

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: May 16, 2016 2:00 pm
LOCATION: Hawai'i Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney	P	Bonnyjean Manini	E	Rosanne Harrigan	P	Chancellor R. Bley-Vroman K. Cutshaw	3:00 pm-4:40pm 3:00 pm- 4:00pm
Marguerite Butler	P	Ashley Maynard-arrived 2:50 pm	P				
Kelley Withy	P	Sarita Rai	P	John Kinder-Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Cooney at 2:03 pm.
REVIEW OF MINUTES	1. The minutes of May 9, 2016 SEC meeting had been circulated electronically before the meeting.	1. Motion by M. Butler to approve the minutes; seconded by S. Rai. Passed unanimously.
CHAIR'S REPORT	1. Welcome new SEC member Rosanne Harrigan. 2. UHM Graduation Ceremony-parking problems; when dignitaries acknowledged faculty, VCA turned his back on faculty; excessive length-may	1. No Action

	need to be divided up by area of expertise, Tammy Baker's second title was not announced.	
ACTION ITEMS	1. CFS recommendation to approve the 2016 SEC Election	1. Motion by K. Withy to approve the minutes; seconded by R. Harrigan. Passed unanimously.
GUESTS	<p>1. GUEST #1 Chancellor R. Bley-Vroman (3:00 pm)</p> <ol style="list-style-type: none"> 1. UHM Budget process update-numbers in July. 2. Need for Ombudsman-not discussed. 3. BoR - strategic plan for research-not discussed. 4. Fate of research faculty-there may be a moratorium on R-faculty hires who do not teach. Instead faculty should be hired in I-category. 5. Permanent faculty discussion. Psych has 60% lecturers; Math has faculty listed as permanent, but they are non-tenure track. 6. Central record for what all faculty are doing has been requested by BoR. Conceptual combination of Banner and HR. 7. Administration requested to send out survey of Department Chairs after review of survey. Small number of focused questions. How many classes are being taught by tenure track faculty and how many being taught by non-tenure track; 	<ol style="list-style-type: none"> 1. Faculty attrition rate information requested. 2. Can we find out how many tenure or tenure track faculty vs. non-tenure track (contingent) faculty are in each department? 3. Work to create targeted survey to find out teaching and research needs of departments. 4. Ashley will remind RBV regarding Kumu `Olelo Hawaii title for Tammy Baker. 5. Request information on VCAA decision maker from D. Lassner. 6. No action. 7. No action.

	<p>how many sections, how many students; how many labs. But this information must be presented appropriately to avoid being taken out of context.</p> <p>8. Departments need to know what the new normal is for budget expectations.</p> <p>9. Ideas offered for improving graduation; bussing from other areas; video connectivity; breaking up into smaller graduations; add summer graduation. Idea to have Urban Planning students to take on.</p> <p>10. He recommended we ask D. Lassner regarding when the decision maker report will be available on VCAA.</p> <p>11. Workload policy should be developed department by department, he has written a white paper and would like feedback on the framework. Idea is that faculty who teach less than 2 courses have to buy out time.</p> <p>2. GUEST #2 VCAFO K. Cutshaw (3:00-4:00 pm)</p> <p>1. Data management report-not yet ready.</p> <p>2. UHM Budget model with figures-July.</p> <p>3. FY15 closed the year at \$7.3 million carry forward, FY16 \$8.5 million carry forward; structural deficit is down to \$21 million. Revenues are higher than expenditures. Nine units were in deficit in 2014, now have two and only Natural Sciences will not be solvent and will need further assistance. Roll out of budget model in July. It will have 40% of delta but not realigning G-funds. There will be no sweeping of funds to Mānoa even if you carry forward more than 10%.</p>	<p>8. No action.</p> <p>9. No action.</p> <p>10. No action.</p> <p>11. No action.</p> <p>1. SEC to follow-up VCAFO.</p> <p>2. SEC to monitor.</p> <p>3. No action.</p>
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COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB-Will not consider the reorganization issue because they would like to bring it to the full senate in August; they continue to meet bi-monthly to discuss budget. 2. CAPP-No report. 3. CFS- SEC election results addressed. 4. COA- Had final meeting, new concussion policy draft obtained and will be reviewed, still need to address Athletic Advising and safety issues, want to get more FAR involvement in COA activities. 5. COR- No report. 6. CPM- No report. 7. CSA- No report. 8. GEC- No report. 9. MAC- No report. 10. UHPA- No report. 	<ol style="list-style-type: none"> 1. No action. 2. No action. 3. No action. 4. No action. 5. No action. 6. No action. 7. No action. 8. No action. 9. No action. 10. No action.
OLD BUSINESS		
NEW BUSINESS	<ol style="list-style-type: none"> 1. Discussion of BoR Personnel Affairs (Biobibs and faculty workload)-SEC recommends against adding requirements to faculty responsibilities such as creating additional CV documents. 2. SEC recommends against AdAstra software for classroom management. 3. Classroom use survey never provided to CAPP. 4. Discussion of BoR Research committee meeting items-M. Butler to give personal testimony to include a model research strategic plan, quality metrics for research accomplishments and research vs. instructional spending. 5. SEC testimony for June 2nd BoR meeting-deferred. 6. Prepare SEC agenda for May 23, 2016: June 2 BoR; restructuring of MFS; revisit retreat recommendations. 	<ol style="list-style-type: none"> 1. Renew CAPP request to OVCA for classroom use survey. 2. Testimony-task force on shared governance. 3. CAPP to monitor. 4. M. Butler to present. 5. Deferred. 6. Deferred.

ADJOURNMENT	The next meeting of the Senate Executive Committee will be May 23, 2016.	Motion to adjourn by S. Rai; seconded by A. Maynard. All approved the motion. Meeting adjourned at 5:30 pm.
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Respectfully submitted by Kelley Withy, SEC Secretary.
 Approved unanimously on May 23, 2016