

EXECUTIVE COMMITTEE Meeting Minutes

MEETING DATE June 1, 2020
MEETING TIME 1:30 PM - 4:30 PM
LOCATION Virtual meeting via Zoom

Attendance

Members

Name	Role	Attendance
Tom Conway	Chair	Present
Paul McKimmy	Vice Chair	Present
Jim Potemra	SEC Secretary	Present
Ann Sakaguchi	MFS Secretary	Present
Penny-Bee Bovard	Member	Present
Jennifer Griswold	Member	Present
Truc Nguyen	Member	Present
Brent Sipes	Member	Present
Christine Sorensen Irvine	Member	Present
Carolyn Stephenson	Member	Present
John Kinder	Staff	Present

Guests

Name	Role	Time
Michael Bruno	UHM Provost	2:30 pm - 3:30 pm
David Lassner	President & CEO	3:30 pm - 4:30 pm

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Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The video conference meeting was called to order by Chair T. Conway at 1:35 PM.
Review of Minutes	1. The draft minutes of the 5/18/20 Senate Executive Committee were circulated electronically.	1. T. Nguyen made a motion to approve the 5/18/20 meeting minutes; seconded by P. McKimmy. The minutes were approved with 9 votes in favor; 0 abstentions.
Chair's Report	1. Discuss questions for Provost Bruno 2. Discuss questions for President Lassner 3. Update on ACCFSC meeting on May 22 from 9am to 11am. Next meeting in August. 4. New SEC Shared Drive folder called 2019-20 MFS Committee Reports	1. No action taken. 2. No action taken. 3. No action taken. 4. At this time CAB, CAPP, CEE, CFS, COA, COR, CPM, and GEC have forwarded their Annual Reports to the SEC. CSAs report is pending.
Action Items	1. Discussion on the SEC summer meeting schedule: June 1 - Bruno from 2:30 - 3:30 pm; Lassner from 3:30 - 4:30 pm June 15 - SEC meeting - GEC discussion and review of committee reports June 22 - Bruno from 2:30 - 3:30 pm; Lassner from 1:30 - 2:00 pm July 6 - Bruno from 2:30 - 3:30 pm; Lassner from 3:30 - 4:00 pm July 20 - Bruno from 2:30 - 3:30 pm; Lassner from 3:30 - 4:00 pm Aug 10 - Bruno from 2:30 - 3:30 pm; Lassner from 3:30 - 4:00 pm	1. P. Mckimmy motioned to reduce the scheduled time with President Lassner to 30 minutes (from 1 hour). A. Sakaguchi seconded and the motion passed with 9 in favor and 0 abstentions.

	<p>Aug 24 - Bruno from 2:30 - 3:30 pm; Lassner from 3:30 - 4:00 pm</p> <p>2. CFS recommends the following:</p> <ol style="list-style-type: none"> Ji Young Kim, Communications, College of Social Sciences, 1-yr writing intensive Brian Richardson, Library, 2-year term writing intensive board Karen Selph, Oceanography/SOEST, 1-yr alternate writing intensive board <p>3. Request from faculty member to share CPM's survey results, Tenure, Promotion, and Contract Renewal</p>	<p>2. A. Sakaguchi motioned to approve, J. Potemra seconded, passed with 9 votes in favor, 0 abstention.</p> <p>3. T. Conway will reply to the faculty member.</p>
Guest(s)	<p>1. Provost Michael Bruno (2:30 - 3:30 pm) The Provost asked the SEC for input on the developing strategic plan for UHM. This has been going on for a while, but issues with TMT then COVID caused delays. The Provost asked about releasing the draft version, either to smaller working groups or to all. This will be considered further by the Provost and writing team. Other topics included the status of the AH/SPAS/LLL merger, the Outreach College change in on-line classes and supplies for office/lab groups.</p> <p>2. President & CEO David Lassner (3:30 - 4:30 pm) The group discussed legislative updates, budget issues and the upcoming re-org.</p>	<p>1. No action taken.</p> <p>2. No action taken.</p>
Committee Reports	<p>1. CAB (AS) - Sakaguchi forwarded CAB's Final report to SEC. CAB also provided feedback directly to Provost Bruno on the draft Reorg proposal.</p> <p>2. CAPP (CS) – No report.</p> <p>3. CFS (TN) – Forwarded CFS vote on June 1, 2020 for writing intensive board appointments.</p> <p>4. COA (JG) – No report.</p> <p>5. COR (JP) – No report.</p> <p>6. CPM (TN) – CPM met on May 29 to review the results of the 8-item survey Returning to Campus in Fall 2020</p>	<p>1. No action was taken.</p> <p>2. No action was taken.</p> <p>3. No action was taken.</p> <p>4. No action was taken.</p> <p>5. No action was taken.</p> <p>6. No action was taken.</p>

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	<p>that was sent on May 19, 2020. 787 responses received. CPM is drafting a report with recommendations to share with UHPA and UHM Administration.</p> <p>7. CSA (JG) – No report.</p> <p>8. GEC (CS) – No report.</p> <p>9. CEE (PM) – No report.</p> <p>10. UHPA (AS) – Sakaguchi is appointed as Chair of the Personnel Committee and a member of the Investment and Finance Audit Committee at UHPA, 2020-2021.</p> <p>11. WASC (CS) – No report.</p> <p>12. Mānoa Design Team Committee (CSI) – Have received survey feedback from 126 individuals plus comments from CAB and from the Manoa Study Abroad Committee. Next meeting will be on June 5.</p>	<p>7. No action was taken.</p> <p>8. No action was taken.</p> <p>9. No action was taken.</p> <p>10. No action was taken.</p> <p>11. No action was taken.</p> <p>12. No action was taken.</p>
Unfinished Business	<p>1. None.</p>	

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Business	<ol style="list-style-type: none"> 1. Discussion and scheduling of the 2020-21 SEC Officer election. 2. GEC governance and the GEC/SEC relationship 3. Discussion on 2020-21 Mānoa Faculty Senate/Congress meeting schedule 4. Discussion on Senate Website improvements MFS Diagram - comments welcome How does the Senate work? - comments welcome 	<ol style="list-style-type: none"> 1. T. Nguyen motioned to hold SEC officer elections on August 10; P. McKimmy seconded; the motion passed with 9 in favor and 0 abstentions. 2. A. Sakaguchi motioned to meet 6/15 to discuss GEC next steps; J. Griswold seconded; the motion passed with 9 votes in favor and 0 abstentions. 3. Motion by P. McKimmy to approve the 2020-21 Senate/Congress virtual meeting schedule; Sept 16 Oct 21 Nov 18 Dec 16 Jan 20 Feb 17 Mar 24 Apr 21 May 12 seconded by C. Sorensen Irvine. Approved with 9 votes in favor and 0 abstentions. 4. Reviewed MFS Diagram.
New Business	<ol style="list-style-type: none"> 1. None. 	
Adjournment	The next meeting of the Senate Executive Committee will be on June 15, 2020.	P. McKimmy made a motion to adjourn; seconded by A. Sakaguchi. Meeting adjourned at 4:27 PM.

Respectfully submitted by Jim Potemra, SEC Secretary.

Approved unanimously on June 15, 2020.