

Subject: This Week at UH West O'ahu – Week of Jan. 13, 2020
From: UHWO Communications Department <uhwocomm@hawaii.edu>
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A BULLETIN FOR UH WEST O'AHU FACULTY AND STAFF
This Week at UH West O'ahu
Week of Jan. 13, 2020

Wilson receives Best Presentation Award at academic conference in Orlando, Fla.

Stefanie D. Wilson, professor of business administration at UH West O'ahu, recently attended and presented at the Clute International Conference on Education – Education Orlando in Orlando, Fla., where she earned the Best Presentation Award for her presentation, "Leading With Aloha And Multiple Intelligences: Stellar Classroom Practices Impacting Student Learning."

[The Clute Institute](#), which publishes quality research for the benefit of the global academic community, sponsors conferences annually that provide a platform for researchers and faculty to present their research and receive valuable feedback.

Update your Faculty Profiles

As the new semester begins, now is a good time to update your [faculty profiles](#) by [following these instructions](#). As you may recall, the faculty database satisfies [Regents Policy RP 9.214, Teaching Assignments for Instructional Faculty](#), 3B, which states that "Each tenured and tenure-track faculty member will make available to the public a curriculum vitae. This will be posted electronically."

Rekeying Classroom and Laboratory Buildings

In an effort to increase safety and security on the UH West O'ahu campus, the Classroom (D building) and Laboratory (E building) Buildings exterior doors have been rekeyed. For those with physical keys, please enter through the doors that feature FOB readers for access to buildings when gates are lowered. Your keys will continue to work on these doors.

UH employee reminder/FAQs for election campaign activities

The 2020 election season is already underway. The University of Hawai'i encourages participation in the democratic process and recognizes each individual's right to support candidates for political office. The university, however, is an agency of the State of Hawai'i. Its resources, such as university buildings, grounds, facilities, equipment, supplies, its "name" and the official on-duty hours of its employees, need to be devoted to benefit the general public and carry out the university's mission. These university resources must not be used to support any particular candidate pursuant to section 84-13(3), Hawaii Revised Statutes (HRS).

Often, determining whether the university resources are used for public purposes as opposed to private and personal purposes require a careful and thoughtful balance of multiple considerations in light of the specific facts of each circumstance. The following FAQ is meant to remind us all of the general limitations on the use of public resources for private purposes.

Specific questions will need to be addressed by the Hawai'i State Ethics Commission, the organization that is ultimately responsible for implementing the State Ethics Code.

Who is a candidate?

A "candidate," as defined in section 11-302, HRS, means an individual who seeks nomination for election to a public office

and files nomination papers for an office with the county clerk's office or with the chief election officer's office, whichever is applicable.

For UH employees, what kinds of campaign activities are prohibited?

Employees shall not:

- use state time to engage or conduct political campaign activities.
- use state equipment, including university phone or electronic mail systems, or state supplies for political campaign purposes.
- use state facilities or grounds for political campaign activities.

As a UH employee, can I endorse a candidate?

The State Ethics Code prohibits state employees from using their "official position" to coerce or solicit campaign contributions, provide campaign assistance or otherwise support a candidate. If a UH employee chooses to allow his or her image and name to be used to endorse a candidate, please make as clear as possible that the endorsement is made by the individual acting in a personal and private capacity, as a public citizen and/or constituent, and not as an employee of the university. While individuals have the freedom to endorse a candidate of their choosing as a citizen, using your job title with the university may infer that your endorsement is also that of the university, which would be incorrect and an ethics violation. The University of Hawai'i does not endorse candidates.

Are candidates allowed to use UH facilities for campaign purposes?

While we encourage the use of UH facilities for community outreach, town hall meetings and other similar events, please be aware that campaign activity is prohibited on state premises for a "candidate" as defined in section 11-302, HRS, and includes, but is not limited to, using UH premises (such as university conference rooms, courtyards, offices, etc.) for "walk-throughs," posting campaign signs or other campaign activities or meetings, or solicitation. Also, any overt activities or statements that could be construed as an endorsement for a candidate running for public office are prohibited on UH premises.

Candidates, like members of the public, may be able to rent certain UH facilities that are available to the public, but they will be required to meet all attendant requirements, such as proof of insurance, indemnification, etc.

For more information, please see links below:

The State Ethics Code – A Quick Guide on Campaign Activities for State Official and Employees: <http://go.hawaii.edu/A3n>

Board of Regents Policy, RP 11.204 Selling and soliciting:
<http://go.hawaii.edu/F3A>

Board of Regents Policy, RP 9.205 Political Activity:
<http://go.hawaii.edu/b3A>

Invitation to Self-Identify Veteran and/or Disability Status

As the new semester starts, the Equal Employment Opportunity and Affirmative Action Office would like to take this time to remind University of Hawai'i employees that the University of Hawai'i is an affirmative action employer, committed to employing and advancing in employment qualified persons with disabilities and qualified protected veterans. In compliance with federal regulations, the EEO/AA office has a responsibility to invite all employees to identify their veteran and disability status.

Thank you to those of you who have already participated in disclosing your veteran and disability status. If you have not yet participated or would like to update your status, please indicate your veteran and disability status using the confidential UH login below:

<https://www.hawaii.edu/offices/eoo/veteran-disability-survey/>

This information will be confidential and submitted directly to the EEO/AA Officer. It will be used only for federal reporting purposes and will not affect your current employment.

If you have any questions or problems filling out the survey, please feel free to contact the EEO/AA office at eeo@hawaii.edu or (808) 956-7077.

Distance Learning Tip of the Week – January Theme: Accessibility

Images are often used in documents, slides or websites to enhance the content. In order for images to be accessible to screen readers, alternate text (**alt text**) needs to be added to the image properties. Alt text is a short description in words of the image. The wording should be brief and focus on the intended meaning of the image with respect to the context. Unlike captions, Alt text is not visible on the screen. Captions can be added in image properties if your intent is for the description to be visible on the screen. To learn about how to create accessible documents visit the [Accessibility at UH website](#).

Microsoft Office Software (Word, Powerpoint, Excel)

Images: When images are present, use alt text, or descriptive text to describe the image.

1. Right-click on the object, and click Format Picture
2. Click Layout & Properties.
3. Expand the Alt Text section.
4. Type a description of the object into the Title and Description boxes.

Google Apps (Google Docs, Slides, Sheets)

Images: When images are present, use alt text, or descriptive text to describe the image.

1. Select the image.
2. Select **Alt text** from the **Format** menu.

News from E Kamakani Hou



[UH West O'ahu music program engages beyond campus](#) - The benefits of the University of Hawai'i-West O'ahu music program – through its faculty, students and numerous collaborative efforts within the community – are far reaching, touching thousands beyond the Kapolei campus.

[UH West O'ahu involved in efforts to address food insecurity among UH System students](#) - Imagine being a college student unable to focus on your studies because you're lacking one of life's most basic needs – food.

[Achievements and aspirations addressed at UH West O'ahu Spring Convocation and Professional Development Day](#) - The University of Hawai'i–West O'ahu's faculty and staff gathered for a review of 2019 and to look at what's ahead in 2020 at Convocation and Professional Development Day, an event held Jan. 7 at the Campus Center that serves as the unofficial start of the spring semester.

[Intramural sports, fitness, and wellness activities abound this spring](#) - Start the new year and new semester by making your health a top priority! UH West O'ahu and IMWEST have several intramural sports, fitness, and wellness offerings during the spring semester, including the opportunity to play in basketball or dodge ball leagues.

[Short films and panel discussion address future of food, health in Hawai'i on Feb. 6](#) - Explore the intersection of food, agriculture, community health and well-being at a film and discussion event, "The Future of Food, Agriculture, and Community Health in Hawai'i," 6 to 8 p.m. Feb. 6 at the Campus Center multi-purpose room (C-208).

['Aha 'Āina Aloha event welcomes 200 guests, honors love of land](#) - Nearly 200 community members, scientists, cultural

practitioners, storytellers, and colleagues gathered today (Jan. 10) at the University of Hawai'i–West O'ahu to honor the land – the way it educates, inspires and instructs – at the third annual 'Aha 'Āina Aloha event.

UH West O'ahu Calendar of Events

Monday, Jan. 13

- First day of instruction
- Registration for students using the Faculty/Staff Tuition Waiver and guests through the Senior Citizen's Visitor Program.
- James & Abigail Campbell Library: Normal semester library hours will resume: 7:30 a.m. to 9 p.m. Monday through Thursday, 7:30 a.m. to 5 p.m. Friday, and 10 a.m. to 5 p.m. Saturday
- IT Help Desk updated spring hours, 7:45 a.m. to 7 p.m. Monday through Thursday, and 7:45 a.m. to 5 p.m. Friday

Tuesday, Jan. 14

- Yoga, 9:30 to 10:30 a.m. and 11 a.m. to noon Tuesdays, Nāulu Center
- Free Play (Play to Learn), 3 to 6 p.m. Tuesdays, Great Lawn

Thursday, Jan. 16

- Game Night (computer, cards or board games), 4:30 to 7:30 p.m. Thursdays, Nāulu Center

Monday, Jan. 20

- Dr. Martin Luther King Jr. Day holiday

The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department's [Communications Request Form](#).

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