

## EXECUTIVE COMMITTEE Minutes

**MEETING DATE**      August 25, 2025  
**MEETING TIME**     3:00- 5:00 PM  
**LOCATION**             Hybrid: via Zoom or HH208

### Members

Name	Role	Attendance
Edo Biagioni	Past Chair	Present
Marguerite Butler	Chair	Present
Jennifer Griswold	SEC Sec.	Present
Birendra Mishra	Member	Present
Camaron Miyamoto	MFS Sec.	Excused
Dan Port	Member	Present
Sarita Rai	Vice Chair	Present
Brian Richardson	Past MFS Sec	Excused
Ann Sakaguchi	Past Vice Chair	Present
Carolyn Stephenson	Member	Arrived 3:01 pm
Michelle Tallquist	Member	Present; excused at 4:00 pm
John Kinder	Staff	Present

### Guests

Name	Role	Time

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>	The meeting was called to order.	The meeting was called to order by Chair Butler at 3:00 pm
<b>Review of Minutes</b>	1. The draft minutes of the 8/4/2025 Senate Executive Committee were circulated electronically.	1. Minutes were approved as corrected.
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>Met with Director of Independent Audit, Chris Lau. August 5, 11am, HH208. He reports to the BOR. His audit is at the system level - but is willing to look into the academic enterprise.</li> <li>Testimony at the BOR committee meeting on August 8, 2025 concerning budget, shared governance, and audit. Invited BOR to attend SEC meetings.</li> <li>BOR meeting August 21, 2025. Of particular note were the NCHEMS report "University of Hawai'i System Study" and a Systemwide AI strategic plan update. <ol style="list-style-type: none"> <li>The NCHEMS report is very long, see bookmarks on pgs. 47, 67, 78, 78, 91 on transfer, student mobility, budget, and System-Mānoa organization. Also it noted the lack of concern about large enrollment declines, esp. at community colleges.</li> </ol> </li> <li>New Faculty Orientation MFS presentation Aug 22nd - Many thanks to Brian Richardson for ably representing!</li> <li>ACCFSC meeting Aug 22nd debrief. Many thanks to Dan Port and Birendra Mishra for attending as well as past Chair Biagioni and Vice-Chair Sakaguchi for attending as outgoing members. Thanks to Edo for the notes. Congratulations to Michelle Tallquist - new ACCFSC co-chair.</li> </ol> <p>Highlights</p> <ul style="list-style-type: none"> <li>VP Halbert's 2025-2026 Policy Briefing</li> <li>Launch of Direct Admissions in 2026 at UH-Hilo and UHWO.</li> </ul>	<ol style="list-style-type: none"> <li>For information only</li> <li>For information only</li> <li>For information only</li> <li>For information only</li> <li>For information only</li> </ol>

	<ul style="list-style-type: none"> <li>• Next Steps for GenEd ReDesign Process in Fall 2025. Leads are AVPCC K. Lukelow, AVP A. Rosenfeld, and AVPAE P. McKimmy (Manoa). A committee will be created in September 2025 with one representative from each campus, with UHM represented by 3 faculty. Target date for report end of Fall 2025.</li> </ul> <p>6. Many Mahalos to outgoing SEC members: Edo, Ann, Carolyn, &amp; Brian! We will miss you.</p> <p>6. <u>Special Elections update 1pm today:</u>  Candidacy period closes Friday, Aug 29 at 5pm.  1 open seat JABSOM, 0 candidates  1 open seat NATSCI, 0 candidates  2 open seats ORU, 0 candidates  1 open seat SOCSCI, 1 candidate  4 open seats SOEST, 1 candidate</p> <p>7. Provost Council Meeting</p>	<p>6. For information only</p> <p>7. For information only</p> <p>8. For information only</p>
<b>Guest(s)</b>		

<b>MFS Committee Reports</b>	<p>Committees are adjourned for the Semester except for CFS.</p> <ol style="list-style-type: none"> <li><b>CAB (SR)</b> – First meeting on Wednesday Aug 27; 12:00 to 1:00 pm via zoom</li> <li><b>CAPP (DP)</b> – First meeting scheduled 3:30 - 4:30pm Weds Aug 27</li> <li><b>CFS (BM)</b> – <b>CFS recommends the following appointment</b>  Kasey Barton - Council on Study Abroad - 3 year appointment.</li> <li><b>COA (MT)</b> – No report.</li> <li><b>COR (MT)</b> – No report.</li> <li><b>CPM (CM)</b> – No report.</li> <li><b>CSA (JG)</b> – Waiting for final responses to schedule the first meeting.</li> <li><b>GEC (MB)</b> – First meeting on Monday Sept. 8th 1:30-2:30pm.</li> <li><b>CEE (DP)</b> – First meeting scheduled 3:30 - 4:30pm Weds Sept 3</li> </ol>	<ol style="list-style-type: none"> <li>Information only.</li> <li>Information only.</li> <li>Marguerite Motion to Approve, 2nd by Sarita  Unanimously approved.</li> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> </ol>
<b>Other Reports</b>	<ol style="list-style-type: none"> <li><b>Pilina Support Team</b> – No report.</li> <li><b>Grad Council</b> – No report</li> </ol>	<ol style="list-style-type: none"> <li>Information only.</li> <li>Information only.</li> </ol>
<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>None</li> </ol>	

<p><b>Business</b></p>	<p>1. SEC Liaison update on committee meeting schedule. Please refer to checklist</p> <p>2. Volunteers from SEC members requested to assist with the two meetings <b>August 27, 2025</b> and <b>September 10, 2025</b>. Conducted by SEC Chair M. Butler, Vice Chair S. Rai and SEC Administrator, John Kinder.</p> <p>Topics:</p> <p><u>3-4 PM Committee Chair/VC/co Chair Training</u></p> <ul style="list-style-type: none"> <li>● Role and Duties of the Chairs and setting agenda</li> <li>● Running a meeting</li> <li>● Resolutions and presentation,</li> <li>● Where to find resources on the MFS website <ul style="list-style-type: none"> <li>○ Index of Resolutions</li> <li>○ Archived Resolutions</li> <li>○ Historical Minutes by Committee</li> <li>○ Senate and Congress Agendas</li> </ul> </li> <li>● Sharing the load</li> <li>● (Requesting licensing info for Short Guide)</li> </ul> <p><u>4-5 PM Secretary Training -</u></p> <ul style="list-style-type: none"> <li>● One document/Agenda/Minutes</li> <li>● Role/Responsibility of the Secretary</li> <li>● What to record/approval of minutes from William J. Puette</li> <li>● Where to post the minutes after approval</li> </ul> <p>Demonstration of QuickPoll (Dan)</p> <p>3. Items for the MFS meeting on September 17: 3-5 PM</p> <ul style="list-style-type: none"> <li>● Ann McFarlane (trainer) is not available September 17. She is available September 10, Sept. 24, or Oct. 1st.</li> <li>● RSVP for in-person or hybrid attendance</li> <li>● Reception to follow (drinks and pupus supplied by MB and SR, welcome new senators)</li> <li>● New Senator Orientation <ul style="list-style-type: none"> <li>○ Ann McFarlane Jurassic Parliamentarian could do a 1 hour customized training that can be recorded for future senates.</li> </ul> </li> </ul>	<p>1. Information only.</p> <p>2. Edo and Jennifer to Volunteer.</p> <p>3. Dan Motion to Change meeting from Sept 17th to 24th and confirm Ann McFarlane for training, 2nd by Sarita</p> <p>Unanimously approved.</p>
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	<ul style="list-style-type: none"> <li>○ How to participate in Senate meetings</li> <li>○ What are Motions and amendments?</li> <li>○ Presenting materials etc.</li> <li>○ Committee responsibilities</li> <li>○ What does the senate do? Highlights from last year</li> </ul> <ul style="list-style-type: none"> <li>● Bylaws Second Reading (CAB): Voting at next meeting</li> <li>● Resolution on Mutual Defense Compact (CPM) - Authors indicated intent to bring back at another time as per email from Dean Saranillio.</li> </ul> <p>4. Move Jan 21th MFS meeting to Jan 14th? The BOR meeting is on Jan 15th.</p> <p>5. Discuss potential guest schedule for MFS/Congress meetings.</p> <p>6. Influence on dean searches.</p>	
		<p>4. Sarita Motion to Change meeting from Jan 21st to Jan 14th, 2nd by Dan Unanimously approved.</p> <p>5. Information only.</p> <p>6. Ask for an update of Shidler Dean Search, Reach out to Linda Voong for status update.</p>
<b>New Business</b>	1. None	
<b>Adjournment</b>	The next regular meeting of the Senate Executive Committee will be convened on (Monday), September 8 2025 at 3-5 pm Hybrid (enjoy the Labor Day holiday).	Chair M. Butler adjourned the meeting at 4:30 pm.

Respectfully submitted by Jennifer Griswold, SEC Secretary.

Approved unanimously on September 8, 2025