

THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII
2465 Campus Road, Campus Center Room 211A
Honolulu, Hawaii 96822

General Senate Meeting #9 of the 105th Senate
Wednesday, September 13, 2017

OPENING

Call to Order

President Dela Cruz called the meeting to order at 6:03 PM in CC 310.

Roll Call

| | |
|----------------------------|--|
| Present: | President Dela Cruz, Treasurer Hinshaw, Senators-at-Large Chen, Honda, Leval, Senators Ng, Nishihara, Willis [8] |
| Excused Absent: | [0] |
| Unexcused Absent: | [0] |
| Excused Late: | Senator-at-Large Lao, Senator Utashiro [2] |
| Unexcused Late: | [0] |
| Excused Early Departure: | Vice-President Urasaki, Senators Chun, Finau, Hortizuela, Lieu, Petersen [6] |
| Unexcused Early Departure: | [0] |
| On Leave: | [0] |
| Advisor: | Advisor Sonoda-Pale [1] |
| Guests: | Monica Ghosh, Ronald Cambra [2] |

Reading and Approval of Minutes

| | |
|--|--|
| 1. General Senate Meeting Minutes #8, 105th Senate - August 30th, 2017 | |
| <i>SAL Chen</i> | Move to accept the reading and approval of minutes for GSMM #8. |
| <i>SAL Leval</i> | Second. |
| <i>SAL Chen</i> | Move to correct all grammatical, typographical, formatting and Hawaiian diacritical marks. |
| <i>Senator Finau</i> | Second. |
| | Motion carries. |
| <i>SAL Leval</i> | Move to correct the number of guests to 3. |
| <i>SAL Chen</i> | Second. |
| | Motion carries. |
| | Motion carries. |

Official Correspondence

THESE MINUTES HAVE BEEN ADOPTED BY THE SENATE ON SEPTEMBER 20, 2017

- a. Dr. Monica Ghosh, Interim University Librarian
President Dela Cruz Today, we have Dr. Monica Ghosh as well as Associate Vice Chancellor for Undergraduate Education Ron Cambra. They are here to talk about changes to the library. Maggie, would you be able to pull up her presentation? It should be a powerpoint.
- Monica Ghosh* We'll do a tag team event here. I'm just going to introduce myself - I'm Monica Ghosh and I'm the Interim University Librarian. I was appointed in August, and before that I was the Interim Associate University Librarian for Planning, Personnel, and Administration, and actually, under the Planning Administration, I am responsible for buildings and matters of managing buildings, and as you know, although we are primarily based in Hamilton Library across campus, Sinclair Library the building, or actually it's the Sinclair Library Building, only holds a department of Hamilton Library, so it's not two separate libraries - it's one library with a department that's in a separate building. Basically what I am here today, and thank you Jannah for inviting us to talk about some changes that are proposed for Sinclair Library, and there's a rather long and complicated reason for why we are proposing the change, but basically we'll go to the next one, and so our agenda today is to talk about the cost and staffing issues related to providing, particularly late night and overnight hours at Sinclair, and some matters related to compliance with Hawaii's Statutes and that number 76-16 B2, and then we'll talk a bit about usage in Sinclair Library in the late evening and overnight hours, and then we'll be talking about some contract security - the issue of contract security tied to the compliance of HRS 76, and then I'll talk a little bit about safety and security at Sinclair and Hamilton, and then talk about a proposal for student monitors in the library, as well as a process and plans for change. The first thing is basically, we are proposing reducing overnight hours at Sinclair so that the hours will be from 8 to 8 in the morning to 10 at night. These hours sync up with Hamilton Library's hours, and I just want to show it with you, show it to you, the cost of keeping Sinclair Library open late at night - they are pretty high, and security and custodial cost for the academic year is approximately \$59,000. It's a lot more for the rest of the time - this is just for the overnight hours. Dr. Cambra and his support - his office, the office of Undergraduate Education, covers the cost of this, so this reduction in hours in Sinclair is not really a huge savings to our budget, although we are all in a flat budget environment, but it's really a savings to Dr. Cambra's office, so we are working in conjunction with each other, we are not, you know, we are supporting each other in this - the late evening and overnight costs supported by the Office of Undergraduate Education - and it really impacts their budget more than ours. But, where it does impact us is in terms of staffing. With Sinclair, since we're responsible for the building, we're supposed to have a staff person in the building when there's no staff person, and it's, most of our staff leave at the latest 8pm. After that, there's no staff person in the room. This is something that, unfortunately, has been going on for a little bit, but when I came in to my office and I was doing an assessment of our security issues at both buildings, what I realized was this is not okay. We cannot be, we cannot have a building without a staff person open. So really, and we cannot recruit staff for this overnight hours and cover those costs, because those costs, you think of this as being the costs for just the contract security. If we run and hire another staff person, it's about another \$100,000, at least, and that's not just their salary, because we have to pay their fringe benefits and other costs as well associated with that. Any questions about this previous slide? Feel free to interrupt at any point if you wish. Go on to the next one. Now to explain what HRS 76 is. It prohibits the University from employing contract security. As you know, for the past few years, we have used contract security. When you go to other buildings on campus, there's no contract security, right? We have been given exemption year after year after year. We must apply for this exemption, it's not automatic. Just because we got it the last year doesn't mean we're going to get it next year, and every year we have to prove that our Human Resources Department that we made every effort to try and address not employing contract security in the buildings, and every year we go through this - we check DPS, and we see other ways we can staff and

have security in the building, and it's just exponential unaffordable, too high for us to really afford it. We are looking to try to remedy how to not have contract security and still provide the security in the building. So rather than every year we're stuck in this state of uncertainty come July 1st whether or not we're going to have contract security, and I don't like that situation - I just made up my mind, having done it twice, that that's not a productive way to move forward, and it doesn't ensure, we need to have a better plan for contract security that's consistent and certain from year to year, month to month. So, that's kind of direction I'm going in, and now I want to talk about, a little bit about, it's usage statistics, and Jannah you called me, emailed me yesterday, and said can we have some more data on that. So what I want to show you is here's the graph for - fall is the green, fall 2016 spring 2017. What you'll notice between, and the solid line is 2017, it's very similar. Once you get to the late night hours, 12:30, it drops down to 15 and under, and down to 10 people in the wee hours of the morning, and then this is really the range in which we have the highest use, and that is between about 9:30, 10, until about, really about, 9:30, 10, and so it sharply drops off, and so we looked at the usage data and we decided that based on that, that's where we need to cut the hours, from 10 to 8am, and that syncs up perfectly with Hamilton Library's hours, too. So, these numbers have not come from nowhere, they come from data, very good data at Sinclair Library. Not as good as Hamilton, we just know the gate counts at Hamilton, but at Sinclair they keep really good track of the number of people in there. So any questions about this data? I really appreciate questions, just let me know. I think we are using some really good, this is a data driven decision. It's not just us arbitrarily picking times. Now what this does is for us, what I said earlier is there is no staff person after 8:00. By us keeping open we actually do have to find someone to be in the building from 8 to 10, and as of October 1st, when this plan to reduce the overnight and late night hours, we will have someone there, and this is just another graphs on usage of the lab. As you know, besides us being at Sinclair Library, Ron's offices have spaces there - the student success center, Honors Program, and then our other partners is the CLIC lab, and that's run by OTS, and their hours, they staff until 9:00. After 9:00 there's no staff person there, and if you look at their pattern usage, patterns, you'll see too, and sorry the graph I have doesn't show the hours very well here, but it's really high usage in the middle of the day - 5:30-9:00 there's not many people there. The next few show similar graphs, that usage is high right in the middle of the day. So one of the things that we've been considering as an alternative to our contract security is to look at hiring our DPS guards. The costs there are prohibitive. For every one guard, the library would have to pay for 1.5 staff. Does somebody have a question? And we have worked with DPS a few years now to try and figure how we can get them to provide security in the library, and the cost to have DPS security annually could run from \$760,00-\$464,000. That's about anywhere from \$300,000, to about \$100,000 more than what we pay for contract security. So while we are looking at not having contract security, going to DPS doesn't particularly solve our budget issues, right? And what's even more important than this is the second point, DPS doesn't have enough guards to come to two buildings on campus, to provide the kind of service that we would have to provide if we are open the 24 hours, and finally, after all of these discussions after the past two years, we realized you don't need the level of security that DPS gives. They are trained and ready to take major action when there's a crime or some infraction of the law or campus policies and behaviors on campus, but that's not what we are looking for. What we need is monitors in the building, we don't need someone trained to do high level security. So that's where we've come to the conclusion is really the library, specifically during the day and type of hours and early evenings we need monitors, and one of the proposals I am definitely on the same page as this is to recruit and hire train student assistants to work as monitors in the library under the supervision of library staff would be responsible for recruiting, scheduling, training the monitors. One of the things for that model, though, it only doesn't work for overnight hours because we don't want our students working all night at the library and having to

go to class the next day. One of the other advantages of student assistant in the library will be that it's paid work and the way the library considers it is student employment is kind of like a scholarship, we are helping students to earn a living and afford to go to campus. I think studies show that students who work on campus are more successful because they're on campus, in between classes they can work and just for your information, the library is one of the largest employers of student assistants in other departments and we provide I think an ideal working opportunity and environment on campus. We encourage our students to do their work and we support them and when it's exam time we give them some flexibility in their hours and support them so they feel like they're supported and we understand that their education is a priority, because that is what they're here for, right? Any questions about that? I like the idea of hiring and recruiting and training students and giving them some work experience and financial support as they go through their education. So, I just want to say that while we are exploring these alternatives to contract security, we also still heavily rely, just like everyone else on campus, on the department of public safety, DPS. If there's an issue in the library, these contract security folks are not authorized to do anything. All they can do is go up to somebody, and say "oh you know, you're not following the library use and conduct policy," and then the person is responsible for either following it. If they don't continue to conduct themselves properly, the contract security is required to contact DPS. What it is is we are paying for somebody at some level to just be in the library. It's really not working for us. We have found that DPS, I think in the past, people had some concern that they weren't very responsive. We found in the recent years with all of the new technology, they're able to respond very quickly and effectively to any issues in the library. One of the things I want to mention is a little bit of data that is not in my presentation is that we have asked for some data on the number of incidents in Sinclair versus Hamilton and the data that she gave me for 2016 was 19 incidents at Sinclair and 7 at Hamilton, so big difference, and a wide range of incidents that occurred, from theft to crime. My concern is really in the late night hours our students and our students assistants that work there, it's a security and safety risk.

SAL Leval
Monica Ghosh
Ronald Cambra

Monica Ghosh

Do you know if the difference in the number of incidents is due to the hours specifically? I think we do know that there's more incidents in the late night hours. The incident number goes up considerably, and part of it is there's less activity in the library, and you have fewer people, that seems to be a bit of a contributing factor. After 9:00, nobody without a valid UH ID is allowed in. What this does is this exposes our campus to a wider range of folks that are not accountable to this campus. That's not a bad thing, necessarily. The 9:00 restriction will be lifted with the new hours, because it's just an extra hour. Although we have the restriction at 9:00, sometimes people will come in before 9:00 who are not UH students because it's open to the public, and we don't know what happens thereafter. I do also want to say for your information is not all incidents happen with people who are from outside the campus or who are not our students. Sometimes they are the perpetrators, it's not always outsiders. But, I think that the later it gets, the more likely something is to happen. Some other that I want to share with you is that in libraries, there's a lot of work that's being done about security and safety. Every time we hear of incidents somewhere else, we are aware of our own circumstances and start examining things. The more people there are, the less incidents there are likely to be. I just wanted to say that we are a part of the City and County of Honolulu, and at some point, it is the HPD that is accountable to us for our safety and security. As I said, with contract security, there's very limited actions that they can take. DPS has similar limitations. The final authority for making decisions about crimes and stuff is HPD. I just wanted to remind you about that. One of the things that we did is that in preparation of these changes, we reviewed and revised the library's use and conduct policy, and put it up effective July 19. We revised it to be a little bit more appropriate to use in incidents at the library, and if DPS knows that there's an infraction with the use and conduct policy, they'll address the issue accordingly. I just want to say all crimes

must be reported to HPD. One of the things that people don't always know is that they think if something happens with the library, we need to follow up. If there's a crime, the victim of the crime needs to follow through. All we do is help you make the reports, support you and help you get to the right people, but ultimately, going further, it's whoever was the victim. One of the things that I wanted you to know is this hasn't come out of the blue, this decision. We needed to do some things, and I really thank you Jannah for bringing us here. I know, for you, it seems soon, that the date upon the implementation of the new schedule seems very soon, but we've been working on it for a long time. I think one of the concerns you stated was you wish you've been consulted sooner. We, actually, at the library were not sure that we would get approval to do this, so what we thought is why talk to a whole bunch of people when this is not going to happen? So we needed to go through the proper channels to find out if it was even possible. What we did is we submitted a memo based on this usage at Sinclair to the Vice Chancellor. With the support of Ron, we proposed a sentimental to the Vice Chancellor of the IVCAA, and this is what we proposed: reduce overnight hours at Sinclair, there would be no change in hours at Hamilton - that would be the same - and to sync Sinclair hours with Hamilton, which requires adjusting Saturday hours to match those at Sinclair and then to continue, I think this is Ron's thing, we continue to provide extended hours during study period and exam period. We are committed to that - we'll figure out how we can get staff. While we implement this in October for Fall, we'll have the extended hours. Just to clarify, the change primarily at Sinclair is Monday-Thursday. Those are the four days of the week that are open 24 hours now that we are proposing to drop back to an 8-10 schedule. That schedule will be consistent over at Sinclair, and Saturday and Sunday will remain the same hours throughout the two facilities. When we come to final exams week, the two weeks leading up to Final Exam week, we'll switch back to the 24 hour schedule. We think that this is absolutely necessary. As you can see, the problem primarily the change in the law that requires us to use state employees, which jacks up the price considerably. Our budget alone, for example, running the Student Success Center, runs us about double that amount, about \$125,000-\$140,000. If suddenly we had a bill for \$700,000 for security alone, we would be shutting down as early as November or December.

Ronald Cambra

I think at the library, we'd have to foot that bill, too. We'd have to cut resources, databases, buying books, reduce our staff.

Monica Ghosh

Ronald Cambra

All of the funds we allocate to the Sinclair Library Student Success Center will be spent on the Student Success Center. As all of you know, most of the first floor of Sinclair is all study carrels. We will invest all of the funds we will not use on security and custodial services on upgrading the furniture. If you've been to the second floor, you'll notice that some of the carrells have been moved out and now we've put some new furniture in there, and now if you walk in there any time of the day, primarily during the lunch time, you'll see that the carrells are fairly heavily used and as more and more, as Monica's group makes more and more progress with the remaining books that are out there in the second floor, with all of our budget that we have, we can start using that to purchase more furniture by putting more study carrells in place. This is an effort for us to save money and use the money someplace else. This is an effort to try and use the money as best as we possibly can, and that would be your investment back into the study hall area. As our budget starts to get away from having to take on the heavy burden of the security side and the custodial services, which are pretty hefty when you start looking at the 10:00-8:00 hours, all that we've got in our budget will be spent on furniture as we add more study space..

Monica Ghosh

That is actually a very good point because the long term plan of Sinclair is to integrate that department into Hamilton, and try to develop more of a learning commons space in Sinclair.

Ronald Cambra

I think we should talk a little bit about that. The eventual plan of the Student Success Center is the entire first and second floor of Sinclair Library, and eventually, we'll be

running more and more workshops with the Library. We will expand tutoring services through the Learning Assistance Center, and if space becomes available in the second floor, I imagine adding as many carrells as possible, as many study spaces as possible, for student usage. That's what we are planning for. The cost of trying to do what we are mandated to do by the State just makes it almost impossible for us to reach that with the funding that we have. This year we are looking at a 2% cut in our budgets, and the cuts include funding. In addition to that, as you know, contracts have been negotiated with the unions. Typically, the state will pick up about 80% of the cost, and our units have to absorb about 20%. That puts a little bit bigger pressure on our budget to meet our mandate. So that's the dollar incentive.

Monica Ghosh

I just want to show a comparison of the building hours. As of October 1, Monday-Thursday will be 8am-10pm, Friday will be 8am-6pm, Saturday will be 9am-5pm, and Sunday will be 12pm-10pm, which syncs up with Hamilton. In terms of planning and administration of buildings, I have to tell you that it will make my life not necessarily easy, but it's much, it will make it a lot easier actually to have buildings synced up at the same hours. Otherwise it is difficult for me to try to figure out staffing and security, and things like that. I just want to remind everybody, since I'm going to give this slide presentation to Jannah, that this is the schedule for the study days. This is just for the fall. We intend to have similar things for the spring. I just wanted to give you a sense of our commitment during the exam period. Some things we are doing to reduced building hours. One of the things about the date, I just want to clarify, October 1st was not a date that came from nowhere. When we opened up the semester, when we put in our request and we knew there were going to be some changes, we only put in a bid for contract security until the end of September, because we just didn't know if something would change. So, October 1st is the first section the contract is over. We will be going out for a bid again. We aren't able to make that complete transition that I proposed in having student monitors and staffing to cover that quickly, so we have till the end of spring to implement our new proposal and plan. What we've tried to do, and I know it seems like a tight schedule to you, is since last spring we've been working with the Associate Vice Chancellor for Academic Affairs, my library staff in June to inform them that we need to make some changes, we sent the memo to the Vice Chancellor of Academic Affairs in August, and then we met with the GSO President a week before he met with the ASUH President. So we are trying to get as many folks informed about this. Tomorrow we will make the announcement of the change campus-wide. It's not October 14th, I'll correct that typo and send it to you, it's September 14th. On Friday, I will be in Sinclair Library for an hour in the morning from 8:30-9:30 and I think again from 1-2, and you'll see it in the announcement that goes out tomorrow. I am going to be there to talk to people if they have any questions or comments. Anyone who wants to talk to me can come and share their concerns and questions. We are going to assess this process as we go through it. We are retaining contract security for the remaining of fall. We are reducing it to 2 per shift at Hamilton and we have the same number of guards at Sinclair, which is one guard. We used to have 3 guards for the overnight hours, so that's a lot of staffing. Our plan is to reduce and eliminate contract security by the end of spring 2018 to be in compliance with HRS 76. We will assess how we are doing and if this changeover is negative, we will do what we need to. We are committed to making this a successful transition.

SAL Lao

First of all, I'm sorry I have to say this, but you made that earlier comment about how having similar hours at Hamilton and Sinclair will really make your workload a lot easier, but I for one actually remember being one of those students on the chart that actually wandered in at odd hours in the night, so I feel strongly that students should have a 24 hour space available on campus to study at. I'm lucky now because I do have a different space, but it's at the department level, rather than a full library for all the students.

Monica Ghosh

I think I understand what you're saying, and that's a very reasonable expectation as a student. I just don't know that the library can do that. Maybe there is another space. One of the things you gentlemen did ask is what alternatives are we providing. I just want to

say that this month we put in seating in Hamilton library for about 200 additional seats and tables, thinks like that, and I don't know if you've been to Hamilton lately, but you'll notice that the sunny alcove has about 98 new seats, so there's the two areas on the way to the addition, and I know students have different study patterns, but what we're not finding is that does it justify to have your needs at the cost at which the library must pay for it?

SAL Lao

I get the dire financial situation, but is there anything we can do to remedy that, such as ask the legislature for an exemption that'll allow you to hire contract security and not have to reapply for it every year?

Monica Ghosh

I have a real beef about that because quite frankly, since I've been in this position, I've had more problems with contract security than I've had incidents. Half of our incidents are with contract security and I am not confident about these folks! That is the main reason that is driving me to make this decision! I do not feel, I want a staff person in the building and I am not happy with contract security alone. Even if we do get an exemption for contract security and are able to recruit them, I am not comfortable with it. Just yesterday I had to fire somebody. I've fired three people since I've been in this position for contract security, and I've never fired anybody in my entire life, but it's because they are putting you at risk, and I cannot bear that.

Ronald Cambra

The problem is funding, and it comes down to where do you use dollars. You know there are performance funds that are available and the administration has made the decision to use those funds to support classroom activity, so nearly all of those monies have gone into more sections since we had a lot of pressure for more basic courses, and 200 level and 300 level classes. As you've seen in registration, we've put a lot of effort into ensuring we have enough classes on the 100 and 200 level, so that's where a lot of the emphasis has been. It is difficult for us to say that we need more money to hire security for 20 students at 3:00 in the morning in Sinclair library, when that \$700,000 can go towards 10-15 more sections. How can you help us? The eventual plan is to develop as much as we can of the first two floors of Sinclair into a real student center, a big open area for students to be able to congregate and work. Anything you can do to explain to the administration that the quicker that happens, the easier it becomes for students to have a place to study and gather with fellow students of different classes to be able to make better use of that facility would be fantastic. From that point on, if students pressure to be in the library late at night, then that would be the most obvious sequence that would make some sense. Given where we are right now, you all know what the enrollment looks like, and really there is some good news to all of this, because you know that for the last three or four years we had the largest graduating classes we ever had at this institution. Part of that is because of the four year academic plans you are using and your ability to make progress on your degree, you've seen how the graduation rates have been on campus, so those things have been addressed. Our problem right now is as that gets addressed, that becomes the priority, and that's where everything is going. Our budgets are based on last year's tuition dollars, so when we look at where we were a year ago, we slipped 3% in terms of enrollment, which meant there was less dollars to go around, and our budget to run the student success center is not going to be on the highest priority list as opposed to opening more sections of classes online. So, until we turn some of that around and we start increasing our enrollment, and I think some of that will happen because as you've seen the large numbers of graduating students, this past spring, we've had a reduction in the number of students that graduate. What that meant is we've had a large number of students that tried to graduate from this institution and had difficulty graduating from the system, and some of that has been being able to put key courses in the right place where needed, so those things are being addressed, but us spending \$700,000 on security from 10:00 at night to 8:00 in the morning doesn't rise to the level of having enough sections in Chemistry. As long as we are challenged with enrollment and we're not able to generate more new dollars for this, we're going to have to look for ways to stretch our money out as best as we can, and this is one of those cases where I agree with you - I

would love to say that there is a place any student can go for 24 hours and study. Maybe 3 or 4 years ago that was a reality because we were not in the pinch of having to meet a state mandate to put state employees into security jobs in the library. As soon as you look at the budget to see how much it would cost, you'll see it's 6 times higher than what we're currently paying. Where you can make the biggest difference is to talk to the Vice Chancellor about the future of the Student Center and what it could hold for people. Hamilton has done a fabulous job of adding more spaces.

SAL Chen I understand SAL Lao's concern about having offset hours. My question is during finals, I know it's crunchtime and students are concerned about finding a location to study. Will the hours be changed during Finals?

Monica Ghosh Yes, they are changed. The study days and exams will be open for 24 hours. Beginning December 4th and running until December 15th. We separated by study days and exam days, but it actually just continues on the calendar. Hamilton doesn't stay open all night, it will be closed at 2am.

Ronald Cambra We will be staying open at Sinclair, and I'll be walking through there with a flashlight.

Monica Ghosh We plan to do that every semester. We are not going to change that.

Treasurer Hinshaw Is there a way to balance out the hours more for the weekends and Fridays? Just to balance out the lost hours during the 24 hours.

Monica Ghosh Could you please repeat that? I didn't quite follow.

Treasurer Hinshaw For future hours if it's possible to try balance out the lost hours during the Monday-Thursday 24 hour period to Friday and Saturday, if it's possible to extend those hours at all?

Monica Ghosh The data is not supporting that. So right now, I met with my staff at Sinclair Library, and they said that there's hardly any traffic. We have a business office, and they said that they always have no one come in. We have an office open at Hamilton and Sinclair at different hours so that they can get that service. They said that they have no traffic on that. I think that what we'll do is if you could send me your request in an email, my email address is monicag@hawaii.edu, what I want to do is offer you to keep that in mind and as we plan and consider tweaking and adjusting things, I will keep that in mind. So please email that request to me so that I have it when I'm planning.

SAL Willis Like Eugene, I was one of those people came in at 10, 10:30 last semester because that was the way my work schedule worked out, so it's really sad that this isn't going to be. One suggestion I would have is to make it 24 hours during midterms as well, because there is a lot of traffic, and people are studying for their midterms.

Monica Ghosh Can I just say that we did think about that? And midterms, do you have the same midterm as you, and do you have the same midterm as you, because midterms is really based on the course and the instructor, so if we could arrive at some neutral time that would work for everybody, my feeling is that if we decide on one, it won't work for somebody else. If we want to do an assessment on when is the most frequent midterm, I don't know who would be the best position to do that because I'm not an instructional faculty, but if you could talk about ways in which to arrive at something that would be suitable I'm really open to suggestions. We are just starting this for us to want to hear from you and there's ways in which we can resolve these matters. I just want to second you - I am an evening person myself and I'm from here so I really understand. I'm not somebody who's not from here. I'm a homegrown UH alum and I've been at the library for 26 years, so I'm not from somewhere else. I really do sympathize with that and will keep your concerns in mind. If you want to be in touch with me and we work something out and discuss with your fellow senators and come up with a proposal, I will be happy to look at it.

Ronald Cambra We will look at it. There's a way for us to. As you know, faculty of all different departments have different midterms, and whether you have two exams, three exams, some people have one exam and a final paper, it varies. But if there's a way for us to identify at which point in the semester is the greatest usage, we can do that, and we can try to go back and see whether it's related to the midterm time. Give us some ideas and we'll go and check them out and see if they work. As we said, we're going to do an

President Dela Cruz
Advisor Sonda Pal

assessment as we go forward. If you can give us any feedback about what you hear from other students, that would be very helpful for us, too. Thank you.

Thank you, but we're running out of time. Does anyone else have any comments?

I think what concerns me about this is the process. You are giving students two weeks of notice. Two weeks' notice. If you think about, students have already made their schedules for the semester. They've already made their plans. I know a lot of working mothers who put their kids to bed and come to Sinclair Library to study at night. The process should have included the students from the beginning because this affects them the most.

Hearing about how you came to this decision and the process from June was very admin-centric, the way you did things. I understand the money part, but this is a school serving the students. I am very concerned and I just wanted to share that. Now you are saying that you will take comments now, but this is after the fact. You could have made this a pilot project. When people have started getting into their routine, and you've got to change it in two weeks now? The 50 people on the chart is not to say it's the same 50 people every single night since everyone has different schedules. If you add 50 every night, that is 350 people you are serving. To mean, if I was a student at this point, I would see this as a slap to my face.

Monica Ghosh

Thank you for sharing that. I know that the process has not been what we wanted with appropriate consultation, but I think one of the things I wanted to emphasize, and I'm not making an excuse of this, is that we are barred by some of these laws and costs. And I just transitioned to the library, too.

Senator Petersen

My suggestion is if you cannot have the library open 24 hours, I think the students will benefit if it's open until midnight if possible? The graph seems to show that the students are still coming in at around 12 at night, like at 11:00 at night.

Monica Ghosh

Midnight has 50 people, and if you were to think about 50 people everyday, then you are talking about, like 50 people.

President Dela Cruz

If you have any further questions, I can refer them to Dr. Ghosh. She said she'd share the presentation with us. I also want to validate Advisor Sonda Pale's concern. Personally, that was my concern, the consultation process, which is why I invited you here, so at least we'll all be informed. I'd also like to repeat what I said in my email - if we could have adequate time to formally respond. I understand October 1st is coming soon, but to help with the consultative process we'd like time to be able to formally respond to this plan of action.

Monica Ghosh

I also want to extend to you the opportunity to do so, and include all of the comments that were made today. That would be very helpful to me moving forward.

President Dela Cruz

Unfortunately, as a senate right now, since we just received this presentation, we are not able to do that at the moment. We understand you plan to send out the announcement on the 14th, which is tomorrow. Is there any way to possibly put this on hold, so that we can form a response on what we think as students?

Monica Ghosh

Did you receive a response from the Vice Chancellor of Academic Affairs? One of the things that he is really supportive of this decision. This is not a decision I made on my own. I know it looks like we haven't consulted with you, and we haven't, but we did consult with all of the other major players, which is Ron's office, the Vice Chancellor of Academic Affairs. They have been informed. When we put in our request at the end of summer, we were hoping we could do this before the semester began so people would be aware of what's going on and not be stuck in this situation in the middle of the semester to have to make adjustments. But, quite frankly, the arguments that we made and presented to the Vice Chancellor were seriously reviewed, and based on the fact that it really does compromise the safety of the students without having staff in the building, they determined that we have the right to do this. I think they looked at all of these issues too. It's not something I think any of us is taking lightly or cavalierly. I don't think it's happening like that, we understand, but it has a larger, structural impact that this discussion is good, but could, may not be able to change the course of the plan at this point. That's what I wanted to share. At this point I doubt that we could hold it off. I am

willing to assess it and consider the things that you've said, and continue this conversation. Is this the first time a University Librarian has met with you? We met also with the GSO President before we met with Jannah. Basically we got the approval from the Vice Chancellor's office on the 29th of August and on the 31st I met with the GSO President. I think we were trying to schedule with you but we could do it until a week later. It was a longer time, but I don't want to make an excuse for that because it is still, nonetheless, inconvenient. I think when you write your letter, include what it is that you'd like to see, and what your proposals are. I just want you to know that this is not our brainchild, it is based on larger structural issues that we can't accommodate. Okay, thank you for your time for coming.

I'd just like to say thank you, Advisor Sonoda Pale, for being far more courageous. I think you said what many of us were thinking and feeling, but in a much more courageous way than what I personally could have. I felt very shut down after I brought my concerns and suggestions to them. So thank you for that.

President Dela Cruz
SAL Lao

REPORTS

Executive President

a. Office Hours

President Dela Cruz
SAL Chen

I'd like to start office hours this coming Monday.

I thought it was 1 hour a week for executive committee members, but the sign-up form stated two-hours a week. I just wanted to confirm what the hours are.

SAL Lao

It's two hours per week for executive committee members.

b. Senate Picture Taking (Individual)

President Dela Cruz

We will be taking pictures for candidates. If you have not taken your individual picture during the summer, I encourage you to go to one of the orientation sessions to have your picture taken. And please come in business casual attire.

c. Senate Resolution Ideas

President Dela Cruz

I have a google doc containing ideas that you might want to write a resolution on. If you have ideas, feel free to add it to the document, and if you want to take on an issue, feel free to comment on it.

d. Legislation & Agenda Item Request Deadline: Fridays, 5 pm

President Dela Cruz

The deadline for legislation & agenda item requests is on Fridays at 5 pm.

e. Executive Committee Meeting: September 20, 2017 (6 pm, CC310)

President Dela Cruz

There is an Executive Committee Meeting on September 20 in CC 310.

f. Special General Senate Meeting: October 4, 2017 (7 pm, CC310)

President Dela Cruz

This is to ratify the special election results.

Vice President

Senator Nishihara

Vice President Urasaki had to leave early, but mentioned he has no report.

Treasurer

Treasurer Hinshaw

No report.

Secretary

Administrative

a. Advisor

- b. Operations Manager
Advisor Sonada Pale No report.

Judicial Branch

- a. Student Court

Standing Committees

Campus Life

Chairperson Finau

My committee has a meeting after this meeting. The homecoming theme is “Know Your Roots,” going back to traditional aspects. A lot of issues have arisen. UH has passed a policy where they are requiring a special event permit for food handling, which will impact what we do for homecoming as well as Sinclair Study Nights. We just had a meeting with Advisor White and Advisor Sonoda-Pale for information on it. If any of you are planning an event where food is being handled by anyone, you will have to go through a long process. Because of this, Campus Life has decided to host just Homecoming and Sinclair Study Nights since the planning process is a lot longer now.

Elections

- a. Fall 2017 Special Elections Candidate Nominations

Chairperson Utashiro

Today was the last day for nominations. If you’d like a candidate floor nominated, you must provide their student ID and email, and you are also informing the individuals of their candidacy and the deadline of the packet, which is this Friday. Move to accept the Fall 2017 Special Elections Candidate List and floor nominate the following people:

Secretary

- Russell D. Publico
- Rodolfo (Rudy) Ramirez
- Peiqi (Kelly) Ruan

Colleges of Arts and Sciences

- Tyler C. Chong
- Jaclyn T. Sakamoto
- Cody W. Dunham
- Landon Li
- Chantel M. Ikehara
- Kacie Y. Manabe
- Asami Kobayashi
- Akoni J. Pasoquen-Castillo
- Rodolfo (Rudy) Ramirez
- Alex Lee
- Joshua J. Kim
- Aaron G. Nee
- Elliot Kalani Khlopin

College of Education

- David Yamada
- Ashley Rose Deinia

Shidler College of Business

- Jamie M. Ikeda
- Jordan E. Kauwe

College of Health Sciences and Social Welfare

- Sarai R. Vargas

Hawaiiinuiakea School of Hawaiian Knowledge

- Andrew K. Simeona

School of Travel Industry Management

- Pauline Yang

School of Pacific and Asian Studies

- Jeremiah Bonilla
SAL Chen Second.
Motion carries.
Chairperson Utashiro Floor nomination packets are due by Friday at 4:00 pm.

External Affairs

Chairperson Leval External Affairs will have a meeting on Monday at 5:30 pm in the ASUH office. At this meeting, we will be discussing ordering promotional items, so if you have any idea of what promotional items will be effective in reaching out to students, please email me. Also, today was the first day for the Involvement Fair. Since no one was available during the first shift, we lost our table. If this happens again tomorrow, then we will lose our table again. If you are able to table tomorrow, especially at 10:00am, then I would greatly appreciate it. This is another opportunity for us to spread awareness of ASUH.

Finance

Chairperson Honda We completed the RIO Funding Bill, which will be seen tonight.

Internal Affairs

Chairperson Lao We had a meeting last week Thursday to wrap up a complaint we received, and I will be reporting back to the Executive committee next week.

Investments and Long Range Planning

Chairperson Ng We will have a meeting next week Tuesday Sept. 19 2017 at 7:00 pm. We will be meeting with our financial advisor.

Student Affairs

Chairperson Petersen I'll be sending out a doodle to arrange a meeting date. Please be on the look-out for an email.

Undergraduate Academic Affairs

Chairperson Chen We had a meeting last week Tuesday to talk about the Grad Fair. It will take place on October 26 from 11am-2pm in the CC Ballroom and October 27 11am-2pm in the CC Ballroom. Our advertisement will be called "What's next at Manoa?" If you are not familiar with Grad Fair, it is an event where we invite graduate programs to showcase what they have to offer for our undergraduates. Scholarships are due on October 6.

SPECIAL ORDERS

- a. Senate Bill 13-18: To Appropriate Funding for the Fall 2017 Registered Independent Organizations (RIO) Funding Cycle

SAL Chen Move to special order SB 13-18.
SAL Leval Second.
SAL Honda Thank you for your consideration of special ordering this bill. The reason why I am considering to have this bill special-ordered is we wanted to plan ahead for the RIO Funding so we set the RIO Funding schedule in the summer. We had planned the schedule thinking that today would be an Executive Committee Meeting and not a General Meeting, which threw everything off by one week. To bring things back on track, we are requesting to have this bill special ordered.

ROLL CALL VOTE TO SPECIAL ORDER SB 13-18

Aye(s): Treasurer Hinshaw, Senators-at-Large Chen, Honda, Lao, Leval, Senators Chun, Finau, Hortizuela, Lieu, Ng, Nishihara, Petersen, Willis, Utashiro **[14]**

Naye(s): **[0]**

Abstention(s): **[0]**

SAL Chen Motion carries.
Senator Ng Move to accept SB 13-18.
SAL Honda Second.
This is the Fall 2017 RIO Funding Bill. Throughout this past weekend, we had hearings with each RIO. The Finance Committee met this weekend to finalize our draft bill, and this is it. We do have a couple of amendments we'd like to make.
On page four under Founder's Day Picnic, move to change the "Food and Food Supplies" Line item from \$200.00 to \$247.48, and have the totals reflect the changes.
Treasurer Hinshaw Second.
Motion carries.
SAL Honda On page 5 under Institute of Electrical and Electronics Engineers, for the Arduino Workshop, they did not submit two things on time from the previous semester, and each late submission is a 25% deduction, so move to change the "Food and Food Supplies" line item for "Arduino Workshop" from \$368.00 to \$184.00 and have the totals reflect the changes.
SAL Leval Second.
Motion carries.
SAL Honda The total should now be \$29,089.50.
SAL Chen Move to have all the totals reflect the changes.
SAL Lao Second.
Motion carries.
Treasurer Hinshaw Move to correct all grammatical, typographical, formatting and Hawaiian diacritical mark errors and correct all calculations.
SAL Chen Second.
Motion carries.

ROLL CALL VOTE TO ACCEPT SB 13-18 WITH AMENDMENTS

Aye(s): Treasurer Hinshaw, Senators-at-Large Chen, Honda, Lao, Leval, Senators Chun, Finau, Hortizuela, Lieu, Ng, Nishihara, Petersen, Willis, Utashiro **[14]**

Naye(s): [0]

Abstention(s): [0]

Motion carries.

UNFINISHED BUSINESS

NEW BUSINESS

a. Senate Bill 09-18: Funding for the Grad Fair
i. SCR 07-18
SAL Chen Move to accept SCR 07-18.
Senator Ng Second.
Motion carries.
ii. SB 09-18
SAL Chen Move to accept SB 09-18.
Senator Ng Second.
SAL Chen This bill is to fund for our Grad Fair, in which we will be providing food and services to undergraduate students. The service fee is in case there are charges for some of their services.
SAL Leval Move to change the title of the bill to "Funding for Grad Fair 2017".
SAL Chen Second.
Motion carries.

SAL Honda Per the SCR, could the introducer clarify the “service fee” and estimated number of attendees?

SAL Chen There might be some charges that come with using the facilities, such as set-up. This line item is there so that we have money allocated to pay for those fees if it’s needed. We did the same thing last year because it was a recommendation from Advisor Sonoda Pale. Last year we had a hundred attendees each day, but the number has been bigger before, so we are aiming for 100-200 attendees per day.

SAL Lao Does the bill state in the purpose where the event will be held?

SAL Chen No, because we were still deciding on where it will be.

ROLL CALL VOTE TO ACCEPT SB 09-18 WITH AMENDMENTS

Aye(s): Treasurer Hinshaw, Senators-at-Large Chen, Honda, Lao, Leval, Senators Chun, Finau, Hortizuela, Lieu, Ng, Nishihara, Petersen, Willis, Utashiro [14]

Naye(s): [0]

Abstention(s): [0]

Motion carries.

b. Senate Bill 10-18: Funding for Homecoming 2017

i. SCR 08-18

Senator Ng Move to accept SCR 08-18.

Senator Chun Second.

Motion carries.

ii. SB 10-18

Senator Ng Move to accept SB 10-18.

SAL Chen Second.

Senator Finau This is a bill to appropriate funding for Homecoming 2017. It is happening in the Campus Center Courtyard. I would also like you guys to keep in mind that some of these line items might change in the future based off of the policy that UH proposed.

SAL Leval How many people are expected to attend?

Senator Finau Around 700 people.

Treasurer Hinshaw What promotional items will be used?

Senator Utashiro Tank tops, regular t-shirts and dri-fit t-shirts. For entertainment, we are asking KTUH to have a student DJ at the event.

Treasurer Hinshaw Did you get a quote for any of the promotional items?

Senator Finau We are contracting Warrior Printing for the tank tops and dri-fits. There is an estimated 24 long sleeve dri-fit t-shirts and an estimated 325 tank tops, roughly half men and half women. This will be under \$2500.00 so we don’t need to have a super quote for this. For the t-shirts, we plan to get 400-500, so we will need to get a super quote.

Senator Utashiro This number was determined based off of last year’s numbers. 500 t-shirts was a little over \$6000 dollars.

Treasurer Hinshaw How will the promotional items be distributed and who will be receiving the parking passes?

Senator Finau We will be finalizing these decisions at our committee meeting that will take place after this meeting at 8:00 pm. We decided that the dri-fits are incentives to give out to the first people to come. My plan was to have two separate lines - one for tank tops and one for t-shirts. The supplies are meant to act as a buffer since we do not know how the recent policy changes will affect our events.

Senator Utashiro The service fee is to use the Campus Center Courtyard and the parking passes are for the vendors.

Treasurer Hinshaw Is it possible to reduce the amount of dri-fit shirts? It seems that it would be easier to have one shirt versus three different shirts.

Senator Finau We want to stick to one style, but we also wanted variety. The tank tops and t-shirts are the same price, but the dri-fits are more expensive. Having a small amount of dri-fit t-shirts is meant to act as an incentive for people to come out. We've also talked about it as a committee and believe that it is doable to manage all three shirts.

SAL Lao Can we get rid of all of the shirts and food in two hours?

Senator Finau I think so.

ROLL CALL VOTE TO ACCEPT SB 10-18 WITH AMENDMENTS

Aye(s): Treasurer Hinshaw, Senators-at-Large Chen, Honda, Lao, Leval, Senators Chun, Finau, Hortizuela, Lieu, Ng, Nishihara, Petersen, Willis, Utashiro [14]

Naye(s): [0]

Abstention(s): [0]

Motion carries.

c. Senate Bill 11-18: Funding for Sinclair Study Nights

i. SCR 09-18

Senator Ng Move to accept SCR 09-18.

Senator Finau Second.

Motion carries.

ii. SB 11-18

SAL Chen Move to accept SB 11-18.

SAL Leval Second.

Senator Finau This is for Sinclair Study Nights. It was one of our goals to have our events planned one month in advance, which is why it's being brought up now.

Senator Finau Move to table this bill indefinitely.

Treasurer Hinshaw Second.

Senator Finau The line items and the money allocated in this bill will be affected by the recent UH policy changes. We are not sure when we will know what the finalized costs will be due to these policy changes, so I would like to table this indefinitely.

ROLL CALL VOTE TO TABLE SB 11-18 INDEFINITELY

Aye(s): Treasurer Hinshaw, Senators-at-Large Chen, Honda, Lao, Leval, Senators Chun, Finau, Hortizuela, Lieu, Ng, Nishihara, Petersen, Willis, Utashiro [14]

Naye(s): [0]

Abstention(s): [0]

Motion carries.

d. Planned Changes to UHM Libraries

President Dela Cruz I included this because I think it is important that we discuss as a senate how we'd like to respond. I think we do share the same concern about the consultation process. We could also approve our stance through a motion during this time.

SAL Lao While I understand the financial situation that they seem to be in, I wholeheartedly disapprove of the lack of consultation that went on when they made this decision. They just threw the change at us suddenly.

SAL Chen I agree with SAL Lao, and I'd also like to mention that I don't believe they conducted a survey with the students, but they just looked at the number of students who enter the library. I think we should request to see data of the number of students that are in the library at that time, not just the number of students that enter.

Senator Utashiro If we could propose for them to think of an alternative, then that would be good. For example, asking other colleges to open their facilities to students outside of the department.

Senator Willis I'd like to say that I think the students who would be the most affected by this change are those who have no other time to study except late at night, such as students who work full time, or parents who are also students. It is sad that these people will be affected by this.

SAL Chen Regarding Senator Utashiro's idea, I think that there will need to be discussion at the administrative level in order for other departments to open up their facilities to other departments.

Senator Ng As SAL Chen mentioned, I think their data is based off of just how many people enter the library. When I went to the library last week from 6pm-2am, there were way more than 10 people inside of the library past midnight. I don't think the data accurately represents the number of students in the library at those given times, just how many enter the library.

Senator Utashiro Regarding SAL Chen's comment, I didn't mean for every department to open up their facilities, I just meant for Sinclair to find an alternative as a compromise, such as having a smaller area open for students to study.

Treasurer Hinshaw I also disagree with the consultation process, but I think what we should be focusing on is finding alternatives for the students that are affected and finding an alternative for a 24 hour study place for students.

SAL Chen In two weeks, students will be having their midterms. What they are doing is crazy.

President Dela Cruz The concerns and comments that were brought up so far were the consultation process, the sudden announcement, and the lack of data to back up their reasoning. Is there any stance you feel we should take now, and what stance is that?

Treasurer Hinshaw We should figure out what we can and should do as ASUH. Would it be finding an alternative place? Would it be to raise awareness with administration?

SAL Lao I don't think that there's anything changes we can fight for this semester, but we can work on fighting for changes next semester. I don't think we can let this happen again next semester.

Senator Ng Is there anywhere else available? During the summer, the libraries close early, so my friend and I would study outside of Starbucks. Are there places like that? Could we possibly ask Campus Center to stay open for a longer duration?

President Dela Cruz Dr. Cambra said that there are no alternatives. Advisor Manini said students are welcome to sit outside of Starbucks outside of the gate, but there will be concerns about security if Campus Center is to remain open longer.

SAL Leval To what degree can ASUH create a stance on this?

President Dela Cruz We could create a resolution, but the resolution will not impact what is implemented on October 1st. We could give our stance now, and then email Dr. Cambra and Dr. Ghosh what our stance is before they implement it.

Treasurer Hinshaw As SAL Lao mentioned, there are departments that have study places, but they are restricted to their majors.

SAL Leval Could these departments be asked to leave their spaces open to other majors?

SAL Lao I don't think that this is in our power. We could make a suggestion, but it would be the department's decision.

SAL Chen It will probably be difficult for other departments to accommodate more students because students might not clean after themselves.

Senator Finau Although the graph showed that there are still people in the library at midnight, I think that their safety trumps having a place to study.

SAL Chen I agree that student safety comes first. I'm not against the implementation; I'm against their lack of consideration on how the student population feels.

Senator Finau I have some experience with facilities that are open 24/7, such as having security, so I understand why they didn't feel the urgency to ask students even though it impacts them because the student body might not realize the logistics behind planning a 24/7 facility. I am not justifying what they did. If they gave an earlier announcement, it would have been

Treasurer Hinshaw
Senator Utashiro
SAL Chen
SAL Honda
Senator Hortizuela
Senator Chun
SAL Chen
Senator Finau
Senator Nishihara
SAL Lao
SAL Leval

easier for students to make adjustments to their schedules. However, I feel that they made the right decision given their logistics.
I feel that we should have a survey to see if students are okay with it.
I think we don't have a disapproval of the change, but a disapproval of the process.
I think we should add a statement that we agree with the concerns that were brought up and that ASUH agrees with putting student safety first when crafting a motion reflecting ASUH's stance.
Going back to the suggestions of sending a survey, I don't think that's a good use of time. It will not solve the issue that they don't have the money. We can ask for so many things, but in the end if there isn't money available, there isn't money available.
The data that they presented does technically back up their decision because even though the data doesn't show how many students are in the library, it still shows that there are less people entering the library. I don't think that we should say the data is accurate, but rather that the data is misleading.
I agree with Senator Hortizuela, that we shouldn't say that we doubt the accuracy of their data, because they obviously pulled the numbers on the graph from somewhere.
If we say that there is a lack of data, then that would express that we feel there is more data necessary to give an accurate representation of the usage of Sinclair Library.
If Campus Life leaves for our scheduled meeting, would you still meet quorum?
Yes.
Campus Life Committee leaves for scheduled Committee Meeting
Move to approve the following as ASUH's stance on the change of Sinclair Library's operating hours: Although the ASUH recognizes the concern regarding student safety and the logistical feasibility of maintaining Sinclair Library's current hours of operation, it nevertheless voices its strong disapproval towards the implementation due to the lack of consultation with ASUH, the short notice provided to students, potential adverse effects on disadvantaged student populations, and reservations regarding the lack of sufficient data.
Second.
Motion carries.

ROLL CALL VOTE

Aye(s): Treasurer Hinshaw, Senators-at-Large Chen, Honda, Lao, Leval, Senators Ng, Nishihara, Willis, Utashiro
[9]
Naye(s): [0]
Abstention(s): [0]

Motion carries.

OPEN FORUM

Senator Utashiro
Elections will be tabling for the duration of the voting period from 10am - 2pm. We will have computers at the tables so people can vote there if they want to. I'll be sending out signup sheets soon.

CLOSING

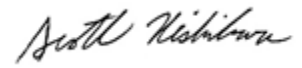
Announcements

- Special Election Candidate Orientation - 9/14 CC310, 9/15 CC307 5 PM
- Special Election Campaign Period - Begins 9/18, ends 10/2
- Special Election Voting Period - Begins 9/25 and ends 10/2
- Scholarships & Awards - available 8/14, due 10/6/17 4:30 PM

Adjournment

SAL Leval
Senator Willis
Move to Adjourn.
Second.
Meeting was adjourned at 8:39 PM.

Respectfully Submitted,



Scott Nishihara
Senator of the College of Engineering, 105th Senate