

## EXECUTIVE COMMITTEE MEETING MINUTES

**MEETING DATE:** December 02, 2013  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
David Ericson - Chair	P	Ron Bontekoe -Vice Chair	P	Halina Zaleski - MFS Secretary	P	Chancellor Tom Apple	2:30 - 3:10
John Casken - SEC Secretary	P	Stacey Roberts	P	Carolyn Stephenson	P		
Doug Vincent	P						
Kristin Herrick - Staff	P						

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order at 1:31 pm by Chair Ericson.
<b>MINUTES</b>	Minutes of November 25 had been circulated by email prior to the meeting.	H. Zaleski made a motion to accept the minutes of November 25, 2013. Motion passed unanimously.
<b>CHAIR'S REPORT</b>	<p>1. Kualii Curriculum Management.</p> <p>2. Reported from Manoa International Education Committee on decline in students from overseas because of SAT requirements. Chair had offered the SEC Research Assistant's help.</p> <p>3. Prioritizing work of SEC Research Assistant.</p> <p>4. Meeting with Chancellor Apple.</p>	<p>1. M. Chesney-Linda and M. Saffery are taking the lead here.</p> <p>2. H. Zaleski made a motion that the SEC RA be assigned to research how other universities are handling this policy. Motion passed with one member opposed.</p> <p>3. Chair Ericson will work with K. Herrick who will act as the gatekeeper. H. Zaleski made a motion that the priority is for work being done by the R.A. will be primarily the SEC, secondly Committee Chairs and then if time allows individual senators. If necessary SEC will adjudicate. Motion passed unanimously.</p> <p>4. The No Tobacco on UHM Campus moved to the lead issue.</p>

<b>VISITORS</b>	Chancellor Apple met with the members and discussed the No-Tobacco initiative, and also the proposed full funding for the PhD students.	Committee members thanked the Chancellor for his frank views on the subjects discussed.
<b>NEW BUSINESS</b>	<p>1. January MFS meeting agenda.</p> <p>2. SEC December meeting schedule.</p> <p>3. Spring Administrator meetings.</p> <p>4. Gen. Ed. Volunteers.</p> <p>5. Campus Committee Reporting Structure.</p>	<p>1. a.) CPM may have a proposal on post tenure review for discussion. b) Senate By-Laws revision has been completed. SEC members to review before it is put on the agenda.</p> <p>2. Unless there is urgent business there will be no meetings on December 23 and December 30. Chair Ericson will keep members aware of any critical issues that might need SEC attention.</p> <p>3. Agreed that the same schedule as this semester would work well. K. Herrick will work on this.</p> <p>4. Agreed that CFS's slate of recommendations should be followed. Agreed that all names of volunteers should be considered but preference given to those who provide a statement of interest.</p> <p>5. Agreed that reports from the Committees should be posted on the Website.</p>
<b>ADJOURNMENT</b>		Motion to adjourn made by S. Roberts. All approved motion. Meeting adjourned at 4:35 pm.

Approved unanimously on December 9, 2013.