 2020
  - Discussed the different awards ASUHWO can recognize for students
  - We can nominate people to win an award

## Announcements and Open Forum

General Meeting 20-018  
Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

❖ Save the Dates

- See Google Calendar
- **ASUHW O General Meeting:** Tuesday, April 7, 2020
  - Time: 11AM-1PM
  - Location: Google Hangout
- **Virtual Tea Time with ASUHW O (Tentative):** Monday, April 13, 2020 and Tuesday, April 14, 2020
  - Time: 10AM-2PM
  - Location: Google Hangouts

❖ Reminders

❖ Members To-Dos

<b>MEMBER</b>	<b>TO-DO</b>	<b>DUE DATE</b>
Sydney, President	Work with Caton to draft email to send along with SR 20-01	3/25/20
	Email Senate about Distinguished Service Medal procedures	3/25/20
	Work with Gerald to coordinate Volunteerism Medal & Appreciation Medal	3/25/20
	Contact Executive Board about new social media responsibilities per meeting	ASAP
	Work with Executive Board & Rouel to decide if we want to provide a gift card drawing to get students to attend the virtual April Tea Time	ASAP
	Draft email blast to remind students to vote in Spring 2020 General Elections	4/9/20



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

Alyssa C., Interim VP	Create office hours sign-in sheet	ASAP
	Check on senator initiative progress	Open
Paige, Interim Secretary	Finalize (clean-up & add graphics) to SR 20-01 & send to Caton, Sydney, & Rouel to send in an email from ASUWHO email account to those who are to receive copies	3/24/20
	Send out minutes no more than 5-business days after meeting	3/32/20
	Make amendments to minutes for General Meeting 20-017	ASAP
	Update minutes & legislative documents (acts & resolution) to drive	ASAP
Gerald, Treasurer	Work with Sydney to coordinate Volunteerism Medal & Appreciation Medal	Per Sydney
Alyssa N., Senior Class Senator	Figure out how to have "virtual" Earth Day	ASAP
	If doing "virtual" Earth Day: <ul style="list-style-type: none"> <li>• Prepare flyer to be advertised on social media &amp; website</li> <li>• Draft email blast to send out to notify students</li> </ul>	Per above task
	Continue to work on initiative	Open
Caton Liang, Interim Junior Class Senator	Work with Sydney to draft email to send along with SR 20-01	3/25/20
	Continue to work on initiative	Open

General Meeting 20-018  
Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

Brient, Sophomore Class Senator	Continue to work on initiative	Open
Cassandra, Freshman Class Senator	Continue to work on initiative	Open
Jenna Marie Marcos, Business Admin Senator	Figure out how to have "virtual" financial literacy	ASAP
	If doing "virtual" financial literacy: <ul style="list-style-type: none"> <li>• Prepare flyer to be advertised on social media &amp; website</li> <li>• Draft email blast to send out to notify students</li> </ul>	Per above task
	Continue to work on initiative	Open
Aleena Mabuti, Interim Social Sciences Senator	Continue to work on initiative	Open
Ramon, Caucus Ambassador	Continue to work on initiative	Open
Cody, Interim Caucus Ambassador	Although there will not be commencement this semester, work on growing Cap & Gown Program to (e.g., advertising to let future graduate know, advertising for donations)	Throughout semester



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

	Upload flyers made to team drive	ASAP
	Continue to work on initiative	Open
Rouel, Advisor	Assist Sydney & Caton in sending out SR 20-01	3/25/20

❖ Committee To-Dos

COMMITTEE	TO-DO	DUE DATE
<b>Budget &amp; Finance</b> Chair: Gerald - Alyssa N. - Jenna	Discuss research and development per by-laws	Before next meeting
	Call for meeting	Before next meeting
	Shop for office supplies	Open
<b>Activities</b> Chair: Paige - Cassie - Caton	Brainstorm other means that ASUHW O can hold "activities" during online period (e.g., social media activities)	ASAP
	Send out shift-sign up sheet for virtual April Tea Time	4/10/20
	Call for meeting	Before next meeting
<b>Legislative</b> Chair: Alyssa C. - Cody - Aleena - Brient	Finalize proposed amendments to bylaws to present at next meeting	Before next meeting
	Call for meeting	Before next meeting



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

**Meeting Adjournment at 1:00PM**

**Motion:** Gerald M.

**Second:** Alyssa C.

**Voting Record**

<b>VOTING RECORD FOR SENATE MEETING 20-018, APPROVAL OF AGENDA: TO APPROVE THE AGENDA FOR MEETING 20-018</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote by Proxy</b>
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			N/A
Gerald Mance	X			N/A
Alyssa Neri	X			N/A
Caton Liang	X			N/A
Brient Hutchinson	X			N/A
Cassandra Hardin	X			N/A
Jenna Maria Marcos	X			N/A
Aleena Mabuti	X			N/A

<b>VOTING RECORD FOR SENATE MEETING 20-018, APPROVAL OF AGENDA: MOTION TO MAKE AMENDMENTS TO MINUTES 20-017</b>				
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General Meeting 20-018  
Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

Name	Yay	Nay	Abstain	Vote by Proxy
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			N/A
Gerald Mance	X			N/A
Alyssa Neri	X			N/A
Caton Liang	X			N/A
Brient Hutchinson	X			N/A
Cassandra Hardin	X			N/A
Jenna Maria Marcos	X			N/A
Aleena Mabuti	X			N/A

<b>VOTING RECORD FOR SENATE MEETING 20-018, APPROVAL OF AGENDA: TO APPROVE THE MINUTES WITH AMENDMENTS FOR 20-017</b>				
Name	Yay	Nay	Abstain	Vote by Proxy
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			N/A
Gerald Mance	X			N/A
Alyssa Neri	X			N/A

General Meeting 20-018  
Minutes Approved on April 7, 2020 by the 8<sup>th</sup> Senate of Kapolei.



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

Caton Liang	X			N/A
Brient Hutchinson	X			N/A
Cassandra Hardin	X			N/A
Jenna Maria Marcos	X			N/A
Aleena Mabuti	X			N/A

<b>VOTING RECORD FOR SENATE MEETING 20-018, MOTION TO APPROVE SR 20-01 AMENDMENTS (AMEND: "BUT NOT LIMITED TO", TIME PERIOD TO EXTEND TO THE REST OF THE SEMESTER, "TEMPORARILY", ADD AN AUTHOR, ADD "ALL UHWO..."</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote by Proxy</b>
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			N/A
Gerald Mance	X			N/A
Alyssa Neri	X			N/A
Caton Liang	X			N/A
Brient Hutchinson	X			N/A
Cassandra Hardin	X			N/A
Jenna Maria Marcos	X			N/A
Aleena Mabuti	N/A	N/A	N/A	N/A

General Meeting 20-018  
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The Associated Students of the University of  
Hawai'i'-West O'ahu 8<sup>th</sup>  
Senate of Kapolei

<b>VOTING RECORD FOR SENATE MEETING 20-018, MOTION TO APPROVE SR 20-01 WITH AMENDMENTS</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote by Proxy</b>
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			N/A
Gerald Mance	X			N/A
Alyssa Neri	X			N/A
Caton Liang	X			N/A
Brient Hutchinson	X			N/A
Cassandra Hardin	X			N/A
Jenna Maria Marcos	X			N/A
Aleena Mabuti	N/A	N/A	N/A	N/A

<b>VOTING RECORD FOR SENATE MEETING 20-018, MOTION TO ADJOURN THE MEETING</b>				
<b>Name</b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Vote by Proxy</b>
Alyssa Cabingas	X			N/A



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

Paige Pagaduan	X			N/A
Gerald Mance	X			N/A
Alyssa Neri	X			N/A
Caton Liang	X			N/A
Brient Hutchinson	X			N/A
Cassandra Hardin	X			N/A
Jenna Maria Marcos	X			N/A
Aleena Mabuti	N/A	N/A	N/A	N/A