



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

ASUHWO General Senate Meeting 20-018 on Tuesday, April 7, 2020 at 11:02 AM via Google Hangout.

Members Present

President, Sydney Millerd

Vice President, Alyssa Cabingas

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.

Student Life Coordinator, Rouel Velasco

Members Not Present

Secretary, Paige Pagaduan, absent. Caton L. as proxy

Caucus Ambassador, Cody Rex, absent.

Guests

N/A

Quorum

Yes

Open Forum Guests

N/A

Reading of Agenda

To approve the Agenda for Meeting 20-019

General Meeting 20-019

Minutes Approved on April __, 2020 by the 8th Senate of Kapolei.



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

Motion: Alyssa C.

Second: Aleena M.

Motion to make amendments to Minutes 20-018

Motion: Gerald M.

Second: Brient H.

To approve the Minutes with amendments for Meeting 20-018

Motion: Gerald M.

Second: Caton M.

Internal Reports

President

- ❖ Worked with Gerald to plan for and coordinate the external ASUHW O Awards
- ❖ Attended the Commencement Committee Meeting on 3/35
- ❖ Distributed additional social media responsibilities among the Executive Board on 3/27 based on conversations at last general meeting
- ❖ Edited the email blast to offer support & motivation to students during these challenging times which was sent out on 3/30
 - Posted an accompanying post to social media using our group photos on 3/30
- ❖ Spring 2020 General Election Candidate Profiles updated to website on 3/30
- ❖ Helped to lead a Commencement Focus group on 3/30 to talk story with graduating students about what their thoughts are regarding commencement
- ❖ Sent out for a call for nominations for the ASUHW O Distinguished Service Medal to the whole Senate on 3/31
 - If you would like to nominate a fellow Senate member, please send me their name & a description as to why they deserve the award by 4/17
 - We will review & vote on the nomination at the 4/21 general meeting
- ❖ Worked with Caton, Paige, & Rouel to finalize & send out SR 20-01 to the recipients with an accompanying email message

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- I sent out SR-01 with the accompanying email message on 4/3 from the ASUHW O email account & forwarded to everyone
- ❖ Drafted an email blast containing resources students can turn to during these challenging times that was provided to me by my professor Dr. Albie Miles which was sent out on 4/6
 - Posted an accompanying post to Instagram sharing the resources as well on 4/6
- ❖ Updated the website with everyone's headshots, office hours, & information on how constituents can connect with us virtually
 - Let Paige & I know if you would like to change your office hours each week
- ❖ Been helping to post to our social media as well

Vice President

- ❖ Did the posting for the upcoming candidates to our IG
- ❖ Made office hours login sheets accessible for online office hours
- ❖ Attended a focus group with Sydney that was proposed by Leslie, and included the Executive board & Alyssa N.
- ❖ Met with Legislative Committee to complete the amendments for the By-Laws

Secretary

- ❖ Worked on and sent out the minutes
- ❖ Worked on the formatting for SR 20-01
- ❖ Met with Caton and Cassie for activities committee
- ❖ Updated IG with office hours

Treasurer

- ❖ Attended focus group
- ❖ Attended budget meeting
- ❖ Created awards for social media message
- ❖ Created a flyer to promote nomination

Advisors

- ❖ Met with Senate members to discuss initiative
- ❖ Responding to individuals

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- ❖ Will be in office on Wednesdays

Standing Committee

- ❖ Budget and Finance
 - Ways to spend money on technology
 - Portable wifi for students to take home
 - Toilet flush machine handles
 - Suggestion to promote on social media
 - Help desk
 - There is a room in A-building for students to use to do work
 - Next meeting is on April 13
- ❖ Activities
 - Met with Cassie and Caton on Wednesday
 - Discussed what needed to be done to hold our virtual tea time for April
 - Drafted an email, but still waiting on word back from Rouel on how to go about this process because we were thinking of offering gift cards and using the leftover gift cards we have from the past.
 - Caton has created the sign-up sheet for virtual tabling
- ❖ Legislative
 - Met with Committee to make amendments to the By-Laws, which we will go over in new business
- ❖ Ad Hoc Committee
 - Elections Committee
 - Doing the poll through google forms
 - People will just be receiving an link without email like previous years
 - Be ready and running by next week Monday for the whole week
 - Transition Committee
 - Meeting with Rouel
 - Discussed how we are going to do it because it will be different this year

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- Position form that we would fill out to help the incoming senate
 - ◆ April 27 get the transition forms out and give 2 weeks to turn it back in or after finals
- Planning for a virtual training

Senator Reports

❖ Senior Class

- Held Office Hours
- Spoke With Rouel Regarding Transition Committee
 - Ideas include having incoming members meet with previous via Zoom
 - Transition forms will be handed out the 21st of April
 - Expected to be handed back within 2 weeks
- Attended commencement meeting

❖ Junior Class

- Met with Secretary Paige and Senator Cassandra to discuss Activities Committee related tasks
- Corresponded with President Sydney and Advisor Rouel to publish SR 20-01
- Worked on drafting resolution related to campus mental health services

❖ Sophomore Class

- March 23, I continued to worked on my initiative
- March 24, I looked over some of the ByLaws & committed on some parts
- I have communicated with Rouel about obtaining enrollment statistical data
- March 30, Office hours I did, I continued to review my initiative, & join with the treasury committee's meeting about ASUHW O's budget.
- Rouel acquired enrollment statistical data from the UH Institutional Research Office
- April 1, I immediately started to draft out my resolution
- Looking over enrollment statistical data in 4 categories, UH West Oahu, UH Universtitities, Overall UH system, & UH colleges as well
- Looking at the African American student enrollment through the UH system, just to see the sample statistic within this respective ethnic group in the general

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population throughout the UH system.

- This information shows African Americans as a minority group, and to continue to solidify this group's representation specifically within UH West Oahu for the moment like for any other ethnic group, respectfully.
- April 2, still continuing to work on my draft resolution, still structuring my format and information as well.
- I also received feedback from Sydney & Rouel in regards with my draft resolution
- April 3, I participated with the Legislative Committee and more so we worked on editing and revising certain parts of the ByLaws.
- Did officer hours and composed my report #3
- ❖ Freshmen Class
 - I got to attend the Activities Committee meeting
 - I did saw Sydney's email on the law that she wrote and I gave it support
 - I attended the Graduation ceremony meeting and got to voice my opinion on either postponing graduation to a later date or doing it virtually
 - I attended the ASUHW O Candidate meeting
 - I attended the last ASUHW O meeting
- ❖ Business Administration Division
 - 3/30: Met with Gerald in regards to the budget
 - Initiative:
 - The Financial Literacy workshop moved to next fall but no date has been set.
 - Try to find something financial literacy related that can still be done for this semester. Create a simple excel budget sheet for students. Along with the budget sheet, my cousin has been helping me with tips on how they could save during the pandemic. (First draft should be ready by tonight).
- ❖ Social Science Division
 - Discussed survey with Rouel and Kealohi. Edited and refined some parts, but still needs further revisions before being sent out.
 - Need a follow-up
 - Also discussed what to do about discussing my questions/concerns with Kealohi

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and Rouel; need to coordinate a meeting with the social sciences/psychology
Division Chair.

- Worked on Initiative document.

Assignment Reports

❖ Caucus Ambassadors

- Caucus Ambassador, Ramon Araujo Jr.
 - Pass/Fail option being made available for all students
 - BOR meeting cancelled and the 4/16 BOR meeting may get pushed back to the end of the month
 - Emergency Fund 500k with 200k on hand. Application process is being tested out by UHSC and will hopefully be made live ASAP
 - All campuses are trying to figure out how to still engage with students
- Caucus Ambassador, Cody Rex
 - No new report

Campus Committees

- ❖ Health, Transportation, and Technology (HTT) Committee
 - No new report
- ❖ Academic Grievance Committee
 - No new report
- ❖ Commencement Committee
 - Met and discussed further about alternatives for commencement which is pretty much still all up in the air right now (thank you to those that attended as well)
 - They're looking more into pushing it back with Fall Commencement and possibly looking at Blaisdell for the location, but also want to have something in written format to further acknowledge the graduating class
 - Leslie proposed a focus group throughout the week so we could receive feedback from more graduates (I wasn't able to attend all of them but does anyone have and additions?)
 - Meeting again tomorrow, will forward the link once the meeting is over

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- ❖ OER Committee
 - No new report
- ❖ Senior Staff Committee
 - No new report
- ❖ Faculty Senate Committee
 - Optional credit/no credit proposal by UH System administration & request for feedback on proposal was shared to Faculty Senate members on 3/31 which I then shared to the whole Senate requesting for feedback
 - Mahalo to those who provided feedback.
 - Provided feedback to Faculty Senate Chair on 4/3 in support of the proposal based on what feedback I got back from everyone & my own thoughts, as well as the suggestion to ensure that academic advising services are provided to students during the credit/no credit decision-making time
 - Full feedback response was shared with the whole Senate
- ❖ 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

Other

- ❖ CSO Collab
 - April 20th is the next meeting
- ❖ Gracious Spaces
 - No new report

Unfinished Business

- ❖ Reviewed [Meeting 20-018 To-Dos](#)

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- Went over the 20-018 To-Dos and transitioned the To-Dos that still needed to be done over to the 20-019 To-Dos.

New Business

❖ ASUHW O By-Laws Revisions

Motion to revise the font to Times New Roman, Section 3: Attendance Policy added in-person and remotely online, switched the secretary placement with the treasurer placement, added chairmanship to the executive board: Budget and Finance Committee is the Treasurer, Activities Committee is the Secretary, and Legislative Committee is the Vice President, under Secretary for social media portion is moved under social media coordinator and that in the absence of the Social Media Coordinator it will be distributed throughout the executive board, calling the meeting to order would be Treasurer before Secretary, under senate members initiatives adding a part about Senators “consistently working on their initiative”, strikethrough the “Senate Speaker...”, strikethrough “The guidelines and stipulations...”, under “This is a one semester long initiative...” to “Spring Semester”, strikethrough “chairperson”, added primary standing committee, under Caucus Ambassador changed “Representatives” to “Ambassador, under Caucus Ambassador add “consistently working on them to ensure progress was being made”, under Caucus Ambassador strikethrough “The Vice President will be responsible for maintaining the log of office hours...”, add in “Section 4. Interim Positions”, under Standing Committee added that it would be chaired by the Executive Board members, under Transition Committee add Ad-Hoc and “during the general election period of the Spring semester, under Election Committee strikethrough commission, under Election Committee change “Student Life Coordinator” to “Director of Student Life, changed “stipends” to “cash awards”, under Cash Awards added “In addition, the Secretary and Social Media Coordinator should be notified...”, strikethrough “Should a Senate member which is rescheduled their office hours...”, under President duties add “during the Spring general election period”, add “semesterly”, “or through a written public report”, add “outlets, including but not limited to:...” strikethrough “quarterly”, strikethrough “monthly”, add “set executive board meetings, as needed” on the By-Laws

Motion: Brient H.

Second: Gerald M.

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- ❖ Schedule Final General Meeting & Training for New Senate
 - New senate should take it on by June 1.
 - Will email when we are all available

Announcements and Open Forum

- ❖ Save the Dates
 - See Google Calendar
 - **Virtual Tea Time with ASUHW O:** Monday, April 13, 2020 & Tuesday, April 14, 2020
 - Time: 10AM-2PM
 - Location: Google Hangout
 - **ASUHW O General Meeting:** Tuesday, April 21, 2020
 - Time: 11AM-2PM
 - Location: Google Hangouts
- ❖ Reminders
- ❖ Members To-Dos

MEMBER	TO-DO	DUE DATE
Sydney, President	Draft SR 20-01 email blast to students & create accompanying social media post	ASAP
	Prepare ASUHW O Award: Distinguished Service Medal nomination submissions to present at next general meeting	Next general meeting
	Coordinate final general meeting & new senate training date	Before the end of semester
Alyssa C.,	Send Paige revisions to make to	ASAP



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Interim VP	by-laws (Senate Revision 20-01)	
	Work with Rouel to modify review sheets per revisions	ASAP
Paige, Interim Secretary	Ask Kelly about the gift cards for Tea Time	ASAP
	Make revisions to by-laws per revisions passed at general meeting (Senate Revision 20-01) & send final PDF to Sydney to post to website	ASAP
	Send out minutes no more than 5-business days after meeting	4/14/20
Gerald, Treasurer	Prepare ASUHW O Award nomination submissions to present at next general meeting	Next general meeting
Alyssa N., Senior Class Senator	Plan "Virtual Earth Day" <ul style="list-style-type: none"> • Prepare email blast with resources from speaker & send to Rouel • Prepare flyer to post to ASUHW O social media (send to Sydney to post on Earth Day) 	Before 4/22/20
	Prepare Transition Forms & send to Senate	Before end of semester
	Continue to work on initiative	Open
Caton Liang, Interim Junior Class Senator	Continue to work on initiative	Open



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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	Prepare "vital financial literacy" <ul style="list-style-type: none"> • Share with Rouel the resources to send in Student Life Email Blast • Send Sydney details & files to post to ASUHW O website 	ASAP (if want to get info out by 4/13/20 Student Life email blast)
	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	Continue to work on initiative	Open
Rouel, Advisor	Send out email blast for ASUHW O Award Nomination, African American History Course Survey, & SR 20-01	ASAP

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❖ Committee To-Dos

COMMITTEE	TO-DO	DUE DATE
Budget & Finance Chair: Gerald - Alyssa N. - Jenna	Call for meeting	Before next meeting
	Shop for office supplies	Open
Activities Chair: Paige - Cassie - Caton	Send out shift-sign up sheet for virtual April Tea Time	ASAP
	Work on email blast to advertise Tea Time	ASAP
	Send out plan for Tea Time to Senate (i.e., how we should host: questions to ask students, what should be shared, etc.)	ASAP
	Call for meeting	Before next meeting
Legislative Chair: Alyssa C. - Cody - Aleena - Brient	Call for meeting	Before next meeting

Meeting Adjournment at 12:46 PM

Motion: Gerald M.

Second: Brient H.



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Voting Record

VOTING RECORD FOR SENATE MEETING 20-019, APPROVAL OF AGENDA: TO APPROVE THE AGENDA FOR MEETING 20-019				
Name	Yay	Nay	Abstain	Vote by Proxy
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			Caton L.
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

VOTING RECORD FOR SENATE MEETING 20-019, APPROVAL OF AGENDA: MOTION TO MAKE AMENDMENTS TO MINUTES 20-018				
Name	Yay	Nay	Abstain	Vote by Proxy
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			Caton L.

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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

VOTING RECORD FOR SENATE MEETING 20-019, APPROVAL OF AGENDA: TO APPROVE THE MINUTES WITH AMENDMENTS FOR 20-018				
Name	Yay	Nay	Abstain	Vote by Proxy
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			Caton L.
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

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Jenna Maria Marcos	X			N/A
Aleena Mabuti	X			N/A

VOTING RECORD FOR SENATE MEETING 20-019, MOTION REVISE THE BY-LAWS				
Name	Yay	Nay	Abstain	Vote by Proxy
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			Caton L.
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

VOTING RECORD FOR SENATE MEETING 20-019, MOTION TO ADJOURN THE MEETING				
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Name	Yay	Nay	Abstain	Vote by Proxy
Alyssa Cabingas	X			N/A
Paige Pagaduan	X			Caton L.
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