



EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: October 30, 2017 **2:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair via polycom	P	David Duffy, Vice Chair	P			Joseph Jarrett (CHEM) Chair & Professor	2:30 PM - 3:00 PM
Douglas Vincent, SEC Secretary via polycom, excused at 4:25 PM	P	John Casken	P			Jan Gouveia & Donna Kiyosaki	3:00 PM - 4:15 PM
George Wilkens	P	Stacey Roberts, MFS Secretary, excused 3:00 PM; and returned 4:15 PM	P				
Brian Powell	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER APPROVE AGENDA		Meeting was called to order by acting Chair D. Duffy at 2:01 PM.
REVIEW OF MINUTES	1. The minutes of the October 23, 2017 Senate Executive Committee had been circulated electronically.	1. Motion by B. Powell to approve the October 23, 2017 minutes; seconded by S. Roberts. Approved unanimously.
CHAIR'S REPORT	1. None.	



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ACTION ITEMS	1. None	
GUEST #1	<p>Joseph Jarrett (2:30 PM) -- Department Chair from Chemistry requested to meet with SEC regarding high DFIW courses. Revolves around organic chemistry class taught by a long time faculty member. Failure rate is around 30% for this course. Other professors when teaching it had a 20% fail rate. Community College had a fail rate of 5% Complaints (2) from parents were sent to Lassner about the behavior of the instructor. Class had an exam on Friday. Instructor came to class on Monday and showed a video of burning papers and indicated that is what he thought of the previous exam. Students posted cell phone videos of the instructor yelling at the students. By 10 pm that evening, the DC had several emails telling him to do something about the instructor. DC met with the instructor. Had also a verbal conversation with his Dean, and met with Beverly McCreary from OVCAA. The DC then removed the instructor. However, the Department chair received over 100 emails from students in the class supporting the original instructor. In this case there are really two issues -- is the instructor bullying the students? And secondarily is the DFIW issue. In the case of the former, there is a process to be followed and it may not have been followed, possibly due to the inexperience of the Dean and the DC. Remediation plans can be developed. The DFIW issue is different. The course, regardless of the instructor, has a high DFIW rate. The course, with ~300 students, is required, not just for majors, but for pre-professional students across the campus. The DFIW issue needs to be addressed by the Department and may require additional resources to address. Curricular matters are the purview of the Department faculty and interference from the administration should be discouraged.</p>	<p>1. The SEC thanked Dr. Jarrett for surfacing this situation to the SEC, encouraged him to keep the SEC updated on the issue, and to work to resolve the issue.</p>



GUEST #2	<p>Jan Gouveia VP for Admin; and Donna Kiyosaki AVP for Admin (3:00 PM)</p> <p>The SEC welcomed Jan Gouveia and Donna Kiyosaki from the VP for Administration Office. Jan thanked the SEC for the opportunity to close the communication gap between the administration and the faculty. The challenge is to find suitable lines of communication. The more we can get to a place where there are more direct lines of communication, the better off we will be.</p> <p>Q1: Describe Jan Gouveia's role: A1: Jan's role hasn't changed much. Her responsibilities are capital improvements, facilities contracts, human resources, procurement and real property management, risk management, sustainability, Title IX, and UH news and communications. When she started contemplating consolidation of Manoa and system OCI offices, questions were raised about what would change with respect with facilities? Concerns were that Manoa would not receive the same attention. Jan pointed out that if anything there was an elevated state of awareness of facilities on Manoa. Manoa got the lowest CIP in FY2016 - 7 M. When system took it over, they convinced the leadership that Manoa needed a greater share of the Capital Improvement Projects (CIP) and Repair Improvements Maintenance (RIM) requests. Gross square feet + deferred maintenance. For FY 2018, 83M appropriated RIM to system -- almost 80M to UHM. Prevailing attitude was to get away from "health and safety" and change appropriation language to "renew, improve and modernize." Needed to focus on Manoa's large amount of deferred maintenance. Community Colleges got a separate appropriation. The campus with the greatest needs should get most of the funding. Since CIP and RIM funding rely upon revenue bonds, there are limits to what they can spend the money on. Only projects that are long term improvements (over 10 years) can use revenue bonds to fund. Work orders and other operating expenses that don't extend the life of the building life over 10 years have to be paid out of the appropriated operating funds. Only \$2.7 M in operating funds for Manoa. The largest chunk goes to the service contracts for HVAC and elevators. If units can pay for items, so much the better. They have to save some for</p>	<ol style="list-style-type: none">1. The SEC thanked Jan and Donna for their time. Send comments or questions to SEC.
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health and safety maintenance. Jan questioned whether indirect costs designated for facilities should be used for maintenance. At the moment they do not come back to Facilities. Another role for Jan is refereeing disputes among other revenue generating entities, e.g. parking and other auxiliary services -- how do they manage their facilities. These are symptom of Manoa's organizational challenges. Student and Faculty Housing is not part the system. All the Auxiliary Services are under Deb Huebler. Student housing is under Lori Ideta.

Q2. Provide feedback on the online and space survey. **A2.** The online survey was to provide data on how to recommend prioritization of funding. Hired a consultant (M.K. Sink) to get an inventory. Space but how is it being used? Do we have the quality space -- so in addition of space utilization -- let's give it context. To provide "color" to raw data. Deans and Directors have been given access to the M.K. Sink data. Unfortunately the project was behind schedule and data have only recently been given to Dean's and Directors to look at. They are also looking at head counts -- number of people using the spaces, overlaying enrollment and faculty/staff space along with UH employee and RCUH employee metrics. First phase of the survey is to have baseline data as a starting point, then to have larger conversations about space utilization. It is cheaper to repurpose space than to build new space. Need to encourage Deans to go back to Departments to talk to faculty to validate the data and provide additional data on utilization and assessment and how to proceed. Shrinking programs may not need the space.

Q3. What about the MCPP Committee? **A3.** UHM is required to have a Long Range Development Plan (LRDP) by the City and County. MCPP -- initially done in a suboptimal effort -- was done to assist in the development of the new LRDP. LRDP -- only lasts for 10 years. Manoa's will hit 10 years. Anything moving forward will not be approved until a new LRDP is developed and approved. Shifted funding to a consultant to develop the new LRDP. Not happy with how it goes so far. UH may bring the M.K. Sink team to do a better effort to involve stakeholders. The process needs to play out. The BOR wants a comprehensive



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strategic business plan before approving any CIP. Could (in JG opinion) they shrink the campus, e.g. take down the portables? We are looking at strategic investment. Expect a final plan by 2020. But what's the role of the MCPP? Administration has asked for faculty involvement, we have provided names but MCPP has not met. The Campus Facilities Planning Board was dissolved.

Q4. What are we doing to replace craftsmen on campus when they retire? **A4.** That is a continuing problem as experienced craftsmen retire. For example, physical locks are a challenge because it seems people don't return keys, requiring re-keying facilities. UH is working on getting access cards for all spaces. But there are policy issues on who can issue cards and what do they do with data. Can UH maintain its own plumbers, and other craftsmen? The problem is that there is a significant differential between what craftsmen can get paid in the private sector and at UH. It would be hoped that in the current environment, UH is looking at ways to resolve this.

Q5. What about faculty housing. **A5.** Faculty housing on land at UHWO is a high priority.



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COMMITTEE REPORTS	1. CAB (DV) – No report. Next meeting is scheduled for Nov. 1st.	1. No action taken
	2. CAPP (BP) – Meeting was held on 10/25. CAPP met and discussed -- response to Psychology waiver request and denied it. Chair of CAPP will send memo. Common questions on course evaluations, narrowing down to just a few 3-4 questions on the course evaluation. Does CAPP need to address the SUST designation. Powell forwarded Bruno memo re: SUST course designation.	2. No action taken.
	3. CFS (GW) – No report. Next meeting is scheduled for Nov. 8th.	3. No action taken.
	4. COA (BP) – No report. Next meeting is scheduled for Nov. 1st.	4. No action taken.
	5. COR (DD) – No report. Next meeting is scheduled for Nov. 2nd. COR report on IP was sent to UHPA.	5. No action taken.
	6. CPM (JC) – No report. Next meeting is scheduled for Nov. 3rd.	6. No action taken.
	7. CSA (JC) – No report. Next meeting is scheduled for Nov. 8th.	7. No action taken.
	8. GEC (SR) – Meeting held on 10.26. Next meeting is scheduled for Nov. 2nd. As per permitted in its governing documents, GEC voted to delegate full authority to Foundation Boards to approve proposals. Also voted to give full authority to the Focus Boards to approve course-based proposals (previously they had authority to approve only instructor-based proposals. A third motion to give the Focus Board authority to approve non course based focus exemptions was tabled until the next meeting.	8. No action taken.
	9. CEE (CSI) – No report. Next meeting is scheduled for, Nov. 13th.	9. No action taken.



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	10. UHPA (GW) – Board meeting is this weekend.	10. No action taken.
UNFINISHED BUSINESS	1. Review the Resolution Supporting the Proposal for a Graduate Certificate in Ethnomathematics in the College of Education	1. Reviewed, amended and approved for the Nov. 15th Senate agenda.
BUSINESS	1. None.	
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on November 6, 2017.	Motion to adjourn by B. Powell; seconded G. Wilkens. Passed unanimously. Meeting adjourned at 4:30 PM.

Respectfully submitted by Douglas Vincent, Secretary
Approved unanimously on November 6, 2017.