

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: August 22, 2016 **2:00 pm**

LOCATION: Hawaii Hall 208

ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Marguerite Butler, Chair	P	Vilsoni Hereniko	P	Rosanne Harrigan	E	Ann Sakuma Irene Johnson Kenisha Strong	3:00 pm -3:56 pm
John Casken, Vice Chair	P	Ashley Maynard	P	Robert Cooney	P		
Kelley Withy, SEC Secretary	E	Sarita Rai, Senate Secretary	E				
Christine Sorensen-Irvine – Excused at 4:48 pm	P	Lilikala Kame`eleihiwa	E	John Kinder, Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Vice Chair Casken at 2:00 pm.
REVIEW OF MINUTES	The minutes of the August 15, 2016 meeting had been circulated electronically before the meeting.	1. Motion to approve the 8/15 minutes by R. Cooney; seconded by L. Kame`eleihiwa. Passed unanimously.
CHAIRS REPORT	<ol style="list-style-type: none"> M. Butler gave the chairs' report. Butler and Cooney attended the BOR meeting on 8/18, where, after three hours of deliberation, the members appointed David Lassner Interim Chancellor UH Mānoa and Michael Bruno the Interim VCAA of UHM. Two regents voted against the appointment. Committee assignments will be finalized soon. 	<ol style="list-style-type: none"> The SEC would like to meet with Interim Chancellor Lassner every two weeks. The SEC chair will meet with Interim Vice Chancellor Bruno regularly. Also request for SEC meeting monthly with each VC? SEC liaisons should contact their committees to set up first meetings soon.

	3. Proposed changes to RP 9.214, Teaching Assignments for Instructional Faculty	3. M. Butler will send the document to the faculty congress and to the college senates. Refer to CAPP.
ACTION ITEMS	1. A motion was made to move R. Cooney to the CFS from CAPP.	1. Motion to approve CFS recommendations made by A. Maynard, seconded by L. Kame'eleihiwa. Approved unanimously.
GUESTS	1. Ann Sakuma, Irene Johnson, and Kenisha Strong visited the SEC from the Campus Resource and Service Center and made a presentation [attached]. ASUH and GSO issued a request for an ombuds office earlier in 2016. Sakuma said the campus is very decentralized. There are communications issues and confusion over where people need to go to get the correct information. It is very difficult to know who to go to. University "customers" include students, faculty, staff, visitors, parents, vendors, and the community + public. A campusHELP center can help all of these people. The help center is figuring out which questions people are asking. The help center is creating a web portal. The SEC suggested bringing back an operator, perhaps in the form of two student employees who will help people find answers to their questions. The SEC also suggested usability testing to figure out what students or others need to know. Around September 10, some campus assistants and secretaries will test out the new website before it is rolled out to the students. The chancellor and VCs have endorsed the approach. The SEC suggested we bring back the Ombuds office.	1. Follow up on where funding for ombuds office went?

COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB – No report 2. CAPP – No report 3. CFS – First meeting to elect new officers was on August 18th. Katalin Csiszar will serve as chair. Bob Cooney is officially joining this committee. CFS would like to have Stacey Roberts moved from MAC to GEC, so that Stacey can then be chair of the GEC. 4. COA – No report. 5. COR – No report. 6. CPM – No report. 7. CSA – No report. 8. GEC – No report. 9. MAC – No report. 10. UHPA – No report. 11. Ad hoc legislative committee: A. Maynard is the convener. Maynard sent a poll to schedule the organizational meeting. 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken. 3. The motion to move S. Roberts from MAC to GEC was made and seconded. Approved unanimously. 4. No action taken. 5. No action taken. 6. No action taken. 7. No action taken. 8. No action taken. 9. No action taken. 10. No action taken. 11. M. Butler will send a note to Kualii Council and L. Kame'eleihiwa to find a Native Hawaiian member to talk with legislators.
OLD BUSINESS	<ol style="list-style-type: none"> 1. Discussion of BOR announcement of the Interim Chancellor (IC) 2. Changing the Budget Model - status and next action steps 	<ol style="list-style-type: none"> 1. The SEC will request to meet regularly with the IC and will request that the IC meet with CAB. The SEC chair and vice chair will request to have the typical regular two-on-one meetings as well. 2. Ask CAB to make a podcast about the senate budget model to circulate to all.

NEW BUSINESS	<ol style="list-style-type: none"> 1. A motion was made to focus on four projects this year: 1. Get the Faculty Senate budget model implemented for the campus; 2. Mānoa autonomy; 3. Strengthen shared governance; and 4. Administrative Review. 2. The August 29, 2016 meeting was discussed. 	<ol style="list-style-type: none"> 1. V. Hereniko made the motion; C. Sorensen-Irvine seconded. Approved unanimously. Chair Butler to send a letter to all Manoa faculty listing the four foci and updating faculty on other actions being taken by the SEC. 2. The August 29, 2016 SEC meeting was planned.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on August 29, 2016.	Motion to adjourn by A. Maynard, seconded by L. Kame`eleihiwa. All approved the motion. Meeting adjourned at 4:59 pm.

Respectfully submitted by Ashley Maynard and approved unanimously on August 29, 2016.