

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: March 11, 2019 **2:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair	P	Ann Sakaguchi, SEC Secretary	P	VCAFO Kathy Cutshaw	2:30 PM - 3:30 PM
Stacey Roberts, MFS Secretary	E	Jennifer Griswold	P				
Carolyn Stephenson	P	David Ross	P	John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair B. Powell at 2:01 PM.
REVIEW OF MINUTES	1. The minutes of the 3/4/19 Senate Executive Committee meetings had been circulated electronically.	1. Motion to approve the 3/4/19 minutes by D. Duffy, seconded by J. Griswold. Minutes approved unanimously.
CHAIR'S REPORT	1. Discuss SEC Schedule: Spring Break, Chair Absence, and Rep. Amy Perruso 2. Senate and Congress Meeting. 3. Update on meeting with General Education office	1. No SEC meeting will be held on 3/18/19. The 3/25 meeting will be tentatively scheduled with D. Duffy as Chair. Rep. Amy Perruso to attend SEC meeting on 4/1/19. 2. President Lassner to make a powerpoint presentation. 3. A GEC meeting with C. Stephenson and B. Powell was held on 3/11/19 to review the status of vacancies.
ACTION ITEMS	1. CFS recommends the following MFS election schedule: March 11th - Notice to faculty announcing upcoming elections and soliciting candidates.	1. Motion by D. Duffy to approve the MFS election schedule; seconded by D. Ross. Approved unanimously.

	<p>March 13th - March 26th - Candidacy period. March 27th - April 3rd - MFS elections.</p>	
GUESTS	<p>1. VCAFO Kathy Cutshaw (2:30 PM - 3:30 PM) Discussion topics: Premise of discussion- Pres. Lassner and iVCAA/VCR Bruno had suggested we contact OVCAFO K. Cutshaw because she would be able to explain the reorganization proposal.</p> <p>K. Cutshaw started by saying that David’s approach was to do the reorganization in two phases: Phase I- Consolidate President/Chancellor and create a Provost position. Phase II- is to be developed yet and therefore the specifics are not available.</p> <p>Per K. Cutshaw, the Chief Business Officer (her future position) was aggressively pushed by her, i.e. to address external and internal audits, legislative requests, campus reporting to internal and external constituents, position transfer and related paperwork after Manoa campus gets its budget directly from the Legislature and when positions and monies are moved. Cutshaw said she feels her position is equivalent to Associate Vice President Michael Unebasami at the Community Colleges. The provost will have his own financial officer (Jenine Isawa) who will be managing the UHM budget and allocations. K. Cutshaw emphasized that the <i>‘Provost has total control of what ‘he gets’ for the academic/research portion of the campus, which represents 70-80% of the entire UHM budget’</i>. Each college/school/research unit has its own administrative officer (AO) and they will be cross-trained to assist with other AOs on vacation, to avoid pile-ups of paperwork.</p> <p>AOs are expected to dual report to Deans and to CBO in the reorganized structure. This way, the CBO can correct fiscal processes without going to the Dean each time. HR personnel within the units will be converted to the dual reporting system as well.</p> <p>B. Powell questions the <i>‘he gets’</i> of “Provost has total control of what ‘he gets’ since it means that he does not have a say in the budget he actually needs but just what he receives. K. Cutshaw suggested that we could suggest for the Functional Statements for the President to state, <i>‘President in conjunction with the Provost and CBO to</i></p>	<p>1. No action was taken.</p>

	<p><i>determine budget</i>’ to memorialize the functions regardless of who may be occupying these positions.</p> <p>D. Ross mentions failures in the past with separate Presidents such as UARC, faculty housing, etc. For us to better understand the proposal, perhaps examples of problems in the past that we have had could be provided to better clarify what problems this reorg will solve.</p> <p>Cutshaw believed two years ago <u>and</u> now that UHM and President should be kept separate since UHM is the flagship campus. However, because the President would be held accountable for UHM as Manoa CEO, she now believes the consolidation would be probably best.</p> <p>K. Cutshaw stated that not once has anyone asked her for funds since she has been in this position since 2005.</p> <p>Thoughts on move from UHM to System - K. Cutshaw’s perspectives --R&M should have stayed at UHM and shop capacity should have been built up --this would serve UHM better; not in support of loss of HR to system; moving the Communications to system, in her view, was a good idea; campus security should have been a UHM issue; she agrees with fire safety move from UHM to system; Bookstores are still managed by UHM; Campus services are not providing good support such as conferences services after the retirement of one staff member, which Cutshaw hopes to build up.</p> <p>C. Stephenson asked about the hybrid positions -- According to K. Cutshaw, that the 800-lb gorilla--the UHM--could easily become the center of attention and this has created concerns among Chancellors of other campuses.</p> <p>If the reorganization proposal passes and M. Bruno is appointed as Provost, sub-committees are ready to discuss the next development phase.</p> <p>LLL/A&H/SPAS had a great Design team but the team and the President neglected to take into consideration the staff and their concerns.</p> <p>Parking - President Lassner recently delegated the creation</p>	
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	<p>of the Task Force to Cutshaw.</p> <p>K. Cutshaw said at UCSD where she was formerly an employee years ago and at Colorado, they have a Chancellor and Provost and the CBO reports to the Chancellor. B. Powell countered that at UCSD, in fact, the entire UC system and Colorado, the Chancellor is not always the President. How are other systems set up? -- Chancellor is out in the community raising funds. K. Cutshaw says that those units are autonomous, where this is not the case at UH as we are too small.</p>	
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COMMITTEE REPORTS

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| <ol style="list-style-type: none"> 1. CAB (AS) – Noel Kent Chair of ASFSEC--The Arts and Sciences Senate Executive Committee is in support of the current proposal to merge three departments to form a School of Life Sciences and create a Pacific Cooperative Studies Unit (PCSU) within the College of Natural Sciences(CNS). Their decision is based on the premise that this initiative has the support of a majority of faculty who are members of all affected units and will genuinely benefit the students in those units. If there are any concerns it was in raising the PCSU to the same status as academic units in CNS. 2. CAPP (CS) – Requested consultation on Certificate in Earth and Planetary Exploration will take place on 3/12/19. CAPP working on course repeats, back credits/Prior Learning Assessment, and grade replacement issues. A new draft for the proposed undergraduate Sustainability Certificate was submitted to CAPP. Next CAPP meeting will be held on 4/3/19 at 3 p.m. 3. CFS (DR) – CFS is continuing to test the voting software. CFS has also made recommendations with regard to the Ethics Committee and the committee reassignment of one senator. 4. COA (JG) – No Report. Next meeting 3/27/19 at 3 pm. 5. COR (DD)-COR met on 2/27/19 and discussed three issues: <ol style="list-style-type: none"> 1. <u>Proposed revisions to the Export Control regulations</u> -- There were no real concerns with this, but the committee did talk about having someone possibly come talk to faculty about this; 2. Proposed revisions to the Research Misconduct Policy and a suggested meeting with L. Gouveia to explain the process; 3. RTRF withheld by the VPRI for TMT legal fees. There seemed to be discrepancies on the VCR's web site, so we couldn't tell what, if anything, is being withheld. Since a 2016 resolution dealt with this issue, COR wondered about the utility of yet another. | <ol style="list-style-type: none"> 1. Reorganizational proposal was forwarded to CAB via its liaison. 2. No action was taken. 3. No action was taken. 4. No action was taken. 5. No action was taken. |
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	<p>6. CPM (SR) – CPM met on 3/6/19. Discussed the UHM Faculty Survey on Employee Misconduct. Members did not approve sending the proposed misconduct survey via the Congress listserv. Members voted to approve the Chair to send the survey to UHPA for feedback and consideration.</p> <p>7. CSA (JG) – No Report. Meeting on 3/6/19 was canceled. Next meeting 2:30 pm on 4/10/19.</p> <p>8. GEC (CS) - Held facilitated discussion 3/8/19 on “What is General Education?” Next GEC 3/29/19.</p> <p>9. CEE (DR) – CEE is discussing: (a) What it can do to increase the visibility of UH assessment resources and improve our use of assessment given the boundaries of its mission; (b) Is its current mission description accurate or in need of revision? (c) Can it contribute to the impending campus reorg? Also, the Manoa Assessment Office brought up the possibility of extending their brief and changing its name.</p> <p>10. UHPA (AS) – No report.</p>	<p>6. No action was taken.</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>
UNFINISHED BUSINESS	<p>1) GEC response to External and Internal Reports.</p> <p>2) UH Manoa Strategic Plan</p>	<p>1. Deferred to a future meeting.</p> <p>2. Deferred to a future meeting.</p>

<p>BUSINESS</p>	<ol style="list-style-type: none"> 1. Review 2/20 Senate meeting minutes 2. Policy to handle MFS resignations -- Annually at the start of the academic year when the Committees meet for the first time, it was suggested that an orientation slide is dedicated to procedures for resignations. Members should inform the Chair in writing and/ or if desired, to the Liaison but the notifications must be sent to the Liaison if the Chair was informed or visa-versa to the Chair if the Liaison was informed. 3. Archival of MFS documents--the last archival date could not be confirmed but it has been done irregularly in past years. Benefits of having the library keeping digitized records of minutes were discussed. J. Kinder mentioned that he has kept hard copies (2010-11) to current times and these have not been delivered yet to the library. 4. How to handle MFS meeting minutes re visitors 5. BOR Functional Statements 6. Feedback requested on Student Academic Record retention 	<ol style="list-style-type: none"> 1. All suggestions to be reviewed by B. Powell. 2. SEC agreed this was an appropriate modification to the orientation presentation. 3. No action was taken. 4. Discussion ensued on the pros and cons related to adding names. 5. B. Powell to work on Functional Statements and SEC members will comment to his draft. 6. To be referred to CSA as primary and CAPP will be requested to send comments to CSA by 4/10/19. CAPP will meet next on 4/3/19 and report will be completed by 4/30/19.
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ADJOURNMENT	The next meeting of the Senate Executive Committee will be on 3/25/19, in Hawaii Hall 208.	Motion to adjourn by D. Duffy; seconded D. Ross. Meeting adjourned at 4:52 PM

Respectfully submitted by Ann Sakaguchi, Secretary

Approved 4 in favor, and 1 abstention on March 25, 2019.