



# The Associated Students of the University of Hawai'i - West O'ahu 9<sup>th</sup> Senate of Kapolei

**Agenda for General Meeting 21-0019**

**Date of Meeting: Thursday, March 11th, 2021 4:00 pm - 6:00 pm via Zoom**

## 1. Call to order:

## 2. Roll Call

Absent	Excused	Tardy	Present		<b>Executive Board</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>President</b>	Caton Liang
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Vice President</b>	Kulanui Perez
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Secretary</b>	Kylie Matsuda
<input type="checkbox"/>	<input type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	<b>Treasurer</b>	Suzy Johnson
Absent	Excused	Tardy	Present	<b>Constituency</b>	<b>Senators</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Senior Class</b>	<b>Vacant</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Junior Class</b>	Brient Hutchinson
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Sophomore Class</b>	Cassandra Hardin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Freshman Class</b>	Jas Carino
<input type="checkbox"/>	<input type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	<b>Business Administration</b>	Cami Malalis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Creative Media</b>	Mikaela Briones
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Education</b>	Michelle Gabriel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Humanities</b>	<b>Vacant</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Math and Science</b>	<b>Vacant</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Public Administration</b>	Kaylee Torres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Social Sciences</b>	<b>Vacant</b>
Absent	Excused	Tardy	Present	<b>Assignments</b>	<b>Ambassadors</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DE Hawaii Island Representative</b>	<b>Vacant</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DE Maui County Representative</b>	<b>Vacant</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DE Kauai Representative</b>	<b>Vacant</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Student Caucus 1</b>	Taylor Ann Okimoto
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Student Caucus 2</b>	<b>Vacant</b>

General Meeting 21-0019

Agenda Approved on 3/25/21 by the 9<sup>th</sup> Senate of Kapolei.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Social Media Coordinator</b>	Nicole Williams
				TOTAL:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>S.L. Coordinator</b>	Rouel Velasco
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Faculty Advisor</b>	<b>Vacant</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Asst. Faculty Advisor</b>	<b>Vacant</b>

### 3. Establish Quorum

3.1 Quorum Established? **Yes**

### 4. Open Forum Guest

4.1 **None**

### 5. Approval of Agenda and Minutes

5.1

Change to combing "spring appts" with "new appts"

Motion: Kylie

Second: Kulanui

Vote: Unanimous Aye, No Nay

Agenda for Meeting 21-0019

Motion: Brient

Second: Mikaela

Vote: Unanimous Aye, No Nay

5.2 Minutes for Meeting 21-0018

Motion: Kylie

Second: Brient

Vote: Unanimous Aye, No Nay

### 6. Internal Reports

6.1 President

- March 2 = attended Student Recruitment & Retention Work Group meeting
- March 3 – chaired meeting with executive committee
- March 3 – attended CSO Collab hosted by Rouel
- March 5 – attended faculty senate meeting (was late)
- March 8 – attended legislative committee meeting
- March 8 – interviewed applicant for Big Island Representative position
- March 9 – interviewed two applicants for Math & Sciences/Social Sciences senator positions

General Meeting 21-0019

Agenda Approved on 3/25/21 by the 9<sup>th</sup> Senate of Kapolei.

## 6.2 Vice President

- did office hours, met with caton about members and myself leaving the meeting early and schedule a time to work on other things as well as emails i should send out next. Attended a CSO meeting, attended rouels wednesday live shows. Need to follow up with SAFB about how we can help them.
- had a legislative meeting and appointed a cochair (michelles) and appointed sub committee positions, also set a day to work on bylaws that need to be fixed, encourage students to fill out school surveys via discord and about any school events such as the easter distress bags for pick up. Looked into conventions for leadership and we decided on not doing the ones that require payment because we felt that the value is no longer what it used to be with it being online now.

## 6.3 Secretary

- Attended executive meeting: arranged to do interviews of applicants for vacant positions with Caton
- Finished renaming all meeting minutes in drive, started adding old minutes to the website
- Met with Marvin & Brient about PUEO gaming to get their quotes for funds necessary for shirts
- Attended Budget & Finance meeting late
- Attended interviews with Caton for new applicants

## 6.4 Treasurer

- I missed a few meetings due to being ill.
- I did do my office hours. Met with Taylor in the office who met with a student.
- Corresponded with Nicole to get google forms out for scholarships and award nominees.
- Reviewed the forms and asked Nicole to post on social media sites.
- Had a budget and finance meeting last Thursday.
- Set deadlines for scholarships and nominees to give us room to deliberate and determine how many awards we would like to award.
- Asked the committee to come up with pricing and suggestions for prizes for our raffle with the flyers that will be going to all the students.
- Attended interviews with Caton of the applicants for 3 vacant positions (math/science, social sciences, and Big Island representative)

## 6.5 Advisors

- Notified winners from welcome week to complete WH1 forms
- Held CSO Collab
- Reminder to senators to update their initiatives, will be checking soon
- When reporting, give a summary of the meeting you attended
- will follow up with vp about future leadership opportunities

## 6.6 Standing Committee Reports

### 6.6.1 Budget & Finance

- Had a budget and finance meeting last Thursday.
- Set deadlines for scholarships and nominees to give us room to deliberate and determine how many awards we would like to award.
- Asked the committee to come up with pricing and suggestions for prizes for our raffle with the flyers that will be going to all the students.

### 6.6.2 Activities

- No meeting, will set the date for the next one after this meeting

### 6.6.3 Legislative

- appointed a co-chair (Michelle) and Taylor was appointed for academic affairs subcommittee
- Set date to work on bylaws to be fixed, encouraged students to fill out surveys via discord
- Notified students on discord about Easter bags
- Discussed leadership conventions

- Decided not worth the cost since we cannot travel to the convention
- Looking into free conventions

#### 6.7 Ad Hoc Committee Reports

6.7.1 Elections Committee **N/A**

6.7.2 Transition Committee **N/A**

#### 6.8 Senators Reports

6.8.1 Senior Class **N/A**

6.8.2 Junior Class

- Attended 3rd and 4th Work Efficiencies meeting
- Did offer hours for these past two Wednesdays
- Participated in CSO Collab meeting at 3/3/21
- Participated in CSO Collab meeting at 3/3/21
- Attended Student Affairs Committee
- Drafted out bill for Peuo Gaming club help from Sec. Kylie, Pres. Caton, and treasurer
- Met with Pres. Caton, Sec. Kylie, and Marvin from Peuo Gaming about funds needed for T-shirts & promotional items
- Drafted out bill for Peuo Gaming club help from Sec. Kylie, Pres. Caton, and treasurer
- For (SAC) Looking over (PLA - CLEP) resolution with members. ACM is in the making of a PLA portfolio draft of assess and evaluates ACM students requesting course credit if they master the learning outcomes and material
- (Working Efficiencies Group) working more closely with other UH campus and how resources can be shared, and minimizes the cost of buying new items

6.8.3 Sophomore Class

- Attended meeting for Talk Story and have been doing my office hours. Also attended the CSO Collab. A lot of ideas were mentioned from both meetings, included the possibility of helping other clubs for spirit week and implementation of videos including a 10 reasons video and a full time hourly job for student government. Even a tree topology I thought was interesting.
- I have sent out the bill draft to financial aid for the 2nd. No response as of yet.
- Currently am helping to plan for an event to help celebrate women's history month, including a Kahoot game and a film festival.

6.8.4 Freshman Class

- On Feb 28, 2021 and Feb 29, 2021 was able to do office hours
- March 2, 2021 attended commencement planning meeting
  - Drive through ideas for graduation
  - Time slots, 354 graduation applications

6.8.5 Business Administration Division

- Held office hours 2 times a week
- Responded to emails
- Shared Discord server with class mates
- Participated in Nicole's social media posts
- Met with Professor Keanui to discuss initiative
- Drafted initiative in the Drive
- Communicated with Mikaela on collaboration
- Attended Compliance Hui Meeting
- - discussed events for upcoming school year
- - helped with social media promotion
- Activities Committee: Did not meet

General Meeting 21-0019

Agenda Approved on 3/25/21 by the 9<sup>th</sup> Senate of Kapolei.

### 6.8.6 Creative Media Division

- held office hours, every Tuesday/Thursday
- was in contact with Cami for our initiatives, will meet together soon
- OER Report:
  - met with the committee on 2/25
  - they are working on TXT0 (a way to have reading materials for classes for free)
  - i will be helping them create an instructional video to further explain that
  - working on upcoming workshops
  - next meetin: March 25, 2021
- Budget and Finance Committee:
  - met last Thursday
  - set deadlines for scholarships
  - and more details regarding the scholarship

### 6.8.7 Education Division

- Contacted Marvin about getting more information on his bill
- Emailed Rouel and Taylor for interview questions
- Review information from the interview with Abbie
- Discuss next steps with Taylor
- Emailed about availability to schedule next meeting

### 6.8.8 Humanities Division

### 6.8.9 Math and Science Division

### 6.8.10 Public Administration Division

- Held Office Hours, Compliance Hui Meeting, PUEO Work Group Meeting, Budget & Finance Meeting
- Research vendors for Budget & Finance
- No new info for initiative - waiting to hear back from UHWO Law Society (haven't met again yet)
- Still need a 2nd initiative
- Compliance Hui: Discussed April VAWA (Violence against women) and social media posts. Looking to collab with Nicole for posts on ASUHWO Instagram as well. Also looking to get more students involved (recruitment)
- Student Learning Work Group: Went over the draft business model with Dr. Walter Kahumoku. Looking towards working on goals of getting more student recruitment, community outreach, and figuring out how to remain sustainable overtime. Biggest priority is operationalizing, making moves as we go along.

### 6.8.11 Social Sciences Division

### 6.9 Assignment Reports

#### 6.9.1 DE Hawaii Island Representative **N/A**

#### 6.9.2 DE Maui County Representative **N/A**

#### 6.9.3 DE Kauai Representative **N/A**

#### 6.9.4 Caucus Ambassadors

- **Held Office Hours ( 3/3/2021, 3/4/2021, 3/10/2021, 3/11/2021)**
  - Checked Emails
  - Updated senate hour log
  - Created my report for the general meeting
  - Worked on my Caucus Meeting Report
- **Presented at the BOR - Academic & Student Affairs Committee Meeting (3/3/2021)**
  - Talked about what kind of freshman experience I had throughout COVID-19
  - Answered any questions that members of the committee had
- **Attended the Ho'opili Mau Recruitment Talk Story (3/10/2021)**
  - Was very amazing to see all the different ways that other campuses and

- universities are trying to recruit students into student government
- Discussed with Michelle and Rouel about the Laulima concern initiative and what the next steps we could take
- Michelle and I talked about starting off with a survey, to get more insight from students on their experiences with professors using laulima or not `
- **Meet with Abbie Reed (3/8/2021)**
  - Talked about her concerns about the usage of laulima
  - Ways/ideas that she had to possibly help the situation
- **Next UH Caucus Meeting (3/13/2020)**
  - If you guys have anything specific you would like me to bring up or highlight in my report please let me know by 3/12/2021 (TOMORROW)

#### 6.9.5 Social Media Coordinator

- - 3/1: Made social media post promoting the extended deadline for spring appointments
- -3/3: Made 2 social media posts for women's history month on IG/FB
- - 3/4: Worked on a post to promote RISC survey
- - 3/5: Created google forms for Suzy for ASUHWO scholarship
- - 3/9: Created google forms for Suzy for ASUHWO Awards
- - 3/10: Created posts and posted for women's history month on IG/FB
- - 3/11: Created and posted a flyer for Spring 2021 General Elections
- **Analytics**

<b>Facebook: (March 3-9)</b>
People Reached - down 21% (total 23 people reached)
Page Views -
Post Engagement - up 75% (3 post engagement)
Page likes - 1 new like
Page follow - 1 new followers
Post with the most reach were
2/25 senate meeting live, Queen Liliuokalani post, Maya Angelou post
Post with the most reach and engagement
Queen Liliuokalani post
<b>Instagram: (since feb.25)</b>
Total followers - 431 (up 4 follows)
Content interaction: went up by +4.6% (45 interactions)
Total of 44 likes, and 1 shares (collective)
Since March 1

Most liked post was all the women's history posts. They all did well engagement wise

#### 6.10 Campus Committees Report

- Academic Grievance Committee
  - Approached by Dr. Edward Kelanui (sp?)
  - Leslie has not gotten back to Caton about Suzy taking the place of ASUHWO representative for academic grievance
  - Trying to revamp the procedure after internal report
    - One recommendation is for grievance policy to favor faculty over students
    - Analyzing how other institutions handle this
    - Find strengths and weaknesses of different campuses and come up with new recommendations
  
- Health, Transportation and Technology (HTT) Committee
  - Next meeting will be in April, still figuring out availability
  
- Commencement Committee
  - Discussing bill to include order for 400 cards and possibility of banner
    - They want ASUHWO to work together for this
    - The banner idea of how they currently stand has the names of the students graduating, but will only be up for 2 weeks so is that good use of that much funds? Especially when students don't come to campus to see that banner.
    - Evaluate good use of money.
  - Cassie will work on this bill
  
- OER Committee
  - Works to inform students and promote classes utilizing open education resources so that students don't have to buy textbooks
  - Working with professors to make their own material
  - You can look in STAR, there's a filter when you register for classes to pick classes that utilize open resources
  - Mika is assisting with making a promotional video for this
  
- Compliance Hui Committee
  - Discussed events for upcoming year
  - Cami helped out with social media promotion
  - First meeting was general about goals - dedicating April to violence against women
  - Cami and Kaylee will be the social media presence, discussing with Nicole to collab
  - Want to collab with love pono at LCC since they are similar
  - Need more student recruitment
  
- Senior Staff Committee
  - Next meeting rescheduled for week after Spring Break

- Faculty Senate Committee
  - Up in application count for fall semester
  - Campaign to assist students facing challenges - faculty being told to alert university to which students need assistance
- Student Affairs
  - PLA CLEP review of draft resolution from Brient and Kylie
  - PLA initiative to base CLEP credit off of work portfolios for students
- Task Force Housing

### 6.11 *Other*

- CSO Collab
  - Student activity fees board wants to collab more with ASUHOW, possibly get more funds from us as well to support spirit week after spring break
  - Want to start club rush for student life
  - For grad committee they are considering drive through graduation
- PUEO Work Groups
  - Has been a listing of ideas to take action on, been a year since those discussions took place
  - They want to get to work and put these ideas into actions finally
  - Some frustration with the process of not being able to see the previous brainstorm and how to operationalize the previous ideas mentioned
  - Student Recruitment
    - Finished last meeting
    - Worked on refining strategies to surround the message of recruitment/retention of students
    - targeted adult learners, military, and transfers
    - Worked on strategies for re enrollment and student success
    - Having Jan review all strategies and will come back with a final product for them to work on (refining and combining ideas)
    - Next meeting March 23
  - Work efficiencies group
    - Work more efficiently with other UH campuses to share supplies and save money
    - Considering continuing hybrid learning, more automated and streamlined process using materials already have at our disposal
    - Improve workflow with current technology
    - Provide faculty/staff development with IT
    - Improve/update department webpages

## 7. Unfinished Business

### 7.1 Spring Appointments

- Interviewed first round of applicants who applied
  - Coralanne for social sciences
  - Alan for Big Island

General Meeting 21-0019

Agenda Approved on 3/25/21 by the 9<sup>th</sup> Senate of Kapolei.



- Aiga for math/science
- One interview is recorded for your viewing
- No questions raised about applicants by Senate so moving on to appointing
- Appointments
  - Coralann for Social sciences
    - Motion to Appoint: Kulanui
    - Second: Kylie
    - Vote: Unanimous Aye, No Nay
  - Aiga for Math and Sciences
    - Motion to Appoint: Kulanui
    - Second: Brient
    - Vote: Unanimous Aye, No Nay
  - Alan for Big Island Representative
    - Motion to Appoint: Brient
    - Second: Kulanui
    - Vote: Unanimous Aye, No Nay

## 7.2 General Elections

- Happening now, you must reapply to your positions to be voted on for next academic year
- Some students opt out of receiving Laulima messages so this hinders our reach
  - Will send more emails via Notes to avoid this problem
  - Sent email to faculty/staff to nominate students for ASUHWO and other student organizations
- Students want to see students faces on social media
  - Use your platform to show your face as government seat
- Might use instagram live for the "talk story" with candidates
- Ensure smooth transition by keeping up with your folders in the Drive to pass on to whoever replaces you

## 8. New Business

### 8.2 Pueo Gaming Bill

- Motion to add Secretary title to bill: Michelle
- Second: Kaylee
- Vote: Unanimous aye, no nay
- Bill will be postponed due to terms being too broad

- Brient and Kylie will regroup and meet with Marvin to write a new bill that is more accurate
- Motion to postpone vote on this bill until next meeting: Brient
- Second: Michelle
- Vote: Unanimous aye, no nay

## **9. Announcements and Open Forum**

9.1 Save the Dates: General Meeting 21-0020 - March 25, 2021, 4pm-6pm

9.2 Reminders: Keep working on initiatives,

9.3 Member To-Dos:

9.4 Committee To-Dos:

Open Forum:

- Banner be digital instead of a physical one and promote it on the website and social media platforms for a few months at least. Relay information to Cassie, Jas to bring up at next commencement meeting.
- Update Senate logs so the documents have the correct numbers for each document

## **10. Adjournment @ 5:31 pm**

Motion: Brient

Second: Kaylee

Meeting Adjourned: 5:31 pm

brient, kaylee, michelle, jas voted