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FACULTY SENATE MEETING MINUTES

September 20, 2017

Architecture Auditorium (ARCH 205)

3:00 PM - 5:00 PM

Present:

AGCAOILI, Aurelio; ALLEN, Chizuko; BEAMER, Jennifer; BRANNER, Mark; BROWN, Amy; CASKEN, John; CHAPMAN, William; CHESNEY-LIND, Meda; CHIN, David; CHONG, Vanessa; CONWAY, Thomas; COONEY, Michael; COONEY, Robert; CROOKES, Graham; DENG, Youping; ERICSON, David; FOSTER, James; FREITAS, Antoniette; GOODWIN, Jeff; GOSNELL, William; GRISWOLD, Jennifer; HIGA, Jason; HUFFMAN, Brian; JHA, Rajesh; JOHNSON, Shannon; KAUAI, Willy; KIRS, Marek; KOZOK, Ulrich; LIM, Unhee; MEASURES, Christopher; MINAS, Randall; MIYAMOTO, Camaron; MOBLEY, Joseph; MOUGINIS-MARK, Peter; NAKAOKA, Susan; OHTA, Aaron; OPPEGAARD, Brett; PARK, Hyoung-June; PAULL, Robert; PAVLOVIC, Dusko; POTEMRA, James; POWELL, Brian; RICHARDSON, James; ROBERTS, Stacey; ROBERTSON, Scott; SANDERS, David; SIMPSON STEELE, Jamie; SORENSEN IRVINE, Christine; STEPHENSON, Carolyn; TANNERS, Adam; TOWNSEND ING, Claire; TSAI, George; VINCENT, Douglas; WESTFALL-SENDA, Mandy; WILKENS, George; YAN, Tao; YUE, Ming-Bao; ZALESKI, Halina; and ZIEGLER, Nicole.

Excused:

BOUSQUET, Louis; CLAPP, Justin; CSISZAR, Katalin; DUFFY, David; JENKINS, Amelia; KAWABATA, Wendy; LINCOLN, Noa; MINAGLIA, Steven; NG-Osorio, Jackie; KWANGLIM, Seo; and WONG, Vanessa;

Absent:

None

Guests:

BALUTSKI, Nalani; FLYNN, David; HALBERT, Debora; LONG, Ilima; and PEARSON,



Wendy.

1. CALL TO ORDER:

Chair Sorensen Irvine called the meeting to order at 3:00 p.m.

2. CHAIR'S REPORT

MFS office was accidentally locked out by the Manoa ITS department which blocked updates to the old website beginning Friday, Sept. 14.

[Powerpoint presentation](#)

1. **Introductions**

Recognized chairs of Senate committees

2. **Participation in Shared Governance**

Discussed the importance of participating in the governance process. Shared governance is essential and is based on trust, honesty, integrity, etc. Shared link to report on shared governance for Senators to read. Goal is to best serve our students. Also, reach out to constituencies to share what MFS is doing.

3. **Faculty volunteers**

Asked Senators to encourage colleagues to contact the MFS for service on committees with vacancies.

4. **Summer updates**

-May 2017 - Resolution to Make Recommendations for the Revised UH Procedure to Disclosing and Addressing Conflicts of Interest (AP12.304) resulted in revisions which were sent to CPM.

-May 2017 - Manoa Faculty Senate Resolution on Facilities Planning resulted in the formation of a new committee called the Manoa Campus Physical Plan (MCP) Committee.



- SEC submitted feedback on the new inclusive bathroom policy
- SEC submitted feedback on the new data security and training policies
- SEC submitted feedback on the GEO Director position description and GE external review.
- Welina Manoa update.
- MyUH Services has new Manoa Faculty Senate link.
- Chair to submit BoR testimony tomorrow.

5. **Election update**

- SEC Election - A 2017 review of past elections showed the elections had not conformed to the MFS Rules of Order regarding eligibility of outgoing Senators to vote. CFS recommended to SEC to certify the 2017 election and CFS plans to resolve this issue prior to the next SEC election.
- MFS & SEC Elections - Question of how the voting is done. Use of two different methods of counting votes to be discussed by CFS.

6. **Planning for AY 2017-18**

- External review of General Education
- Reorganization proposals within administration
- Possible reorganization proposals on academics
- CES Campus question for implementation in Fall 2018

3. UNFINISHED BUSINESS

Mānoa Faculty Senate Resolution on Facilities Planning

Withdrawn by the SEC with no objections.

Resolution to Encourage Collegial Behavior in the Mānoa Faculty Senate

Withdrawn by the CPM with an objection. Vote on request to withdraw passed with a VOTE: 43 in support; 6 against; and 7 abstentions.



**Bylaws Revision of the Congress and Senate University of Hawai'i at Mānoa
(Second Reading) [DOC]**

*Recommendation from the Committee on Administration and Budget (CAB)
Presenter: Douglas Vincent, SEC member*

Doug Vincent (DV), past 2016-17 CAB member explained the first and second reading process for voting on proposed changes to bylaws. Doug went through the substantive changes and explained them to the Senate body. He mentioned that the GEC had made comments to proposed changes, which were included on the bylaws document he presented and explained in the meeting.

Motion to correct typos and change “Executive Committee” to “Senate Executive Committee throughout the Bylaws.

D. Vincent made a motion to correct typos and add Senate Executive Committee in the document, seconded by R. Paull. A Senator Park asked for clarification about what the motion entailed, and D. Vincent explained it only related to adding SEC and correcting the typos.

Vote: 53 in Support; 3 against; and 0 abstention. Motion approved.

Article 1, Section 1. Structure.

Motion to delete “The Senate represents, and, as herein provided, may act for the Congress.” and The Executive Committee may act, as herein provided, for the senate. Senator Zaleski explained that the vote could only pertain to the motion on the floor and wouldn’t amend the document in any other way. Vote: Senator Zaleski asked a question about why the first paragraph related only to matters of academic governance, and did not include facilities. Senator Paull felt it should be left as is. Senator Crookes made a motion to amend (removing academic and inserting shared); Seconded by Senator Chin.

Vote: 53 in support; 1 against; and 1 abstention. Motion approved.

Amended motion to insert “The Senate is an elected representative body that may act for the Congress on matters of shared governance as provided herein. The Senate Executive Committee (SEC) is elected from the members of the Senate and direct business of the Senate and the Congress. The SEC may act, as herein provided, for the Senate.”



Final Vote: 48 in support; 1 against; 1 abstention. Motion approved.

Article 1, Section 3. Officers.

Motion to delete “The officers of the Congress shall be the officers of the Senate of the Congress, as identified in Article III, Sections 1 and 3.”

Amended motion to insert the Chair, the Vice-Chair, and the Secretary of the Senate shall also be the officers of the Congress. The election of officers is defined in Article III, Section 3.”

Vote: 51 in support; 1 against; and 1 abstention. Motion approved.

Article II, Section 1. Membership; Qualifications.

Motion to insert “The Senate is the elected body of the Congress and represents the faculty of UH Manoa on matters of shared governance.”

Vote: 51 in support; 1 against, and 2 abstentions.

Article III, Section 3. Principal Officers. subsection c. Secretaries

Senator David Ericson asked whether anything might be lost in moving from the Manoa Library to the MFS website for MFS archives. John Kinder, UHMFS Admin. Officer explained that no data files were lost. In addition the Faculty Senate office has multiple data backup copies in case of problems.

Motion to delete the reference “with the University Library” and add “on the Manoa Faculty Senate website.” Sentence will now read “, and after approval shall file a digital copy of the minutes and all official Senate and Congress reports on the Manoa Faculty Senate website.”

Vote: 52 in support; 2 against; and 1 abstention.

Article III, Section 5. Duties. subsection (4)

Senator S. Johnson to change language (see document) to take the nature of the work of permanent committees into account. Senator H. Zaleski asked if the GEC governing documents specify constituencies for membership on GEC and Senator Roberts confirmed that it does. Senator Paull asked about CFS appointments and Chair Irvine explained that CFS recommends appointment of all committee members. Senator S. Johnson suggested a language change. Senator Chin thought the new language made it unclear who this is related to (CFS or SEC), and it was pointed out that this is an SEC duty. Senator Zaleski made a motion to accept the changed language. Second by



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Senator C. Miyamoto.

Vote: 39 in support; 5 against; and 1 abstention. Motion passed.

Senator D. Chin made new motion to change language of subsection (4) seconded by Senator Huffman.

Vote: 44 in support; 9 against; and 2 abstentions. Motion passed.

Motion to amend subsection (4) to read “Appoint Standing Committee members, confirm Permanent Committee members as recommended by the Committee on Faculty Service, and coordinate the work of the Standing Committees;”

Final vote: 50 in support; 4 against; and 1 abstention.

Article III, Section 5. Duties. subsection (11)

Motion to delete the word “must” and replace it with “should”. The sentence will now read “This representative should be someone with prior experience as a department graduate chair....”

Vote: 52 in support; 0 against; and 1 abstention. Motion passed.

Article III, Section 5. Section 5. subsection (13)

Senator Hyoun-June Park asked a question about the actions of SEC during the summer. Senator Amy Brown asked a follow up question. Senator Michael Cooney asked for an example of what kinds of decisions might come up for SEC to vote on during summer. Senator D. Vincent gave an example and offered the caveat that while the SEC prefers not to make major decisions, it can if it needs to. Senator J. Mobley commented that if SEC can’t act during the summer, it leaves the faculty with no representation during summer. Senator H. Zaleski pointed out that the term of a senator is 28 months and it is not impossible to hold a senate meeting during the summer. Senate is structured to make it possible, and SEC should try to call a meeting in summer, if possible. Senator D. Ericson pointed out that when the Senate reconvenes in the Fall and if the Senate body should disagree with a decision by SEC, the Senate could override the SEC. Senator R. Paull and Senator H.-J. Park made comments. Sen. D. Vincent asked if there were any proposed changes to this paragraph, and Sen. A. Brown moved to reject the sentence “, in particular during the summer off-duty period for 9-month faculty.”

Vote: 26 in support; 19 against; and 4 abstentions. Motion passed to keep the sentence.



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Article IV. Section 1. Standing Committees. subsection b. Officers.

Motion to accept adding the sentence “A Vice-Chair may also be selected to act in the absence of the Chair.”

Article IV. Section 1. Standing Committees. subsection e. Membership and Quorum.

Motion to accept adding the word “vice-chair” into the sentence “Each Committee shall select its chair, vice-chair, and secretary from among its senator members.”

Vote: 45 in support; 0 against; and 0 abstentions.

Article IV. Section 1. Standing Committees, subsection f. Rules and Regulations.

Motion to add “and Congress and Senate Charter, Bylaws and Rules of Order” into the sentence “, each Standing Committee and subcommittee may adopt rules and regulations, consistent with University and Regent policy, and Congress and Senate Charter, Bylaws and Rules of Order.

Motion to add the a second paragraph of “Each committee shall take up issues within its scope of responsibilities described below and make recommendations to the Senate Executive Committee for action by vote of the Faculty Senate or consultation with other bodies as appropriate.”

Vote: 44 in support; 0 against; and 1 abstention.

Article IV. Section 1. Standing Committees, subsection g. Duties of the Committee on Academic Policy and Planning.

Motion to add the phrase “shall provide oversight of and make specific recommendations to the Senate Executive Committee...”. The new sentence will now read “ The Committee, shall provide oversight of and make specific recommendations to the Senate Executive Committee on matters of academic goals, policies, and programs with respect to standards of”.

Motion to approve two phases in the second paragraph Recommendations to the Senate Executive Committee” and “ or originating from its own deliberations”. The new sentence will now read “In addition, the Committee may provide advice and/or specific recommendations to the Senate Executive Committee, as requested by or through the Manoa Chancellor or the UH President or originating from its own deliberations, on matters of concern to the Committee.”

Vote: 50 in support; 0 against; and 1 abstention.



Article IV. Section 1. Standing Committees, subsection g. Duties of the Committee on Faculty Service.

Motion to approve insert the phrase “and any additional committee”. The new sentence will now read “The Committee is responsible for nominating person to various Senate and University committees, subcommittees, boards, ad hoc committees, and any additional committees as specified in the Bylaws and in the governing documents....”

Vote: 50 in support; 0 against; and 0 abstentions. The motion passed.

Article IV. Section 2. Ad Hoc Committees.

Motion to approve the sentence “Each such deadline shall be not more than one year after the ad hoc committee is officially created.”

Motion to insert a new sentence under Article IV. Section 2. Ad Hoc Committees. subsection a. Selection of Members. “Any member of the Congress is eligible to serve on ad hoc committees.

Vote: 48 in support; 0 against; and 0 abstentions. The motion passed.

Article IV. Section 2. Ad Hoc Committees. subsection b. Duties.

Motion to approve the phases “charge to” and “in writing”. The new sentence will now read “The charge to all ad hoc committees shall be specified in writing by the Senate Executive Committee.”

Vote: 46 in support; 0 against; and 1 abstention. The motion passed.

Article IV. Section 3. Other Permanent Committees.

Senator S. Johnson voiced concern proposed language and made a motion to reject the proposed language. Senator A. Agcaoili seconded. No discussion. Vote: 18 in support; 22 against; 9 abstentions. Motion does not pass. Vote to accept section to read “For each such Permanent Committee the Senate will create a governing document specifying:

- (1) the purpose, scope, and responsibilities of the committee;
- (2) how the Committee is constituted, organized, and governed;
- (3) that a least one Senator shall be a member;



(4) how the process for amending the governing document.

The proposed governing document establishing and governing such a Committee must be read at two meetings of the Senate at least a week apart.”...

Vote: 43 in support; 0 against; and 1 abstention. The motion passed.

Article VI. ELECTIONS, APPOINTMENTS, AND TERMS, Section 1. Terms of Office. subsection e.

Motion to insert the word “governing”. The new sentence will read as “The governing document establishing and governing such a committee shall set forth the term of office for each member.”

Vote: 42 in support; 1 against; and 1 abstention. The motion passed.

Article VI. ELECTIONS, APPOINTMENTS, AND TERMS, Section 2. Elections. subsection a. Publication and Preservation of Results.

Senator C. Stephenson asked why “that” was proposed to be changed to “an”. Senator R. Paull asked how election results are saved, and J. Kinder explained the office keeps election hard copies in the MFS office dating back at least 10 years.

Motion to approve the title to “Certification and Publication and Preservation of Results.” and also approve the first paragraph under subsection a. to read as follows “After any election required by these Bylaws the Committee on Faculty Service shall certify the results of the elections with alternates to the Senate Executive Committee for approval. The Secretary of the Senate shall publish the results and the tally of votes on the on the Manoa Faculty Senate website. The Secretary shall preserve the tally of votes of each election and certified alternates from the most recent election until the next time an election is held.”

Vote: 24 in support; 20 against; and 3 abstentions.

Senator Powell stated that there needs to be a sentence added to replace the deleted one to state how election results will be preserved. J. Kinder stated that the MFS website publishes last three years of election results for public access. Senator C. Stephenson made an amendment to add language about preserving the election results and dropping language about the MFS website. Senator G. Crookes suggested that for the convenience of Senators, the MFS language should be left in the bylaws. Senator R. Paull asked about the backup of the election documents. Senator H. Zaleski suggested adding preservation of records for at least five years. Senator G.



Crookes suggested adding the language be changed to “publish on the MFS website”. The new sentence shall read as follows The Secretary of the Senate shall publish the results and the tally of votes on the website in a publication of record as soon as possible and preserve them at least for five years, including on the Manoa Faculty Senate website.”

Vote on the proposed changes: VOTE: 29 in support; 7 against; and 5 abstentions.
Motion continued insert “A” and “That” in Section 2. Elections. subsection b. Election of Senators. (3). The new sentence shall read “A constituency or group of constituencies that has its own faculty senate with elected members may nominate one of its officers for service on the Manoa Faculty Senate, provided that that officer is otherwise eligible for election to the Manoa Faculty Senate. That officer will be considered to have been elected to the Manoa Faculty Senate and the number of senators remaining to be elected from the constituency of that officer will be reduced by one.”

Vote on the paragraph as amended, VOTE: 38 in support; 2 against; and 2 abstentions.
The motion passed.

Article VI. ELECTIONS, APPOINTMENTS, AND TERMS, Section 2. Elections. d. Alternates Filling Unexpired Terms, Permanent and Temporary.

Motion to approve the first paragraph to read as follows “If a permanent vacancy occurs on the Senate Executive Committee by way of death, retirement, resignation, or termination from the University, a certified alternate who is a Senator at the time of the appointment, as specified in the Elections Code of the Rules of Order of the Faculty Congress and Senate, shall be certified to the Senate by the Committee on Faculty Service, and that alternate shall fill the vacancy, serving the remaining term. If an SEC member resigns in the last three months of his or her term, the vacancy shall remain unfilled.”

Vote: 41 in support; 1 against; and 0 abstentions.

Article VI. ELECTIONS, APPOINTMENTS, AND TERMS, Section 2. Elections. d. Alternates Filling Unexpired Terms, Permanent and Temporary.

Senator R. Paull had no objection to earlier change, but proposed adding “until the next election” at the end of the section. Senator D. Chin seconded. A senator asked why that addition was suggested. Senator D. Vincent explained.



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Motion to approve the new sentence to read as follows “If an SEC member resigns in the last three months of his or her term, the vacancy shall remain unfilled until the next election.

Vote: 42 in support; 0 against; 0 abstentions. The motion passed.

Article VI. ELECTIONS, APPOINTMENTS, AND TERMS, Section 2. Elections. d. Alternates Filling Unexpired Terms, Permanent and Temporary.

Senator R. Cooney proposed a motion to deleting “in the Senate or” on the second paragraph, seconded by another senator. The proposed sentence shall read as “If a temporary vacancy occurs on the Senate Executive Committee for a period of less than the unexpired portion of a senator’s term by way of ...”.

Vote: 37 in support; 2 against; and 0 abstentions.

Senator C. Stephenson supported the language as in the proposed change above.

Vote: 35 in support; 2 against; and 1 abstention. The motion passed.

3. ADJOURNMENT

Meeting adjourned at 5:02 PM

4. MINUTES

- o May 10, 2017 Senate Minutes [[DOC](#)] (DRAFT)

5. BUSINESS

Proposed Changes to the Rules of Order (First Reading) [[DOC](#)]

Recommendation from the Committee on Administration and Budget (CAB)

Presenter: Robert Paull CAB Vice Chair



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6. NEW BUSINESS

Respectfully submitted by Stacey Roberts MFS Secretary.
Approved on October 18, 2017.