



EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: September 25, 2017 2:00 PM - 5:00 PM
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair	P	David Duffy, Vice-Chair	E	Stacey Roberts, MFS Secretary	E	Kathy Cutshaw, VCAFO	3:00 pm - 4:00 pm
Douglas Vincent, SEC Secretary, via polycom 2:00 pm	P	John Casken	P	Brian Powell	P		
George Wilkens	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Sorensen at 2:02 PM.
APPROVE AGENDA		
REVIEW OF MINUTES	1. The minutes of the September 18, 2017 Senate Executive Committee had been circulated electronically and comments made.	1. Motion by B. Powell to approve the September 18, 2017 minutes; seconded by J. Casken. Approved unanimously.
CHAIRS REPORT	1. Recap on BOR 9.21 meeting Discussion on BOR on budget policy paper. Some interpreted it to mean rather than ask for what we need we will ask the legislature for what we think they will give us. Budget policy paper passed by the Board. Board passed capital improvement plan. This was the plan SEC chair testified about. Discussion of updating Hawaii Administrative Rules title 20 asking for certain rules to be rescinded or amended, and instead set internal	1. No action.



	<p>policies as UH is autonomous. BOR voted to defer request to rescind chapter 13 but approved others.</p> <ol style="list-style-type: none">2. Library discussion with iVCAA Bruno -- needed to have further discussion.3. Update on Graduate Council meeting with Krystyna Aune next week. Topics for discussion: 4+1 program, vacancy for SOEST MFS representative; professional graduate programs - where do they go for approval. Process needs to be agreed upon. Meeting with Aune next Wednesday, Hawaii Hall Rm 208 at 12:00 noon.4. ACCFSC meeting update - Christine Sorensen Irvine was elected co-Chair. Stated not the formal advisory group, deferred to campus senates. Hiring of post-docs; concerns about hiring specialists; concerns about P&T, bifurcation of APT and APT 2; concerns about special ed certificate at Leeward5. SEC Chair - off island for upcoming SEC meetings on Oct 30th and Nov 6th.6. SEC Relief Fund update (J. Kinder) <p>7. Request to use Congress Listserv for Study Abroad Center announcement</p>	<ol style="list-style-type: none">2. No action.3. No action.4. No action.5. David Duffy will Chair.6. The 2017 Fall lecturer Schedule was approved by the legislators. J. Kinder to prepare SEC relief memos. Non-Chair members 2017-18 relief is \$5,499 each and the Chair's relief is \$10,998. J. Kinder will be preparing the individual SEC Relief memo for signatures next week.7. The SEC approved J. Kinder to forward the Study Abroad announcement on the UHM Congress Listserv.
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ACTION ITEMS	<p>1. ACTION #1: Committee on Student Affairs: CFS has recommended changing Senator Dusko Pavlovic from GEC to CSA effective immediately.</p> <p>2. ACTION #2: Academic Grievance Committee (AGC) CFS has recommended the following appoints to the AGC Thomas Osborne, Michael Nassir, Joseph Campos, Jane Onoye, Christine Beaulé, and Rosemary Woodruff for 1-year terms each beginning August 2018 to May 2018.</p> <p>3. ACTION #3: Student Conduct Appellate Board (SCAB) CFS has recommended the appointment of Joseph Campos to the SCAB for a 2-year term beginning August 2017 to May 2019.</p>	<p>1. SEC motion by B. Powell to approve Sen. Dusko Pavlovic appointment to CSA; seconded by J. Casken. Approved unanimously.</p> <p>2. SEC motion by J. Casken to approve T. Osborne; M. Nassir; J. Campos; J. Onoye; C. Beaulé; and R. Woodruff to 1-year appointments to AGC; seconded by B. Powell. Approved unanimously.</p> <p>3. SEC motion by G. Wilkens to approve J. Campos to a 2-year appointment to SCAB; seconded by B. Powell. Approved unanimously.</p>
GUESTS	<p>1. VCAFO Kathy Cutshaw (3:00 pm) The SEC met with VCAFO Kathy Cutshaw for one hour with an open discussion. Topics discussed:</p> <ul style="list-style-type: none">• Registration for Fall Semester (down 2.5% but originally projected at 4.0%. Undergraduates are not down as much. Graduate student enrollments are down by a greater percentage.• The loss in enrollment projects for a \$2.5 M loss in tuition dollars.• Retention of freshmen and sophomores is good. More worrisome is that junior and senior retention is down.• SEC questioned about the \$500K in retention grants to students more likely to leave. VCAFO Cutshaw	<p>1. No actions taken.</p>



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	<p>suggested that at first glance, the funding infusion was successful.</p> <ul style="list-style-type: none"> SEC expressed concern of the use of the term “holding harmless” with respect to budgets. Many units are being harmed by cuts in budgets, especially in Natural Sciences. VCAFO Cutshaw reminded the SEC that her office provides funding to Deans and Directors, and they are the ones who make decisions on what to fund. 	
COMMITTEE REPORTS	<ol style="list-style-type: none"> CAB (DV) – Referred Conflict of Interest summer issue to CAB. CAPP (BP) – no meeting CFS (GW) – went through recommendations; three more meetings this semester; three items where they didn’t have enough information; need more information to MCPP, URO and UROP, don’t know enough about them, asking for more information. Follow up with Creighton Litton for URO and UROP. SEC to make recommendations of names next week for MCPP to send to CFS. Need to merge old lists of volunteers with new list. Need to poll list to confirm interests. COA (BP) – no meeting COR (DD) – CPM (JC) – will meet October 11th. . CSA (JC) – meet on 18th working library issue; ASUH passed a resolution; about the process not the answer but the problem is the process; explain to the students; decide and announce; Library folks to talk with SEC, need to talk to the people impacted; explore further; homeless people hanging out in the library; GEC (SR) – Have applications for the GEO direction; position; faculty make up the majority of selection 	<ol style="list-style-type: none"> No action taken No action taken. No action taken. No action taken. No action taken. No action taken. No action taken. No action taken.



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	committee. 9. CEE (CSI) – meets next week 10. UHPA (GW) – no report	9. No action taken. 10. No action taken.
UNFINISHED BUSINESS	1. None	



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BUSINESS	<ol style="list-style-type: none">1. SUST Subject Code for Cross-Listing Sustainability Courses2. Consultation Letter from Vassilis Syrmos VPRI for Proposed Revisions to UH Patent and Copyright Policies and Procedure. Compare with old legislation.3. Vacancy on Coalition on Intercollegiate Athletics (COIA) representative4. CFS request a list of faculty members from the SEC for consideration to the Manoa Campus Physical Plant (MCPPI) Committee5. Discussion on Sinclair Library reduction of hours6. Chair's Retreat schedule -- hold it because we need to reschedule, originally rescheduled7. UHMFS Web site -- Soft open;8. Discussion on next SEC agenda. Go through MFS ByLaws and make typographical corrections, left from Senate Meeting. Do we want to address election methods (SEC) have CFS address and perhaps bring it to MFS for Rules of Order.	<ol style="list-style-type: none">1. Check with Stacey Roberts. whether GEC wants to take a look at this. Discuss with M. Bruno.2. Action John K. to refer issue to COR as lead and CAB & CPM coordinate with COR.3. Action B. Powell to refer issue to CFS. SEC suggests that Kelley Withy as the MFS COIA representative for COA's consideration.4. SEC to suggest names for MCPPI.5. Refer to CSA for action6. J. Kinder to send a doodle poll for the early October; find out which works best for the Chairs; SEC to attend if can.7. Continue to review for bugs and let J. Kinder know of any issues.8. Refer SEC election issue in Rules of Order to CFS to see if they want to make a recommendation to make changes to Rules of Order in time for next Senate meeting -- first reading.
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ADJOURNMENT	The next meeting of the Senate Executive Committee will be on October 2, 2017.	Motion to adjourn by B. Powell; seconded by J. Casken. Passed unanimously. Meeting adjourned at 5:12 pm.
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Respectfully submitted by Douglas Vincent, Secretary
Approved unanimously on October 9, 2017.