

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**MEETING DATE:** November 16, 2015 2:00 pm  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney - Chair	E	Bonnyjean Manini	P	Jeff Kuhn-excused 5:00 pm	P	Robert Bley-Vroman	4:05 pm – 5:40 pm
Marguerite Butler -Vice Chair	P	Ashley Maynard	P				
Kelley Withy-Secretary	P	Sarita Rai	E	John Kinder Staff	P	Stuart Donachie and Tung Huang from Microbiology	3:40 pm-4:05 pm

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Acting Chair M. Butler at 2:05 pm.
<b>REVIEW OF MINUTES</b>	1. The minutes of November 9, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by M. Butler to approve the minutes as amended; seconded by K. Withy. Passed unanimously.
<b>CHAIR'S REPORT</b>	1. Update 2:1 meeting with Chancellor Bley-Vroman 2. Reviewed topics to be covered at 11/19 BoR meeting at WCC. 3. College of Natural Sciences senate formation.	1. RBV developing a plan to assess faculty workload. 2. Testimony to support stronger shared governance. 3. CNS will begin the process of creating a faculty senate next week.

	4. Study Abroad - Crisis Management & Emergency Protocol	4. Need crisis protocol-will discuss with RBV.
<b>ACTION ITEMS</b>	1. None.	1. None.
<b>ADDITIONS TO THE AGENDA</b>	1. Finalize 10/21 senate minutes 2. Finalize 11/18 senate agenda 3. Tracking academic fees (chemistry lab). 4. Add guests from College of Natural Sciences	1. Reviewed and approved. 2. Reviewed and approved. 3. R. Cooney to request written response by 12/15/15 regarding data from VCAFO on appropriation and spending of academic fees (amount of fees, how they are spent, and how they are monitored). 4. Approved
<b>GUESTS</b>	1. Microbiology Chair, Stuart Donachie and Professor Tung Huang from Microbiology: 1. Search committee for Dean of CNS did not include representation from Microbiology. 2. Snyder plan does not include adequate space for the planned 12 Microbiology faculty. 2. Chancellor Robert Bley-Vroman: 1. Workload policy-Will forward to us, it is a workload statement, not a policy that would tie our hands stating workload is defined at department level. 2. He was questioned about how to assess administrative workload and perhaps faculty could become involved in review of E/M positions and compensation. Would like an ombudsman office and	1. SEC requested that RBV include Microbiology on CNS Dean search committee. 2. VC Butler asked the status of Snyder building. 1. VC Butler to follow up with RBV on workload statement. 2. Chair Cooney to follow up with written communication to RBV and President Lassner.

	<p>expanding recruitment and retention of students.</p> <p>3. Need crisis protocol-advised.</p> <p>4. RBV questioned on past lack of communication to the SEC on campus issues. RBV indicated he would try to do better.</p> <p>5. Snyder status- RBV has recommended that this project go forward at the new Henke Hall site. RBV suggested the SEC contact Kristin Kumashiro on the status. RBV will bring the people who are working on this to the SEC.</p> <p>6. What is cost of undergraduate attending additional year-same expense as first year.</p> <p>7. Update on cancer center- Phase 1 report is still being worked on and will go to the BOR. It is a very independent report organized by C. Tanabe on behalf of system administration idea behind reorg of Kaka'ako is for shared services with UHCC maintaining independence.</p> <p>8. Microbiology representation needed on search committee for CNS dean. RBV will request Micro included.</p> <p>9. Are there any notable changes in the budget process? Starting to talk with CAB about how to involve senate on the model. For the revenue side, we are going to plug numbers in, but for the cost side it is difficult to identify costs by unit. Assume</p>	<p>3. Chair Cooney to have follow up discussion with RBV on crisis protocol.</p> <p>4. SEC to monitor timely future communications from the Chancellor's office.</p> <p>5. Chair Cooney to contact Kristin Kumashiro to coordinate meeting with all parties at the same to avoid multiple meetings and continued communication lag.</p> <p>6. Chair Cooney to follow up with RBV on this question.</p> <p>7. Chair Cooney to follow up with RBV on this Cancer Center Report.</p> <p>8. RBV agreed to include Micro's representation on the CNS dean search committee.</p> <p>9. Chair Cooney to follow up with RBV budget model with numbers.</p>
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	<p>revenue model, leave infrastructure numbers the same and create a table for every unit what is the current level of mission support and plug numbers in. SEC will see it as soon as it's done. He will show us a sample soon. Three things needed: 1) Get a budget model in place; 2) Figure out what mission support means; and 3) Across the board cuts have left things out of balance. We need rebalancing.</p> <p>10. Academic analytics has reviewed programs on an unknown standard-SEC will discuss this issue next week on November 23<sup>rd</sup> with VCR Brian Taylor</p> <p>11. RBV agreed with the SEC that UHM needs broad based planning as a mission statement.</p> <p>12. RBV stated that Athletics costs \$37 million, but could reach \$50 million in a highly competitive Division 1 school. We would have to increase student fees to up to \$500 to cover athletics.</p>	<p>10. Discussion on next SEC meeting November 23<sup>rd</sup>.</p> <p>11. SEC will continue discussions with administration on the importance of a well-developed campus mission statement.</p> <p>12. COA to monitor the athletics budget deficit and report back to the SEC.</p>

<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. MAC-no report</li> <li>2. CAB-no report</li> <li>3. CAPP-no report</li> <li>4. GEC-QR hallmark document has been sent to CAPP and GEC will send SEC a memo about timeline requirements soon.</li> <li>5. COR-no report</li> <li>6. COA-ASUH concerned about the athletic fees and their survey closes on 11/20.</li> <li>7. CPM-no report</li> <li>8. CFS-meeting this week</li> <li>9. CSA-no report</li> <li>10. UHPA-no report</li> </ol>	<ol style="list-style-type: none"> <li>1. No action.</li> <li>2. No action.</li> <li>3. No action.</li> <li>4. No action.</li> <li>5. No action.</li> <li>6. No action.</li> <li>7. No action.</li> <li>8. No action.</li> <li>9. No action.</li> <li>10. No action.</li> </ol>
<b>OLD BUSINESS</b>	None	
<b>NEW BUSINESS</b>	None	
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be November 23, 2015.	Motion to adjourn by K. Withy; seconded by B. Manini. All approved the motion. Meeting adjourned at 5:50 pm

Respectfully submitted by Kelley Withy, SEC Secretary.

Approved unanimously on November 23, 2015