

**EXECUTIVE COMMITTEE**  
**MEETING MINUTES**

**MEETING DATE:** March 2, 2015      **1:30 pm**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Ron Bontekoe - Chair	P	Bob Cooney – Vice Chair	P	Doug Vincent – Secretary	P	Reed Dasenbrock, VCAA	2:05 pm – 2:40 pm
Kelley Withy	P	Peter Garrod	P	Ashley Maynard	P	Duane Stevens, Senator	1:30 pm – 4:00 pm
Stacey Roberts	E						
		Rebecca Fraser – Staff	E				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair Bontekoe at 1:35 pm.
<b>REVIEW OF MINUTES</b>	1. The minutes of February 23, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by K. Withy to approve the minutes as amended; second by B. Cooney. Passed unanimously.
<b>CHAIRS REPORT</b>	1. Chair Ron Bontekoe reported.	1. No action.
<b>GUESTS</b>	<p>Vice Chancellor for Academic Affairs, Reed Dasenbrock 2:00 pm – 2:40 pm</p> <p>1. Update on WASC visit -- Dasenbrock reported that the Interim Report had been submitted to WASC. No significant changes in the report reviewed to the SEC. There were some questions from WASC.</p> <p>2. Quantitative Reasoning Requirement. Dasenbrock indicated that he'd not received the final proposal from the Senate. He was aware of the two options. There may be need for further discussion with John Morton, VP for Community Colleges.</p> <p>3. MoU with UHPA – Dasenbrock expects less consultation with the Senate. He raised a concern regarding the timing of items sent simultaneously to</p>	<p>1. No action needed by the SEC.</p> <p>2. SEC is awaiting the final version of the proposed changed from the GEC.</p> <p>3. The SEC will watch the impact of the MOU on shared governance.</p>

	<p>both UHPA and the Senate. There may be greater pressure on the Senate to review things quickly as UHPA can likely turn around request quickly, while the Senate is more deliberative. If the VCAA has any doubts, he will send it first to VP Morton for a judgment. He anticipates that there will be greater pressure placed on the Senate to quickly turn around requests for consultation.</p> <p>4. Associate Vice Chancellor for Academic Affairs Position Search – there is an ongoing search for the Associate VCAA position. The search committee is reviewing the candidates and there will be on campus presentations by the finalists. Dasenbrock lamented that due to pressures from the BOR, this search has been an internal search because of budgetary concerns.</p>	<p>4. The SEC looks forward to the finalists. The SEC thanked VCAA Dasenbrock for his time and his discussion.</p>
<b>COMMITTEE REPORTS</b>	<p>1. MAC – No report, S. Roberts not present.</p> <p>2. CoRGE – CoRGE hasn't met.</p> <p>3. CSA – D. Stevens reported. See new business regarding requesting the SEC to conduct a survey on the impact of the budget cuts.</p> <p>4. GEC – P. Garrod reported. Follow up on the two draft proposals submitted to GEC regarding QR. Of the two motions, the first one, a resolution regarding replacement of the Foundations Symbolic Reasoning (FS) General Education Core Requirements with a Foundations Quantitative Reasoning (FQ) core requirement, with new hallmarks will be forwarded to the VCAA's office.</p> <p>5. CPM – A. Maynard reported. CPM has received concerns about electronic submission of contract renewal and P&amp;T dossiers. They questioned whether this should be forwarded to UHPA.</p>	<p>1. No action by the SEC.</p> <p>2. No action by the SEC</p> <p>3. SEC requests CAB to survey the faculty.</p> <p>4. GEC is authorized to forward the first resolution to the VCAA's office for his approval.</p> <p>5. CPM will forward the concerns to UHPA.</p>
<b>OLD BUSINESS</b>	<p>1. No old business</p>	<p>1. No action by the SEC.</p>
<b>NEW BUSINESS</b>	<p>1. Perception of the SEC and the Chair -- a lively discussion about the role of the SEC Chair as the</p>	<p>1. No further SEC action was taken.</p>

	<p>presiding officer ensued.</p> <p>2. Application for SEC Assistant – The position closes on March 4, 2015. As of the SEC meeting, there had been only two applicants. Interviews will commence after the position closes. Interview questions will need to be developed. Ron will check with Rebecca for past questions.</p> <p>It was suggested that a 0.5 FTE Casual Hire to fill in while the administrative assistant APT is being filled. Chair Bontekoe will check on the budget and whether we have the funds in salary savings to fund a casual hire.</p> <p>3. Survey of DC's or of faculty. Based upon a request by the CSA, the SEC will request to conduct a survey to gather information on the impact of the budget crisis is having on their departments. Preliminary information was collected by the UHM Council of Chairs about courses not being offered due to not having faculty or being able to hire lecturers or GA's. Suggested data to be collected, courses offered and/or seats available for Fall 13, Fall 14, and Fall 15. Possible open ended questions as well.</p> <p>4. Agenda for the SEC meeting on March 9, 2015</p>	<p>2. Interview questions were developed. Chair Bontekoe asked for volunteers to help conduct interviews.</p> <p>Motion to hire 0.5 FTE Casual Hire to assist in the office. Motion: B. Cooney. Second: A. Maynard. Motion passed 4 in favor, 1 abstention.</p> <p>3. D. Vincent (CAB liaison) will inform CAB that the SEC requests that a survey be developed and submitted to Department Chairs to determine the impacts of the budget cuts.</p> <p>4. An agenda for the March 9, SEC meeting was developed.</p>
<b>ADJOURNMENT</b>	<p>The next meeting of the SEC will be on Monday, March 9, 2015 at 1:30 pm in Hawaii Hall 208</p>	<p>Motion to adjourn was made by P. Garrod and seconded by A. Maynard. All approved the motion. Meeting adjourned at 4:40 pm</p>

Respectfully submitted by Doug Vincent, SEC Secretary.  
Approved unanimously on March 9, 2015.