

**Subject:** Fwd: This Week at UH West O'ahu for week of June 25, 2018  
**From:** UHWO Communications Department <UHWOcomm@hawaii.edu>  
**To:** uhwo-all-l@lists.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 July 2, 2018

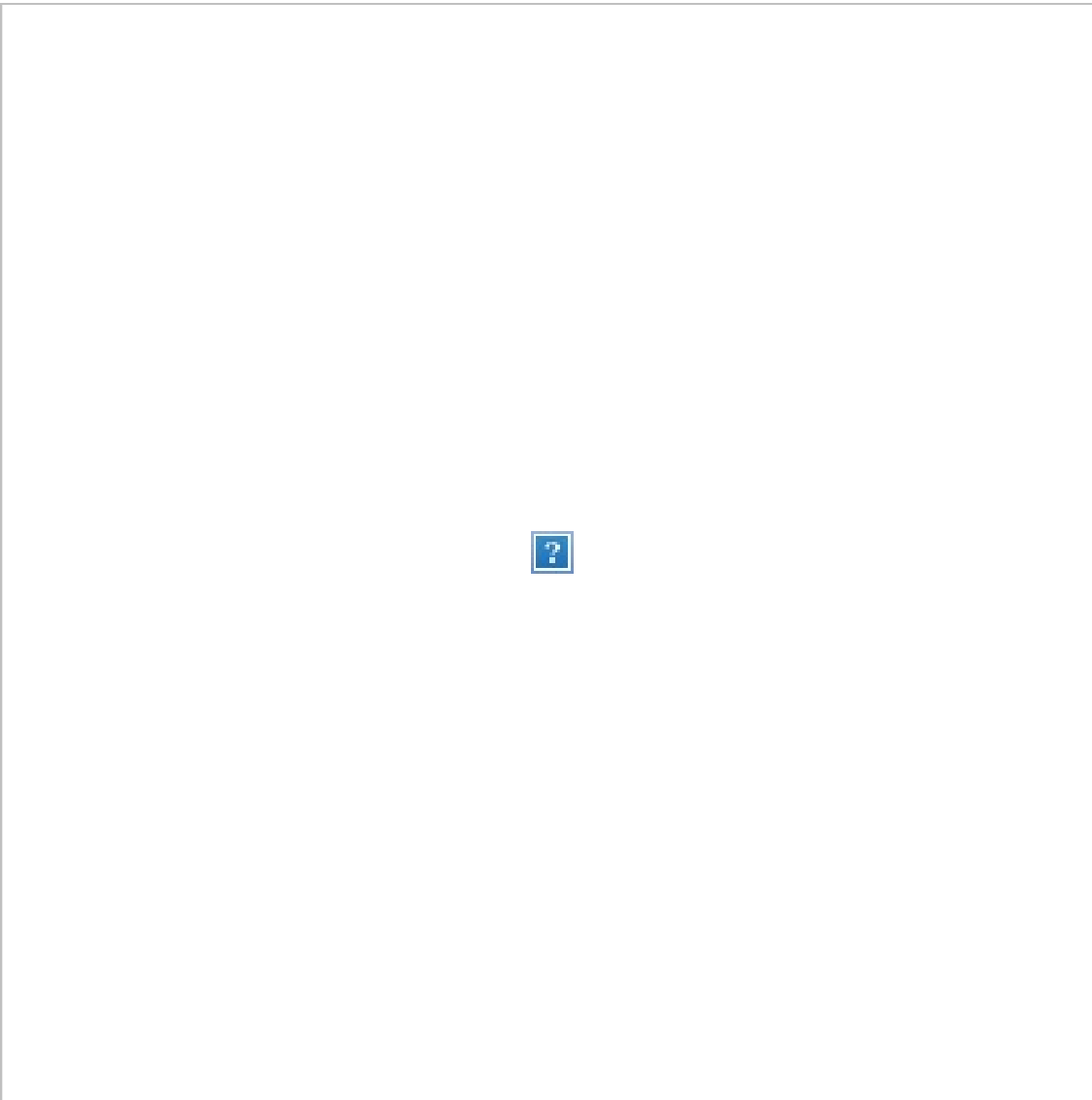
**Halfway point: Summer Session 2 begins today**

The first day of instruction for Summer Session 2 is today, July 2. The six-week session will run to August 10, or the last day of instruction. The last day of instruction for UH West O'ahu's first Summer Session was last Friday, June 29. The Fall 2018 Semester will begin on Aug. 20.

**Don't come to campus on Wednesday-We'll be closed**

There will be no classes at the University of Hawai'i-West O'ahu as the campus observes Independence Day on Wednesday, July 4. The James & Abigail Campbell Library, UH West O'ahu Bookstore, University of Hawai'i Federal Credit Union, and Pueo Fitness Center will be closed for the holiday and reopen on July 5.

**Kualaka'i Parkway lane closure continues because of rail station work**



*Rendering of the Kualaka'i (East Kapolei) station. Illustration courtesy of Nan Inc.*

Work on the Keonea'a (UH West O'ahu) rail station will result in the continued closure of the left, makai-bound lane on Kualaka'i Parkway, according to Nan Inc., the station contractor. Two through lanes will remain open.

**New Hires for June - Welcome Adriene Unpingco**

Adriene Unpingco - Admin & Fiscal Support Specialist (VCAA)

**Bee research co-authored by UHWO's Miles cited in "California Agriculture"**



[“California Agriculture,”](#) a quarterly peer-reviewed journal on California’s agricultural, natural, and human resources, included a summary of research that was co-authored by UH West O’ahu’s Albie Miles on wild bees, flowering cover crops and regional sustainability. The research found that the planting of flowering summer cover crops in vineyards can be used to support populations of wild bees and could be a useful strategy for growers interested in pollinator health as part of a broader agenda supporting agricultural sustainability.

**Donna Gutierrez joining UH West O’ahu’s Alumni Advancement effort**



The University of

Hawai'i Foundation has appointed Donna Gutierrez as alumni engagement director for UH West O'ahu, increasing alumni advancement efforts for the campus.

She will work with University of Hawai'i Foundation's C. Kent Coarsey, director of development and alumni engagement for UH West O'ahu, beginning today, July 2. Coarsey said he and Gutierrez will form a team and that Gutierrez has proven leadership in making more opportunities available to alumni.

Gutierrez said she is excited about her new post and the chance to help enhance UH West O'ahu's alumni efforts. She will work with Coarsey at the campus' office in the Department of Hawaiian Home Lands building until the pair move to an office on campus

Gutierrez has been senior director of alumni relations overseeing alumni programming for UH Community Colleges and has more than 20 years of experience in the non-profit arena, and is versed in alumni and donor relations, fundraising, community outreach, program development and event management. She received her Associate in Arts degree from Leeward Community College and Bachelor of Science in Fashion Merchandising from the UH Mānoa.

### **Distance Learning tip of the week**

Google Forms is a tool in the Google Suite that can help you create surveys. These surveys can be added to your emails and Lualaba sites as a way to collect information. You can gather feedback, create sign up forms,

registration forms and much more. You can find detailed instructions about adding forms to your site here: <https://goo.gl/R55j3w>. If you are interested in learning more about using other online tools, consider attending one of our weekly workshops. You can find more information about workshops and read other tech tips by visiting [uhwo.hawaii.edu/distancelearning](http://uhwo.hawaii.edu/distancelearning) or emailing [uhwode@hawaii.edu](mailto:uhwode@hawaii.edu).

### **UH West O'ahu in the News**

- [Military.com, June 29](#): Chris McDougal, a UHWO history graduate and Associate Archivist and Librarian for the National Museum of the Pacific in Fredericksburg, Texas, is interviewed about an upcoming Smithsonian Channel series on World War II in the Pacific.
- [Civil Beat, June 29](#): UH West O'ahu's role in the production of a Hawaiian-language version of Moana is mentioned.
- [Midweek - West O'ahu Voice, June 27](#): Sen. Michelle Kidani noted a contract has been let for a Creative Media Center on the UH West O'ahu campus, including her work in obtaining funding for it at the state Legislature.
- [Daily Herald, Provo, Utah, June 27](#): 2016 UH West O'ahu graduate Micah Naone has been hired as an assistant coach for the BYU men's volleyball team. also, [The Daily Universe, June 27](#).

### **News from [E Kamakani Hou](#)**





### **Alumni Profile: Nānākuli High and Intermediate School's Darin Pilialoa**

Darin Pilialoa admits he's stuck in his job. But as the principal of Nānākuli High and Intermediate School, there's no place else he'd rather work than the campus in the back of Nānākuli Valley. [\[Read More\]](#)

### **UH West O'ahu addressing need for more parking with 260 more spaces**

The number of paved parking spaces will increase by 70 percent at UH West O'ahu as a result of work underway to expand the campus' parking lot. [\[Read More\]](#)

### **UH West O'ahu Calendar**

#### **Monday, July 2**

- [First day of instruction](#) for Summer Session 2

#### **Tuesday, July 3**

- [Deadline for instructors](#) to submit grades for Summer Session 1.

#### **Wednesday, July 4**

- Independence Day; campus closed
- [Last day to add or register](#) and change grading option for Summer Session 2; last day to drop with 100% refund, no "W" grade

### **Thursday, July 5**

- [Summer Session I grades available](#) on STAR by 12:00 pm, noon

### **Monday, July 9**

- [Last day to drop with 50% refund](#), no "W" grade

### **Thursday, July 19**

- UH Board of Regents meeting, UH West O'ahu campus

### **Friday, July 20**

- I-Ching workshop for UH West O'ahu Staff. Led by Manulani Aluli Meyer and Janice Sunouchi. Chinese pot-luck lunch, 11 a.m.-2 p.m. Location to be announced.

### **Wednesday, July 25**

- Last day to withdraw with no refund and a "W" grade

### **Thursday, July 26**

- [EdCampu UHWO](#). Participant-driven professional development event for Westside teachers, teacher candidates, mentors and administrators. 11:30 a.m.-2 p.m., C208.

### **Friday, July 27**

- [Sustainable Agriculture Education Association Conference](#) co-hosted by UHWO

### **Saturday, July 28**

- [Sustainable Agriculture Education Association Conference](#) co-hosted by UHWO

### **Sunday, July 29**

- [Sustainable Agriculture Education Association Conference](#) co-hosted by UHWO

*Want to include your story in the This Week at UHWO News Bulletin or E Kamakani Hou? Submit a [Communications Request Form](#) to the UH West O'ahu Communications Department.*

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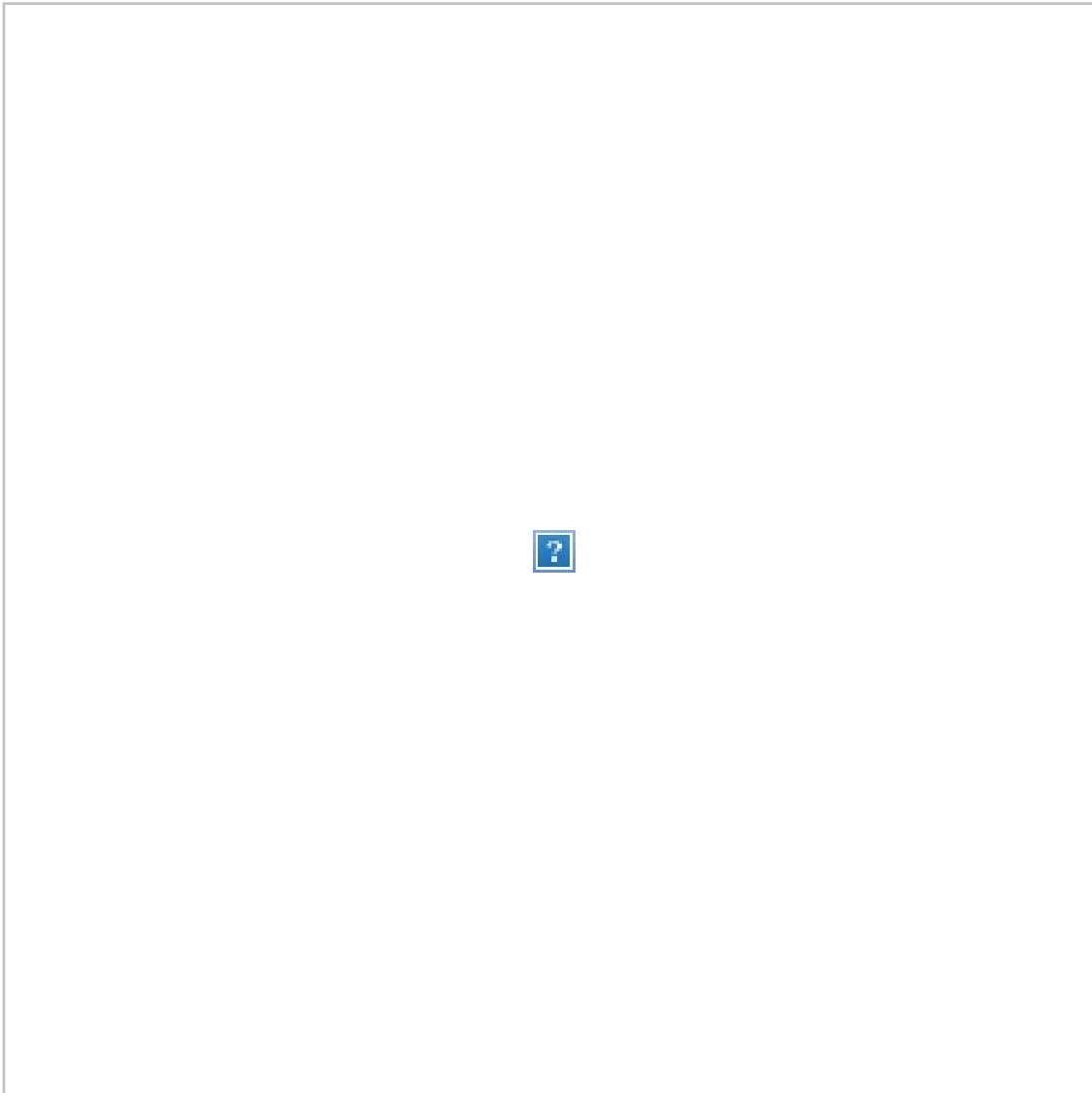
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**Date Sent:** Monday, June 25, 2018 8:39:19 AM GMT-10:00  
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**Attachments:** June FERPA Training Information (1).pdf

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**Please use caution - Work adjacent to campus' main walkway**



Parts of the construction barricade fence that separate the new Administration and Allied Health Facility project from the campus have been taken down to allow workcrews to tie walkways from the new building to the main entry walkway. New safety fencing will be placed on the main entry walkway to allow the contractor to complete tie-in of new concrete flatwork and pavers to the existing main entry walkway. The main entry walkway shall remain open and in use, but with reduced width during this period. Please be cognizant of new safety fence placement and signage that will be set in place to accommodate this work.



**Library first-floor restroom work scheduled for Friday, June 29**

The men's and women's restrooms on the first floor of the James & Abigail Campbell Library will be closed for floor work on Friday, June 29, 2018. The restrooms on the second floor will be available during this time. Please plan accordingly.

**FERPA training for faculty and staff to be offered June 28**

An overview of the Family Educational Rights and Privacy Act (FERPA) presented by LeRoy Rooker, a leading authority on the student education records law, is scheduled from 8:30 to 11 a.m., Thursday, June 28 in C208.

Faculty and staff from UH West O'ahu and Leeward Community College are invited to the session, which will include discussions of student record issues, handling of data, and changes that impact higher education. Rooker is a senior fellow at The American Association of Collegiate Registrars and Admissions Officers

Rooker will also be leading a presentation on the University of Hawai'i at Mānoa campus on Tuesday, June 26 that will be broadcast to all campuses via HITS. The 9 to 11:30 a.m. session can be viewed in B157 on the UH West O'ahu campus. A recording of the session will be available at a later date at [www.hawai'i.edu/uhdtagov](http://www.hawai'i.edu/uhdtagov). See attached flyer. XXXXXXXXX

**Don't forget - Michelle Myrie coffee hour is this morning**



**It's campaign season again. Here's reminder on political activities**

The 2018 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.

Often, determining whether the university resources are used for public purposes as opposed to private and personal purposes requires 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 Hawaii 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, Hawaii Revised Statutes (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 Hawaii System 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: [https://ethics.hawaii.gov/wp-content/uploads/2018/04/quickguide\\_campaigns.pdf](https://ethics.hawaii.gov/wp-content/uploads/2018/04/quickguide_campaigns.pdf)
- Board of Regents Policy, RP 11.204 Selling and solicitation: <http://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=rp&policyChapter=11&policyNumber=204&menuView=open>
- Board of Regents Policy, RP 9.205 Political Activity: <http://hawaii.edu/policy/docs/temp/rp9.205.pdf>



**Kualaka'i Parkway lane closure continues because of rail station work**



*Rendering of the fare gate entrance building at Keone'ae (UH West O'ahu) Station which is currently under construction Photo courtesy of Nan Inc.*

Work on the Keonea'a (UH West O'ahu) rail station will result in the continued closure of the left, makai-bound lane on Kualaka'i Parkway, according to Nan Inc., the station contractor. Two through lanes will remain open.

### **Distance Learning Tip of the Week**

Storing images in Google Drive is a good way to backup your photos and have them readily accessible when creating new projects. Once your images are stored in Google Drive, you can search for them by describing the image. In the search box, type words that describe the image you need. This can be helpful if you can't remember the exact name of the file or if you want to review all of the images containing a particular subject. You can find another step-by-step guide here: [goo.gl/nBhP2P](http://goo.gl/nBhP2P). If you are interested in learning more about using other online tools, consider attending one of our weekly workshops. You can find more information about workshops and read other tech tips by visiting [uhwo.hawaii.edu/distancelearning](http://uhwo.hawaii.edu/distancelearning) or emailing [uhwode@hawaii.edu](mailto:uhwode@hawaii.edu).

### **UH West O'ahu in the News**

[Honolulu Star-Advertiser, June 19 \(paywall\)\\*](#): The work of Dr. Bill Belcher's archaeological field techniques students at the Honouliuli Internment Camp site was profiled on the cover of the Local & Business section.

[Hawai'i News Now, June 19](#): UH West O'ahu, Dr. Bill Belcher, and archaeology students are mentioned in a report about a bill pending before Congress to protect and appropriate more funding for the Honouliuli Internment Camp site.

\*UH West O'ahu students, faculty, and staff have complimentary access to the Honolulu Star-Advertiser's digital subscription via a new program exclusive to the campus.

To activate, enter your [hawaii.edu](http://hawaii.edu) email at [staradvertiser.com/academic-pass](http://staradvertiser.com/academic-pass).

## News from [E Kamakani Hou](#)



### **UHWO's Chun pens chapter on J-Pop for Japanese popular culture textbook**

A chapter on Japanese Americans who helped shape the Japanese popular music history by UH West O'ahu Associate Professor of History Jayson Chun has been included in the textbook ["Introducing Japanese Popular Culture."](#) [\[Read More\]](#)

### **UHWO's George, Yong selected for Linton-Poodry SACNAS Leadership Institute**

UH West O'ahu faculty members Olivia George and Kamuela Yong have been accepted into the Linton-Poodry SACNAS Leadership Institute, a leadership training program by Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS). [\[Read More\]](#)

## **UH West O'ahu Calendar of Events**

### **Friday, June 29**

- [Last day of instruction Summer Session 1](#)
- Bookstore closed for inventory

### **Sunday, July 1**

- Final deadline for application for admission for Fall semester

### **Monday, July 2**

- First day of instruction for Summer Session 2

### **Tuesday, July 3**

- Deadline for instructors to submit grades

### **Wednesday, July 4**

- [Independence Day](#); campus closed
- Last day to add or register and change grading option for Summer Session 2; last day to drop with 100% refund, no "W" grade

### **Thursday, July 5**


- Summer Session I grades available on STAR by 12:00 pm, noon

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# FERPA Training

Overview of the Family Educational Rights and Privacy Act (FERPA), including:

- definitions of key terms, access to student records, financial aid, HIPAA, student behavioral issues, etc.
- the handling of data over its life cycle, records retention considerations, and electronic data handling
- the latest changes that impact higher education such as the EU's General Data Protection Regulation

Presenter: LeRoy Rooker, AACRAO Senior Fellow

## Tuesday, June 26, 2018

### 9:00 - 11:30 a.m. (Limited seats available)

Audience: Student services faculty and staff, **all campuses**  
(Kuykendall 201 via HITS)

Registration: <http://go.hawaii.edu/fgP>

### 1:00 - 2:30 p.m.

Audience: Campus FERPA Compliance Officers "train the trainer session"  
(Bachman 203)

### 3:00 - 4:30 p.m.

Audience: Vice Chancellors, Deans/Directors, Department Chairs  
(Kuykendall 201 via HITS)

### HITS Origination Site:

UH Mānoa - Kuykendall Hall, Room 201 and 203

### Receive Site:

Honolulu CC - Building 7 Room 305

Leeward CC - Learning Commons Room 108B

UH West O'ahu - Library Room B-157

Windward CC - Ākoakoa Room 113

Kaua'i CC - Learning Resource Center, Room 122

UH Maui College - Ka'aike Room 105 A

UHMC Moloka'i Education Center - Room 103

UHMC Lahaina Education Center - Room 101

UH Hilo - Media Services Room 359

UCWH/Pālamānuī - Koali Room 102 (3:00 - 4:30 p.m. only)

A recording of the June 26, 9:00 - 11:30 a.m. session will be available at a later date at [www.hawaii.edu/uhdatagov](http://www.hawaii.edu/uhdatagov).

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## Wednesday, June 27, 2018

### 9:00 - 11:30 a.m.

Audience: All faculty and staff, Maui College  
(Ike Le'a 144 )

### 3:00 - 4:30 p.m.

Audience: Office of General Counsel  
(Bachman 203)

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## Thursday, June 28, 2018

### 8:30 - 11:00 a.m.

Audience: All UHWO and Leeward CC faculty and staff  
(at UHWO)

### 1:00 - 3:30 p.m.

Audience: All Honolulu CC and Kapi'olani CC faculty and staff  
(Ōhi'a 118 Auditorium, Kapi'olani CC)