

COMMITTEE ON ADMINISTRATION AND BUDGET (CAB)
MANOA FACULTY SENATE
MEETING MINUTES

Meeting Date: Wednesday, September 28, 2011

Attendance (Members): Robert Cowie, Shirley Daniel, David Ericson, Brian Glazer, Chin Lee, Barry Lienert, Luciano Minerbi, Joyce Najita, Douglas Vincent, (Chair), Herbert Ziegler, John Casken, (Secretary). Tom Conway – SEC Liaison.

Excused: Torben Nielsen, Paul Wessel.

Subject	Discussion	Decisions/Strategy /Who
Call to Order		Meeting called to order at 2:05 am by Chair D. Vincent.
Congratulations		Congratulations were offered to Brian Glazer and his wife on the birth of their daughter.
Agenda Approval	A member asked for further discussion of the Marine Facilities Report rather than merely noting that it had passed at the Manoa Senate Meeting of 09/21/2011. It had moved out of the CAB previous meeting without a vote on acceptance or otherwise.	Agenda approved as presented by Chair Vincent with addition of discussion on the Marine Facilities Report under New Business.
Minutes Approval	Draft minutes were circulated to members prior to meeting and initial corrections were re-circulated to members prior to this meeting.	Draft minutes of 09/14/2011 were approved with the corrections that had been submitted. Secretary to submit to UHM Faculty Senate Office. Cowie moved and Ericson seconded the motion to approve.
Old Business a) Bylaw Change on Senators' Duties b) CTAHR Reorganization	a) Noted that this was introduced to make explicit some items that were not clear in current bylaws. b) No further discussion on the CTAHR Change Template as circulated by Chair Vincent. c) No discussion on other items in Old Business	Chair Vincent was thanked for circulating the Template.
New Business	Considerable discussion on how this could be most	Chair Vincent will consult with the MFS

Review of Entire Charter and Bylaws of the MFS	expeditiously accomplished. Noted that much work has already been done on individual items and the goal will be to try and avoid conflicts between different parts	Secretary Kristin who has been working in this area. Possibility that there will be assignment of sections to small groups with a final look over by Kristin. Further discussion at the 10/12/2011 meeting.
New Business Administration Review	Considerable discussion as to the purpose of such a review, the use of such a review, the ways in which it could be accomplished, how feedback would be given, what were the criteria to be. Noted that UH Hilo has a system that appears to work, as does the University of Michigan at Ann Arbor.	<ul style="list-style-type: none"> a) Any review should be tied into the Strategic Plan – and it should be clear how each administrator’s job ties into the Strategic Plan. b) The CAB should be monitoring the Strategic Plan as a part of its functions. c) Chair Vincent will invite the various Vice-Chancellors to meet with CAB. d) Chair Vincent to ask VC Cutshaw for the position descriptions of the VCs.
New Business Classroom Use Policy	Considerable dismay expressed regarding the fact that the Policy as sent out by VC Dasenbrock appeared to ignore all the input from the various MFS committees, including the CAB. Noted that the Manoa Council of Chairs had also expressed great concern at the Policy as circulated.	Will await the reaction of VC Dasenbrock to the letter from the SEC expressing the concern of the Senate and noting the various points at which the Policy ignored or apparently rejected recommendations from the MFS.
New Business Library Reorganization		No action. Awaiting documents on the issue.
New Business Review of Marine Facilities Report		Current CAB believes that the Marine Facilities Report is now the responsibility of the SEC. Casken to check on how votes were taken last year and report back on 10/12/2011
New Business Update on Kewalo Marine Laboratory	Noted that VC Ostrander will not sign off on grant proposals if they propose using the KML seawater system after June 2013. Potentially large amounts of grant funding are at stake, as is faculty’s academic freedom to undertake the research they wish to undertake. Reported that President Greenwood is meeting with PBRC faculty and staff on 11/15/2011 to discuss the PBRC situation. Concern	Chair Vincent will discuss KML and PBRC with Chair of CORGE and work with the SEC to ensure that the issues are kept active at the MFS level.

	expressed that the issue has vanished from the radar for most faculty.	
Other Item Sweeping of Positions	Apparently, the Chancellor's Office has asked for a list for all positions that have remained unfilled since July 01, 2010. Unclear if the request went to the Deans and Directors of just to Fiscal Officers	Follow up at the 10/12/2011 meeting
Next Meeting	Noted that the Sakamaki A411 Room was not the best for discussion and Chair Vincent will continue check on other possibilities.	Next meeting set for Wednesday 10/12/2011 from 2:00 to 4:00 pm in Sakamaki Room A411 – unless otherwise noted.
Adjournment		Chair Vincent thanked members and meeting was adjourned at 3:40pm.

Approved by CAB
Wednesday October 12, 2011

John Casken, Secretary