

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

**MEETING DATE:** March 9, 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	Brian Taylor, Interim VCR	2:30 pm – 2:55 pm
Kelley Withy	P	Peter Garrod	E	Ashley Maynard	P	Duane Stevens, Senator	1:30 pm – 3:45 pm
Stacey Roberts	P						
		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 March 9, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by K. Withy to approve the minutes as amended; second by D. Vincent. Passed unanimously.
<b>CHAIR'S REPORT</b>	Chair Ron Bontekoe reported. 1. Senate workload. A discussion about the apparent reduced willingness of faculty members to commit to participation in the Manoa Faculty Senate both in terms of serving and once elected carrying out duties on committee. B. Cooney suggested that we need to have an honest assessment of the actual workload being expended as member of the MFS. Regular committee meetings, Senate meetings, serving as Chair, Vice Chair and/or Secretary of committees is a significant time commitment, conservatively at least 5% of the faculty senate member's time. The faculty member needs to understand the workload and their Deans, Department Chairs and the rest of the administration needs to know the time commitment. It was suggested that Chair Bontekoe write an annual report on the SEC for this academic year for the record and to include as part of the Chairs report a statement acknowledging the amount of work Senators do.	1. We agreed to produce an annual report for the SEC this year.

<b>GUESTS</b>	<p>Interim Vice Chancellor for Research Brian Taylor 2:30 – 2:55 pm.</p> <ol style="list-style-type: none"> <li>1. Research Advisory Council. VCR Taylor reminded the SEC that he has still yet to get a list of faculty nominees from the Committee on Research and Graduate Education (CoRGE) to serve on Research Advisory Council. Taylor would like five names to choose from.</li> <li>2. UARC update – VCR Taylor informed the SEC that the UARC director, Admiral Vitale has stepped down. Margo Edwards is now the Acting Director of UARC.</li> <li>3. Cancer Center and JABSOM working relationship. VCR Taylor was asked about progress toward addressing issues raised in the Cancer Center Review Report. With the resignation of UHCC director, Dean Jerris Hedges is now the Interim Director of the Cancer Center. Some of the issues raised in the report are on their way toward being resolved, i.e., cost savings related to infrastructure between JABSOM and UHCC. The fundamental impediment to the success of the UHCC remains the budget shortfall and the flawed business plan. Currently the UHCC is using reserves from the cigarette tax revenue, which will likely be depleted in two to three years. The largest expense is the debt service related to the building. Several proposals are being considered to resolve the budget problems but none have been finalized except for reducing costs via combining services shared between UHCC and JABSOM. There are proposals in the legislature that may benefit the problem but nothing is certain until the legislature makes the final decisions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Since Peter Garrod (CoRGE liaison) was away, Ron Bontekoe will contact the Chair of CoRGE Florence Thomas and ask her to send forward the names to VCR Taylor.</li> <li>2. No further action by the SEC, other than contacting Vassilis Syrmos, VCR for information about status of UARC.</li> <li>3. No SEC action is required. The SEC thanked VCR Taylor for meeting with the SEC and for addressing these questions.</li> </ol>
<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. CFS -- CFS had not yet met, so no report.</li> </ol>	<ol style="list-style-type: none"> <li>1. No SEC action taken.</li> <li>2. No SEC action taken.</li> </ol>

	<ol style="list-style-type: none"> <li>2. CAB – CAB will meet on Wednesday March 11, 2015 to address the CASSAS reorganization. If a motion to endorse is forthcoming, then it will be sent to the SEC Liaison for inclusion on the MFS Senate Agenda for the March 19, 2015.</li> <li>3. UHPA report. B. Cooney, as SEC Liaison to UHPA, reported on the UHPA Board of Directors Meeting. Cooney reported that the naming of the new UHPA Executive Director was imminent. Cooney also reported on a discussion by UHPA on the new UHPA – UH MOU regarding the role of the Faculty Senates and UHPA on consultation by the UH administration. Cooney reported that UHPA was optimistic because the MOU now adds the role of the faculty senate to be part of the collective bargaining agreement.</li> </ol>	
<b>OLD BUSINESS</b>	<ol style="list-style-type: none"> <li>1. MFS Executive Assistant – The SEC reviewed the applications for the MFS Executive Assistant APT position. The committee also further developed a list of questions for the interviews. The SEC hopes to interview the top candidates on Wednesday, March 11, 2015.</li> <li>2. Hiring of Casual Hire – after discussion with Rebecca Frasier and the outcomes of the interviews, the SEC decided to wait for now on advertising and hiring a casual hire for the office.</li> <li>3. Motion to amend the Rules of Order regarding decorum in the Senate. The SEC discussed further the necessity of sumitting to the Senate for consideration a motion to amend the MFS Rules of Order to outline procedures to restore decorum. Rather the Senate will rely upon Robert’s Rules of</li> </ol>	<ol style="list-style-type: none"> <li>1. Chair Bontekoe will contact candidates and try and schedule interviews. Questions will be circulated before the interviews.</li> <li>2. The SEC will wait for now.</li> <li>3. Motion to withdraw the motion to amend the MFS Rules of Order. Motion: K. Withy. Second: A. Maynard. Passed unanimously.</li> </ol>

	Order for guidance on dealing with disruptions.	
<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Agenda for the Senate Meeting on March 18, 2015.</li> <li>2. Agenda for Faculty Congress Meeting on March 18, 2015.</li> <li>3. Agenda for the SEC meeting on March 16, 2015</li> </ol>	<ol style="list-style-type: none"> <li>1. The Agenda for the Senate Meeting on March 18, 2015 was developed and will be posted by Wednesday, March 11, 2015.</li> <li>2. The agenda for the Manoa Faculty Congress Meeting on March 18, 2015 was developed and will be posted by Wednesday, March 11, 2015.</li> <li>1. An agenda for the March 16, 2015, SEC meeting was developed.</li> </ol>
<b>ADJOURNMENT</b>	The next meeting of the SEC will be on Monday, March 16, 2015 at 1:30 pm in Hawaii Hall 208	Motion to adjourn was made by K. Withy and seconded by S. Roberts All approved the motion. Meeting adjourned at 3:45 pm.

Respectfully submitted by Doug Vincent, SEC Secretary.

Approved unanimously on March 16, 2015.