

EXECUTIVE COMMITTEE Minutes

MEETING DATE August 25, 2025
MEETING TIME 3:00- 5:00 PM
LOCATION Hybrid: via Zoom or HH208

Members

Name	Role	Attendance
Edo Biagioni	Past Chair	Present
Marguerite Butler	Chair	Present
Jennifer Griswold	SEC Sec.	Present
Birendra Mishra	Member	Present
Camaron Miyamoto	MFS Sec.	Present
Dan Port	Member	Present
Sarita Rai	Vice Chair	Present; leave by 4:40
Brian Richardson	Past MFS Sec	Present
Ann Sakaguchi	Past Vice Chair	Present
Carolyn Stephenson	Member	Present
Michelle Tallquist	Member	Present
John Kinder	Staff	Present

Guests

Name	Role	Time

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	The meeting was called to order.	The meeting was called to order by Chair Butler at XX
Review of Minutes	1. The draft minutes of the 8/4/2025 Senate Executive Committee were circulated electronically.	1. Minutes were approved as corrected.
Chair's Report		
Guest(s)		
MFS Committee Reports		
Other Reports		
Unfinished Business		
Business	<p>1. SEC Liaison update on committee meeting schedule. Please refer to checklist</p> <p>2. Volunteers from SEC members requested to assist with the two meetings August 27, 2025 and September 10, 2025. Conducted by SEC Chair M. Butler, Vice Chair S. Rai and SEC Administrator, John Kinder.</p> <p>Topics:</p> <p><u>3-4 PM Committee Chair/VC/co Chair Training</u></p> <ul style="list-style-type: none"> ● Role and Duties of the Chairs and setting agenda ● Resolutions and presentation, 	<p>1. Information</p> <p>2. Information</p>

	<ul style="list-style-type: none"> • Where to find resources on the MFS website <ul style="list-style-type: none"> ◦ Index of Resolutions ◦ Archived Resolutions ◦ Historical Minutes by Committee ◦ Senate and Congress Agendas • Running a meeting • Sharing the load • (Requesting licensing info for Short Guide) <p><u>4-5 PM Secretary Training -</u></p> <ul style="list-style-type: none"> • One document/Agenda/Minutes • Role/Responsibility of the Secretary • What to record/approval of minutes from William J. Puette • Where to post the minutes after approval <p>Demonstration of QuickPoll (Dan)</p> <p>3. Items for the MFS meeting on September 17: 3-5 PM</p> <ul style="list-style-type: none"> • RSVP for in-person or hybrid attendance • Reception to follow (drinks and pupus supplied by MB and SR, welcome new senators) • New Senator Orientation <ul style="list-style-type: none"> ◦ Ann McFarlane Jurassic Parliamentarian could do a 1 hour customized training that can be recorded for future senates. ◦ How to participate in Senate meetings ◦ What are Motions and amendments? ◦ Presenting materials etc. ◦ Committee responsibilities ◦ What does the senate do? Highlights from last year • Bylaws Second Reading (CAB): September 17 for voting • Resolution on Mutual Defense Compact (CPM) - Authors indicated intent to bring back at another time as per email from Dean Saranillio. <p>4. Move Jan 20th MFS meeting to Jan 14th? The BOR meeting is on Jan 15th.</p>	<p>3. action.</p>
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MĀNOA FACULTY SENATE

	5. Discuss potential guest schedule for MFS/Congress meetings. 6. Influence on dean searches.	
New Business	1. TBD	1.
Adjournment	The next regular meeting of the Senate Executive Committee will be convened on (Monday), September 8 2025 at 3-5 pm Hybrid (enjoy the Labor Day holiday).	Chair M. Butler adjourned the meeting at XXX

Respectfully submitted by Jennifer Griswold, SEC Secretary.

Approved unanimously on September XX, 2025