



The Associated Students of the University of Hawai'i – West O'ahu 4th Senate of Kapolei

ASUHWO General Senate Meeting 16-012 called to order at 11:11 am on December 17, 2015.

Members Present

President Ryan Sommer
Vice President Brieanne Williams – tardy
Secretary Joyleanne Santos
Senate Speaker Angelo McDuffie
Junior Class Senator George Kalantzis
Social Sciences Senator Isaiah Baclaan
Distance Learning Senator Daniel Sieradzki
Student Life Coordinator Rouel Velasco
Freshman Class Senator Christielove Espinosa
Public Administration Senator Jesica Yee
Education Senator Haylie Culp

Members Not Present

Senior Class Senator Jacxine Kaulili-Guzon - excused
Business Administration Senator Shad Rosario - absent
Humanities Senator Elizabeth Gustafson - excused

Guests

Alumni Valentin Fletes
Alumni Shane Nishimura

Quorum

Yes

Reading of Minutes

Motion: To approve the minutes for GM 16-011
Motion by: Isaiah Baclaan
Seconded by: George Kalantzis
Resolved: Minutes for GM 16-011 approved.
Vote: Unanimous

Reading of Agenda

Motion: To approve the agenda for GM 16-012
Motion by: George Kalantzis
Seconded by: Isaiah Baclaan
Resolved: Agenda for GM 16-012 approved with amendments

To correct meeting time from 11:30 am to 11:00 am
Add line item 8.6 HSLIP Interns Involvement
Add line item 8.7 Senate Bill 16-04
Change line item 7.2 to read as “PRS Sheets/Attendance Review – No Vote”
Correct Roll Call to reflect empty positions of Treasurer and Student Caucus Ambassador
Vote: Unanimous

Internal Reports

1. President

Reached out to director of Information Technology of the UH system. They will be doing a pilot program of picking 10 students beta testing registration through Star that will hopefully be placed in full effect for spring 2017. This program will also allow students to search for classes under filters, such as looking up only courses that are writing intensive for the semester. The small groups will be determined by the campuses.

2. Secretary

Working on updating the website. As an update, the student having trouble with getting into Senior Project went through the proper channels discussing his situation with the professor and then the head of the department to no avail, so I have told him the next person in the chain of command to appeal to is the Vice Chancellor of Academic Affairs.

3. Advisors

a. Student Life Coordinator

The lounge is closed and will be doing cleaning of area before January 11 as part of Student Life's responsibility. Hopefully during break will have computers coming in. The two computers donated from student government can be moved to another location because four computers will be going into that area. Several key offices will be relocating to the Department of Homeland Security down the road, which will require more fiscal planning. Take into account 1-2 weeks on top of planning to review, head there, and to come back. Some ways to expedite documents in a more efficient way is possible through faxing or use adobe acrobat to digitally sign documents. There are some concerns such as the use of more paper for faxing and the credibility of digital signatures, but these channels can be revisited.

4. Vice President

Have been working diligently on stipends. Has been working on committee tasks. Has been reviewing bylaws for next year and making those adjustments.

5. Standing Committee Reports

a. Activities Committee

Caucus went well. Everyone loved the food and there was food left over. Should get a head count of how many actually RSVPing to come next time because there was a low turnout. There is an initiative pushing for a bill that will help out with activities for a Welcome Week for care folder. Since four Senate members are going to Ho'opili Hou, there is money left over that can be used for a Senate

leadership retreat either located at Bellows or somewhere on the West side. Thinking ahead to Valentines Week, can use some general ideas like free hugs or symbolic acts to impact community in ways beyond just advocacy. Also, thinking of recognizing those graduating each semester at one of the events by providing them with pens that have our logo on it to further our presence to motivate and encourage people who aren't graduating just yet. For Caucus next time, if it's not mandatory to sit in on the meeting, then should have a sign-up instead of who's available for set up and take down.

b. Legislative Committee

We will be looking at the Bylaws and Constitution to make sure they are being upheld as well as any adjustments or changes that need to be made.

6. Senators Reports

a. Distance Learning

Had a nice get together with Distance Learning students at the end of semester with 20 people attending. Good food and got shirts that was provided, which will increase visibility and spread the word of student government. It was a chance for DL students to meet each other and for more people to sign up for DL club. Will do a Beginning of the Semester get together and hopefully more will attend. Is being reimbursed for the get togethers in terms of food, fliers, papers, and post cards.

b. Junior Class

Initiative started for parking lot clean-up has begun. Haven't contacted RISOs yet because am able to do it independently, but still need to get contacts from the Student Life Coordinator. Completed initiative by picking up trash in the parking lot and have been meeting the Vice President every week to plan it out.

c. Freshmen Class

No word by bookstore, so reached out to President Sommer to help out with that.

d. Public Administration

Transfer Credits Initiative cancelled. This initiative demographic is for students who are curious about how many credits are transferable with the potential to save students money for the classes they are required to take for their UHWO degree. This is also to accommodate students with issues of commute or courses not available online and have difficulties to meet in person. A brief meeting with Vicky del Prado, the Transfer Information Specialist, was on November 23rd to introduce her to the initiative. Then a follow up email was issued on December 15th. A meeting with Vicky was conducted on December 17th to address any suggestions or recommendations she has. Through the meeting the transferable credits are updated by need, therefore the students are to seek any of the issues if necessary. The information is provided to students through email to cover in detail that wasn't elaborated at Orientation to accommodate. The Cafeteria Concerns/Suggestions Initiative is to advocate for the students with their concerns and suggestions regarding the cafeteria with the intent on how to improve student life on campus. On November 23rd, a survey was conducted in Da Spot with twenty people, seventeen of them were UHWO

students. The top three concerns listed from most to least problematic are: Cleanliness (47%), other (35%), to finding a seat (18%). The students commented in "other" specific areas to be clean such as the microwave and pesticide control. They also mention having more outlets available to accommodate students who prefer to use their electronic devices in the cafeteria. On December 2nd, an open-ended response prompt was given to 21 students in the Student Lounge and the Library. With that being said, the research will be shown to Food Services to address these issues. The call was made on December 15th. Feedback is to push this survey during Welcome Week to receive feedback from a larger sample size and that before contacting Food Services with the statistics, come up with reasonable requests that is necessary to benefit student life.

d. Social Sciences

Got books back because it is library policy that they can't hold books, which was described in the implementation plan of what they're responsible for. A lot of students used the service but some students didn't use it at all. Either it wasn't marketed enough or professors didn't use book heavily. Will find out why by professors. Planning to do heavier public relations. On the fence of purchasing more books. There weren't necessarily any books requested. A lot of people also donated books. A lot of upper division books that Lending Library didn't cover was covered by the professor. Happy to see that a lot of books that we did not have was provided. There is the ability to look up information on books that weren't provided. As relayed by the faculty senate, professors are able to reach out to publishers and request a copy. A lot of professors weren't going to donate because they were already going through publisher to get a free copy to put on hold, but all professors don't do that. Could possibly contact those professors who haven't already provided a copy if they could contact publisher and get it donated. It's a free way to get professors to take initiative to get a copy in the library. Will be rehashing care package initiative of Spring 2015 in the form of folders. They can have an updated pamphlet with information and initiatives by the Senate and information to help students get acclimated and feel prepared. May also provide sticky notes, paper, and pencils during the beginning of Welcome Week. Will need to fine tune care package so as to not do anything similar to the Student Activity Fee Board. More on the Lending Library initiative, it was found out that psychology and Hawaiian studies students didn't actually use their books because teachers scanned all the material and had it available on Lulima. Some professors have books listed in the syllabus but are not mandatory. May help students by getting them to be proactive in emailing their teachers ahead of time on what books are actually mandatory. Could do a survey on what books are requested, but not actually offered to get an idea of what other books to buy for the Lending Library.

e. Humanities

Did a great job with the initiative and thank you for everyone's help. Photos of the uplifting messages made it onto the UHWO Instagram page.

f. Education

Will be fine tuning letter and request for a final meeting with Education

professors. Waiting on science division to give a book with no final costs that will be beneficial and re-present initiative with break down. Working on bringing a leadership opportunity for politics and legislation to junior students at UHWO, so the school can be more active in the community and build more of a foundation which can be marketed to incoming students. Will do a write-up and send it out. For education, trying to narrow down the hundreds of initiatives to possibly focusing on three. Currently there is a main problem where many issues have been brought up in the division, but those who have a say refute the examples of the problem and say it doesn't exist.

7. Ambassadors

a. Student Caucus Ambassador

Meeting went well and everyone enjoyed the food. Thank you to everyone for setting up and taking down. Lassner took a lot of concerns from campuses, but a lot of campuses are having issues from what is a system issue versus a campus issue. Very fortunate in dealings on campus from hearing reports from other campuses. Hilo's business office is not allowing them to buy food for no reason. None of boards are allowed to buy food and no one knows why. Maui having issues with their chancellor. UHWO is at a unique standpoint where doing very well and the goal is to keep pushing for it and lead by example where a lot of presidents and vice presidents reach out to see how we get things done, how we've done things, and we've been doing things. Want to incorporate how we do initiatives into their own. For a change, they're looking at our website and coming to us wanting help. Have been accepted to social work program at UH - Manoa. He will be missed and we thank him for his service.

8. Campus Committees

a. Communications

Held off until January, but relevant initiatives pop up, will write it up and present it to representatives.

b. Vice Chancellor of Academic Affairs

Finished because recommendations have been sent forward and now it is up to the Chancellor. Biographies are available on the UHWO website under Academic Affairs.

c. Transportation Committee

Meeting was last Friday. Total have is \$52,000. Taken out will be expenses for drivers, gas, and leases for vans on a yearly basis. Didn't get bidding done for bus shelter. All that had been done was that the chair checked with people at The Bus to see if they approved of the bus stop, but they actually don't have a say because they are not building or maintaining the bus stop like how they don't do that for the current one now. Our facilities do. Put out a bid to see a rough estimate, so can set budget to start the 5-week bidding process. Will have a quick emergency meeting vote to get it settled. Bouncing back and forth but trying not to break \$18,000. Have to have money reserved for for next fiscal year for shuttle drivers to hold position. Should be okay for next semester fees coming in, but with two salaries, gas maintenance and car maintenance it gets really expensive. May get an iPad to survey students on where they go and how many

times they use the shuttle. When purchase a third van, there will be a few factors to consider like how it will work – on a set course or on an as-needed basis. Tokai vans say “Tokai” on it, so will have to ask our students if they may have an issue with that. Maybe magnetic strip saying “Tokai and Pueo Shuttle Express” can be obtained which can come off and on. Would like to survey rider satisfaction, how to improve, and if students mind getting driven in a “Tokai” van.

d. Technology Committee

Had a meeting last Friday at 11 am. Started with a balance of \$32,000 with \$19,000 going to the two employees working in the library and \$6,000 going to purchasing ADA compliant equipment like desks, keyboard, and TV screens. Another topic discussed was a faxing service and putting together a survey to gauge if students want a faxing service on campus, if they even know what faxing is, and if they want to know of any alternatives. Also will be looking into the different ways to get a faxing service on campus if so wanted by the students, whether it be provided by the two employees in the library or have it set up to the printers, and the expenses that come with. The possibility of a the need for a faxing service occurred when a student was sent to the student government office looking for a place to fax documents for a business transaction. Obtaining Microsoft Software for all those on campus (i.e. administration, faculty, and students) was also an item of the agenda that needs to be furthered discussed. There is a currently a bundle package that goes for around \$5,000 to \$6,000 to service campuses of about 4,000 to 10,000 people. This bundle was proposed because some of the faculty had difficulty of turning in or sending out assignments due to the difference in formats of themselves and the students whether they were pc or mac users. There were issues with the transferring over of documents. There were concerns on this item on who it was actually benefitting, if it was just the faculty or how it actually benefitted the students. If it was for faculty, then it could possibly come out of Academic Affairs. Research into this agenda item of offering Microsoft Software to all on campus needs to be furthered and so a survey will be sent out along with the faxing survey to gauge students opinions on its need, which will be presented for consideration along with more information on the item in the committee’s February meeting. Other items that were discussed were having electronic door openers and how it fit in with ADA compliance. As of now, the doors are ADA compliant and the way the buildings are formatted right now would require them to be restructured for such service which is unfeasible for the budget and time frame right now.

e. Health committee

Meeting tomorrow at 9 am at C247 with Vice President Williams and Senator Espinosa.

Unfinished Business

1. Ho’opili Hou

Five people will be attending with four people flying over. Need to calculate conference registration and hotel stay as well as incorporate flight expenses for the four members. Need WH-1 forms from Senators Espinosa, Rosario, Yee, and Santos. Email will be sent out as a reminder because they need to be processed for not only travel but stipends as well. By not having the full Senate going, will

save \$4,000 to \$5,000.

2. PRS Sheets/Attendance Review.

In order to receive stipend, Senate members will be evaluated on four factors equally: keeping up office hours, attending general meetings, attending events, and holding constituency meetings. Will be redoing stipend sheets for the president, secretary, treasurer, and social sciences senator. Possible ways of doing Peer Review Sheets in the future is via Scantron or even Facebook.

3. Caucus Debrief

Great success for food we got and accommodate people who did have allergies and were not meat eaters.

New Business

1. Standing Committee Roles

Need to announce Chair and Co-chair of Committees in the first week of January. The Chair is the person who gives the report during the meetings of what is happening and the co-chair steps in when the chair is absent.

2. Spring Elections Planning

Those who graduating or planning not to run need to help with election planning. Last elections showed a low turn out with small participation in size of student body. It will be made as an ad-hoc committee. Currently is made up of Rouel, President Sommer, Vice President Williams, and Secretary Santos. Need to map out the dates and present it to the senate. For those running for a position, just need to remind people when elections are but there will be a set campaign week. Will need to fill out a packet same way as before.

3. Treasurer Spring Application

Send treasurer packet out on blast email and put it on the UHWO and ASUHWOW websites.

4. Student Caucus Application

The person who is interested is out of town, but he did turn in paperwork He has high recommendations. Can speak with him more about it during his interview process. Need to set up a time for Senate interviews, but remember, this position specifically is appointed. Will email the former student caucus ambassador a transition sheet to fill out.

5. Welcome Week

During Welcome Week, the table will have surveys, initiatives to be looking out for or have been done, swag, care packages, and general meet and greet with Senate members. Could also pass out ID cards with national and local numbers for suicide prevention and sexual abuse prevention. Want to focus more on initiatives and getting students excited for this semester and setting that tone. Could do the ID cards during E Ola Pono Health and Wellness week in February. Should also come up with business cards for Senate Members to pass out to their constituents which would increase awareness of the Senate and further transparency.

6. HSLIP Interns Involvement

With four Senate members interning at the Capitol for the semester, may need to look at accommodations like conference calls if the members cannot make it to campus and recording of meetings so that the secretary can keep record of what is going on in the Senate. Also, if at any time any of the Senate members in the internship, or any Senate member at all, feels they are unable to perform the tasks asked of them by ASUHWO this semester, there is the consideration of resigning. This is an opportunity to grow and adjust. There is already a learning curve of having a distance learning senator for the first time.

7. SB 16-04

Motion: to special order Senate Bill SB 16-04 To Appropriate Funding for Welcome Week Supplies

Motion by: Joyleanne Santos

Seconded by: George Kalantzis

Motion: to approve Senate Bill SB 16-04 To Appropriate Funding for Welcome Week Supplies

Motion by: Briana Williams

Seconded by: Isaiah Baclaan

Resolved: Senate Bill SB 16-04 To Appropriate Funding for Welcome Week Supplies approved with the following amendments:

Need to change the verbiage of “Welcome Week Care Folder” to “Welcome Week Supplies” and have this verbiage reflected throughout the bill. Need to state that monies being allocated to this initiative will be coming out of Program Supplies.

Vote: Unanimous

Announcements and Open Forum

1. A person called looking to post up services that give students possibility for student housing on the bulletin boards. Need to have her drop off a sample of this flier to the office so that it can be observed and approved.
2. Club Rush is the second week of January on Wednesday the 20th and Thursday the 21st.
3. Emailed the transition worksheets to former Senate members.

Meeting Adjournment at 1:16 pm

Motioned by: Haylie Culp

Seconded by: Isaiah Baclaan

Voting Record

Voting Record for General Meeting 16-012, Approval of Agenda and Minutes: To Approve the Minutes for GM 16-011				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	X			NA
Isaiah Baclaan	X			NA
Haylie Culp	X			NA
Angelo McDuffie	X			NA
Christielove Espinosa	X			NA
Elizabeth Gustafson	X			Yes
Daniel Sieradzki	X			NA
Jesica Yee	X			NA
Brieana Williams	X			NA
George Kalantzis	x			NA

Voting Record for General Meeting 16-012, Approval of Agenda and Minutes: To Approve the Agenda for GM 16-012 with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	X			NA
Brieana Williams	X			NA
Haylie Culp	X			NA
Isaiah Baclaan	X			NA
Angelo McDuffie	X			NA
Elizabeth Gustafson	X			Yes
Daniel Sieradzki	X			NA
Christielove Espinosa	X			NA
Jesica Yee	X			NA
George Kalantzis	X			NA

Voting Record for General Meeting 16-009, New Business: To Approve Senate Bill SB 16-04 To Appropriate Funding for Welcome Week Supplies with Amendments				
Name	Yea	Nay	Abstain	Vote by Proxy (?)
Joyleanne Santos	X			NA
Brieana Williams	X			NA
Christielove Espinosa	X			NA
Haylie Culp	X			NA
Jesica Yee	X			NA
Isaiah Baclaan	X			NA
Angelo McDuffie	X			NA
Elizabeth Gustafson	X			Yes
Daniel Sieradzki	X			NA
George Kalantzis	X			NA